

THE GOVERNING BODY OF HOLY TRINITY SCHOOL
MINUTES OF THE MEETING HELD AT THE SCHOOL
ON TUESDAY 16 JULY 2019

Foundation Governors

*Father Marius Mirt
*Mrs Karina Brookes
*Mrs Sarah Tyner
*Mrs Paula Quiddington (Chair)
Mr Neil Rymer
*Mr Tom Avery
*Ms Hannah Forster
*Mr Brian Hooper

Staff Governors

*Ms Roz Kimani (Headteacher)_
*Ms Sara Sheppard

Parent Governors

Ms Emma Tsangarides
Ms Tamarin Johnston

LA Governor

*David Powell

Associate Members

*Dr Margaret Martin
*Mr Ian Namey
*Mr Mike Waring

Non-voting Observer

*Ms Kirsty West (Deputy Headteacher)
* Richard Grant (Teacher)

*denotes person present

IN ATTENDANCE

Ms Sam Murray (Clerk)

The meeting opened with a prayer

18/99 **Welcome**

Paula Quiddington welcomed all to meeting and introductions were made.
Richard Grant (year 6 teacher) is attending the meeting as an observer.

18/100 **Acceptance/Non-Acceptance of Apologies for Absence**

Apologies were received and accepted on behalf of Tamarin Johnston, Emma Tsangarides and Neil Rymer.

18/101 **Declaration of Pecuniary Interest in the Current Agenda**

There were none from governors present. Governors were reminded to keep their entry in the register up to date.

18/102 **Governing Body Membership**

The Chair gave an update on membership of the governing body.

18/102.1 **Ratification of appointment of LA governor.**

The Chair asked David Powell to introduce himself and outline his skills and experience. The Chair **recommended** that David Powell be appointed as the LA governor for a four-year term of office. The governing body **agreed** the appointment.

18/102.2 **Election of Staff governor**

The Chair confirmed that Sara Sheppard was the only nomination for the staff governor vacancy and therefore no election was required. Sara Sheppard is therefore **appointed** as staff governor and will serve a four-year term of office.

18/102.3 **Appointment of Associate governors**

The governing body **agreed** the following Associate governor appointments:
Margaret Martin – 1-year term of office
Ian Namey – 1-year term of office

18/102.4 **Governor resignations**

The Chair **noted** the following resignations and thanked the governors who are coming to the end of their term of office.

Mike Waring (Associate)
Karina Brookes (Foundation)

18/103 **Appointment of Chair of governors and Vice chair of governors**

Paula Quiddington is resigning as Chair of governors at the end of the current academic year. Governors discussed and agreed that the role of Chair of governors would be managed as follows for the academic year 2019/20. The named governor will take on all aspects of the role and handover to the next person.

- Start of autumn term 2019 to start of spring term 2020: Emma Tsangarides
- Start of spring term 2020 to start of summer term 2020: Tom Avery
- Start of summer term 2020 to start of autumn term 2020: Neil Rymer

Governors **agreed** that Tom Avery and Neil Rymer will share the role of Vice chair of governors for 2019/20.

The current Chair will communicate with parents regarding the arrangements agreed for the next academic year.

Action: PQ to write a communication for parents regarding the role of Chair and Vice chair for 2019/20

18/104 **Review of Committee Structure and Membership**

Governors had received a document setting out the current membership of the sub-committees and **agreed** the following changes from Sept 2019:

- David Powell to join the CPC Committee
- Brian Hooper to join the Finance Committee??
- Paula Quiddington and Tom Avery to form the Headteacher's performance review committee meeting autumn 2019.
- Sarah Tyner to work with David Powell as Safeguarding governors
- Margaret Martin to continue as Training governor.

18/105 **Governor Code of Conduct**

Governors agreed to move this item to the autumn term 2019 meeting.

18/106 **Part I Minutes of the meeting held on 26 February 2019 & Part 1 Minutes of Budget meeting held on 26 March 2019**

The Part I Minutes of the meeting held on 26 February 2019 were **agreed as an accurate record.**

The Part I Minutes of the extra Budget meeting held on 26 March 2019 were **agreed as an accurate record.**

18/107 **Matters Arising from the Minutes**

18/89 **Chair's correspondence:** The FSB Committee had not yet discussed seeking donations from extended family members. This will be picked up at the next meeting in autumn 2019.

Action: FSB Committee to discuss donations from extended family members in the autumn meeting 2019.

18/93 **Governor Surgeries Report:** The school had not yet arranged an event for parents on assessment and data. Paula Quiddington will liaise with the Headteacher about an event in autumn 2019.

Action: PQ to liaise with RK about a parent event on assessment in the autumn term

18/94 **Any other business:** Tom Avery had not yet contacted the member of staff about the Travel Plan. This will be picked up in the autumn term.

