

THE GOVERNING BODY OF HOLY TRINITY SCHOOL
MINUTES OF THE MEETING HELD AT THE SCHOOL
ON MONDAY 10 JULY 2017

Foundation Governors

*Mr Mike Waring
*Father Marius Mirt
Mrs Karina Brookes
*Mrs Sarah Tyner
*Mrs Paula Quiddington (Chair)
*Mrs Jac Miller
Mr David Smith (Treasurer)
*Mr Neil Rymer

Staff Governors

*Ms Roz Kimani (Headteacher)
*Ms Sara Sheppard

Parent Governors

*Ms Emma Tsangarides
1 x vacancy

Co-Opted Governor

*Mr Mark Chapman (Vice-Chair)

LA Governor

1 x vacancy

Associate Members

*Dr Margaret Martin

Non-voting Observer

*Miss Kirsty Newman (Deputy Headteacher)

*denotes person present

IN ATTENDANCE

Ms Sarah Beaumont (Clerk)

Opening Prayer

17/22 **Welcome**

Mark Chapman welcomed all to the meeting.
Governors took the opportunity to congratulate Mark on his recent Barnet award for his performance as Chair of Governors.

17/23 **Acceptance/Non-Acceptance of Apologies for Absence**

Apologies were submitted and accepted on behalf of Karina Brookes and David Smith.

The Clerk took the Chair for the following two items.

17/24 **Appointment of Chair**

Nominations were invited and one was received. Upon a show of hands, Paula Quiddington was appointed as Chair for the forthcoming Academic Year, effective from the end of the meeting.

17/25 **Appointment of Vice-Chair**

Nominations were invited and one was received. Upon a show of hands, Mark Chapman was appointed as Vice-Chair for the forthcoming Academic Year, effective from the end of the meeting.
Governors joined in paying tribute to Mark's contribution to the school as Chair of Governors over many years.

Mark Chapman resumed the Chair for the remainder of the meeting.

17/26 **Appointment of Treasurer**

Nominations were invited and one was received. Upon a show of hands, David Smith was re-appointed as Treasurer for the forthcoming Academic Year, effective from the end of the meeting.

Neil Rymer joined the meeting at this point.

17/27 **Review of Code of Conduct**

Governors agreed to readopt this document as unchanged. The Clerk was asked to circulate the document to Governors.

Action: Clerk

17/28 **Governing Body membership**

It was noted that, following the resignation of Francesco Zoffoli, there were now two vacancies: one LA Governor and one Parent Governor. It was agreed that the election for Parent Governor be run at the beginning of the new school year. It was suggested that the promotion should include information on the role of the Governor, time commitment expectations, and information to help the parent community understand the importance of voting, its impact, and what they should expect of candidates.

Action: Chair/ Vice-Chair

A discussion ensued with regard to the nomination for LA Governor. Whilst regulations allowed a parent to be appointed as LA Governor, Governors considered whether appointing a parent would cause an imbalance in Governor membership representation, which could raise challenges in terms of panel makeup and conflict of interests/impartiality.

It was noted that Bronwen Tumani, National Leader of Governance (NLG), had recommended School Governor One Stop Shop (SGOSS) and Inspiring Governance as two sources to aid Governor recruitment. Governors discussed the calibre of candidate currently listed on the Inspiring Governance website. It was noted that the term of the new Governor would be four years.

Governors suggested that in the first instance, LA Governor recruitment should be conducted external to the parent body. It was agreed that this could be reviewed in six months time if recruitment had been unsuccessful.

Governors were reminded that there should be a balance maintained between Foundation and non-Foundation Governors according to regulations.

Action: Vice-Chair

Appointment of Associate Member

Upon a show of hands, Margaret Martin was reappointed as Associate Member for a further four year term.

17/29 **Declaration of Pecuniary Interest in the Current Agenda**

There were none.

17/30 **Part I Minutes**

The Part I Minutes of the meeting held on 27 February were CONFIRMED, initialled and signed. The Minutes of the meeting held on 27 March 2017 were noted.

17/31 **Matters Arising**

Governing Body practice and membership (17/03) Meeting with Parents: With reference to the formation of the Parent Forum, Jac Miller reported that Governors had met with Parent Reps. It was reported that it had been agreed that as part of a number of strategies to meet the needs of the parents, Governor Surgeries and opportunity for one-to-one meetings would be established. These would take place after drop-off on a Friday after half term. It was advised that questions would be invited in advance, with these being fed back to the full Governing Body meeting following.