Action: TA to speak to staff member responsible for the school travel plan.

18/108 **Report of the Headteacher**

The Report of the Headteacher, which had been circulated prior to the meeting, was received and noted by the Governors.

The Headteacher provided an overview. Discussion arising from the report:

Contextual Information

The report detailed current pupil numbers and included new admissions/leavers since Sept 2018. The Head noted that pupil mobility was increasing. Data on different pupil groups within the school was also included.

Leadership and Management

The Headteacher reported that the budget is currently on track with a contingency in place to avoid a deficit budget in 2019/20

The school is fully staffed from Sept 2019. The report included an update on starters and leavers and staff returning or going on maternity leave. The Head expressed her thanks to staff who were leaving and feedback to governors on the positive contribution they had made to the school.

The Head noted that Teach Now/London Borough of Barnet had been very successful in terms of recruiting NQTs to the school.

Caroline Froud will provide SLT cover for Kirsty West's maternity leave on a part-time basis from the autumn term.

The focus of the SIP 2019/20 had been discussed and priorities agreed. These were set out in the report including: a review of the financial stability of the school in line with the changes to funding; implantation of a peer review model of marking and feedback; a restructure of curriculum responsibilities and development of subject leadership and; development of the recording/monitoring of progress of SEN pupils.

Quality and Standards/Outcomes for Children

Governors received **headline data for Key Stage 1**, Phonics and Early Years assessment outcomes. The Head reported that the results are very pleasing and expressed thanks to all the staff. The school has taken part in moderation across the borough.

Governors discussed the data which is likely to be in line with or just below national figures. The Head is confident that the pupils will mature and develop across key stage 2. Governors discussed how to best communicate with relevant parents regarding the data. Governors **agreed** that a brief message should go out to parents before the end of term with further details to be shared in September following more detailed analysis of the data.

Action: Head to communicate outcomes/progress data to parents before end of term and in September 2019 as above.

Governors received **Key Stage 2 results** showing a comparison with national figures for 2018. Outcomes are positive with a significant increase in the percentage achieving greater depth. The Head reported that there were no surprises in the results and when predicted and actual results were compared at the recent CPC committee meeting the data was very well matched.

Governors discussed the progress of the pupil premium cohort at key stage 2 as progress is low when compared to general progress which is in line with national figures. The Head outlined the wide range of interventions that were put in place for the cohort but for multiple and often complex individual reasons, progress was not made as hoped. Governors discussed the importance of communicating with parents early on where there are any concerns about a pupil's progress.

The Head shared the areas identified for the SIP 2019/20 in relation to progress and outcomes including: to increase the percentage achieving greater depth in reading, writing and maths to be at least in line with national average KS2 and; to increase the percentage of pupils attaining ARE in writing in KS1 and KS2.

Quality of Teaching, Learning and Assessment

The Head shared data on lesson observations and noted that teaching standards remain solidly good with areas of outstanding teaching. A full year of the monitoring cycle had shown that all classes had at least two formal lesson observations, moderation by subject leads had taken place and pupil progress meetings were completed for each class. Governors had participated in monitoring activities.

Early Years Provision

The Head updated governors on the number of children in the nursery and the number receiving 30 hours provision in the current and following academic year. The positive impact of the increased numbers is felt in terms of additional funds and the numbers of children transitioning from Nursery to Reception. Reception is full for September 2019 which is not the case in all local primary schools.

Safeguarding update

The Head informed governors that an updated version of Keeping Children Safe In Education will be published for the start of term in September 2019. The INSET day at the start of term will include a safeguarding update for staff.

Data on the number and type of safeguarding concerns raised over the year was included in the report and outlined by the Head.

Attendance update

Detailed data on whole school attendance and punctuality was shared with governors. The Head reported that strategies to improve levels of attendance were having a positive impact and where there are gaps in the data the school are aware of these and know what they need to do.

Behaviour update

Data on behaviour including bullying incidents, exclusions, off-site education and referrals to agencies were discussed with governors. The Head reported that there has been a significant improvement of the children's behaviour and the involvement of CAMHS, Ed Psych, SENDIASS and the SENCo have helped.

Spiritual, moral, social and cultural update

The Head updated governors on the school's Vision Statement which is of great importance in the new SIAMs framework. The following statement reflects the school communities' vision;

Our vision is to create a family rooted in love for one another where children and adults can flourish and achieve their potential to reach their own spiritual, academic and personal goals .“Love one another. As I have loved you, so you must love one another” John 13v34

The Head thanked Kirsty West for all her hard work on the Vision Statement.

The Head's report also outlined some **site repairs and maintenance** work that will take place over the summer holidays including security improvements, boiler works, and decorating.

Health and Safety audits have been carried out and actions identified. From September 2019 onwards the new school Business Manager will be taking over general repairs and maintenance management.

The Head thanked Karina Brookes for her contribution to the school particularly in relation to financial matters. Her support has been much appreciated.

The Head also thanked Paula Quiddington for her contribution to the school. Her input and efforts have helped to improve the education provided to the pupils and the well-being of staff at the school.

18/109 **School Improvement Plan**

The Headteacher shared the SIP end of year review 2018/19 with governors, color-coded to show progress against targets.

18/110 Committee Reports

Finance, Staffing and Buildings

Governors received feedback from the recent meeting. The Chair of the committee, Hannah Forster, provided an overview of the meeting including:

The outturn budget for 2018/19 was £110k higher than expected. This is largely a result of the lack of clarity in relation to data on expenditure and assumptions provided by the previous Business Manager. The school cannot afford to have the same lack of clear financial information going forward as the year ahead will be financially challenging. The school and committee are confident that new arrangements will be much more effective and will monitor closely and report back regularly.

The committee had made a complaint to Capita about the service provided and had received an apology and a slight reduction in charges. The committee do not think it is worth pursuing a claim for compensation. Governors agreed with this position.

Governors **agreed** that the FSB committee should receive monthly finance monitoring reports from September 2019 onwards.

The committee had discussed when best to write to parents about the financial situation and stretched resources. Governors thought that the autumn term would be best and request that the FSB committee consider exactly when and how to communicate with parents at its autumn term meeting.

Action: FSB autumn term meeting to consider parent communication re financial situation.

The committee also considered and agreed the staffing structure for the year ahead and a number of policies.

Strategy

The Head's report covered strategy including the review of the SIP and school SEF. The next meeting will be held in September.

Curriculum, Pupils and Community (CPC)

Governors had received the minutes of the meeting held on 9 July 2019. In the absence of the Chair, the Head reported that the last meeting had considered the KS1 and KS2 outcomes data in detail. The Head had covered this in her written report to governors.

Admissions

There have been no admissions related matters that have required a meeting.

RE and Worship Committee

Governors had received the minutes of the meeting held on 18 June 2019. The Chair of the committee, Fr Marius Mirt, provided an overview of the meeting including: Data considered shows that progress is good. The committee had worked on the Vision Statement. The school is expecting a SIAMS inspection next academic year but the committee are confident that preparations are on track.

Father Marius invited staff and governors to attend the leavers service on Sunday.

18/111 **Ratification of Policies**

Governors considered the following policies for approval, copies of which had been circulated prior to the meeting:

- Attendance policy
- School Uniform policy
- Marking policy
- Food policy
- Mental Health & Well-being policy
- PE policy
- Drugs policy

Governors agreed all policies listed above.

18/112 **Safeguarding Update**

The Head's report covered school safeguarding data. Sarah Tyner had provided an informative training session to staff on safeguarding documentation. The training was very well received.

Following publication of the revised KCSIE guidance, an updated Safeguarding policy will be considered by the CPC committee in the autumn term and presented at the full governing body meeting in November. Sarah Tyner and David Powell will work on the policy together.

Action: ST and DP to work on a revised Safeguarding policy for ratification in November 2019.

18/113 **Report of Director of Children's Services**

Governors noted the publication of the report from the Director of Children's Services.

18/114 **Report of Link Governor**

Governors were reminded to inform Margaret Martin of any relevant training they have attended via LDBS or in the workplace as this can also be recorded.

18/115 **Governor Visits Update**

The Chair had visited the school to learn about the new Ofsted Inspection Framework at training delivered by the Learning Network. The Chair will share a powerpoint from the session.

18/116 **Governor Surgeries Report**

Governors had received a copy of the notes from the Governor Surgery held on 12 July 2019. Three parents were present and raised the following issues: uniform policy; after school clubs, school trips; closing times for school office and the recent yo-yo event in school.

Governors discussed the actions **agreed** at the surgery including: the launch of a parent-school communication app and a commitment to advertise clubs and fees as early as possible.

Governors **agreed** to ensure that any future events similar to the yo-yo event would be presented to parents with a clearer link to the curriculum and learning and that providers would be more closely questioned on how they would promote their sale items to pupils and parents in school.

18/117 **Any Other Business**

The Chair thanked Tamarin Johnston and the Year 5 teachers for their contribution, on behalf of the school, to the recent East Finchley Festival. The event is really important in raising the profile of the school in the local community.

Governor surgery rota 2019/20

Hannah Forster and Tom Avery agreed to attend the first surgery of the academic year on Fri 8 Nov 2019.

Richard Grant and Kirsty West (observers left the meeting)

18/118 **Dates of Meetings 2019/20**

Full GB meetings: Weds 13 Nov 2019; Weds 26 Feb 2020; Weds 15 July 2020
Budget Full GB meeting: Weds 25 March 2020

Strategy meeting: Tues 17 Sept 2019

Part One meeting closed