It was suggested that two Governors should attend each Surgery by rota, with the first being attended by the Chair. It was noted that this would provide another 'plank' of the communication strategy in order to informally help parents better understand the work of the Governing Body. The success of this would be reviewed in due course.

Action: Chair

Emma Tsangarides joined the meeting at this point.

17/32 **Report of the Headteacher**

The Report of the Headteacher, copies of which had been circulated prior to the meeting, was received and noted. The Headteacher provided an overview. Arising from the report:

School Improvement Priorities: It was noted that key focus areas had been highlighted, and that this document would be posted on the school website for parents to view. The importance of the school's safeguarding statement was stressed: "To safeguard all children – 'pupils are safe and feel safe at all times' ".

Contextual Information: Governors noted this.

Quality and Standards/Outcomes for children: Governors noted the comprehensive data provided. It was noted that the data relating to Reception was in line with predictions. Governors noted the results in Year 1 phonics, and congratulated the school staff. Governors noted that Year 2 pupils had met all targets.

The quality of Teacher Learning and Assessment: Governors noted the information provided about Monitoring Teaching and Learning.

A Governor asked how the school was focussing on supporting the performance of disadvantaged pupils. The Deputy Headteacher responded that pre-teaching was one strategy utilised in which pupils were taught in smaller groups ahead of the lesson in order to prepare them for learning, and that enrichment programmes also helped provide targeted support.

A Governor asked the underlying issues associated with disadvantaged pupils. The Headteacher responded that issues often lay in the wider context, including lack of engagement by parents, limited ability of parents to become engaged, and different cohorts of pupils living at a distance from the school, which impacted on punctuality, attendance, and approach to learning.

A Governor asked if this analysis had been data-driven. The Headteacher responded that this analysis had been underpinned by data, and stated that some pupils had Special Educational Needs (SEN) and challenges in their home lives.

A Governor asked why some families lived at a distance from the school. The Staff Governor responded that these families had been moved out of Barnet but preferred to continue to attend the school.

A Governor asked how many pupils on roll were currently identified as disadvantaged. The Headteacher responded that there were currently 55.

A Governor asked if the majority of these were considered challenging in terms of making educational progress. The Headteacher confirmed this to be the case.

It was reported that the Headteacher had been invited to speak at a Barnet Conference to share the good practice of the school with regard to improving attendance.

A Governor asked if the employment of a Family Liaison Officer had had a positive impact on improving pupil attendance. The Headteacher confirmed this to be the case, stating that it was part of the school's multi-faceted approach and proving very effective to have, in effect, an in-house social worker.

Early Years Provision: Governors noted the information about the Nursery Provision.

Safeguarding: Governors noted the information.

Personal Development Behaviour and Welfare: Governors noted the information regarding extra-curricular activities.

Spiritual, moral, social and cultural including RE and Worship: Governors noted the information regarding the school's core values.

Curriculum Enrichment: Governors noted the information regarding enrichment activities.

School Partnerships – Partnership 9: Governors noted that the schools in the partnership had been collaborating on the following areas:

- Writing moderations
- Healthy School Links
- St Theresa's Lead Project
- The Archer Academy students reading with Y1 pupils
- Plans to grow produce on the Archer Academy allotment.

Governors discussed the opportunity to collaborate with local schools such as Martin Primary School, with regard to Year 4 pupils considering secondary school transition.

A Governor asked for information on leaver destinations and this was reported.

Health and Safety: This was noted.

Parent Partnerships: This was noted.

Key Stage 2 SATs Results: Governors noted the data provided.

A Governor asked if the results were close to the school's predictions. The Headteacher responded that results exceeded predictions.

The Chair thanked the Headteacher for her comprehensive report.

17/33 **Review of School Improvement Plan**

With reference to reviewing the School Improvement Plan, a Governor asked if focus had been placed on the achievement of high achieving pupils, as stated. The Headteacher confirmed that there had been focus on rapid progress.

A Governor stated that at a recent meeting, the Curriculum, Pupils and Community Committee had considered the development of the role of middle leaders, who were leading on more than their subject areas. The Deputy Headteacher confirmed that their work formed part of the school's vision.

A Governor asked when targets would be set for the following year. The Headteacher responded that these would be based on KS1 data and would be referenced in staff performance management.

17/34 **Committee Reports**

Finance, Staffing and Buildings

The minutes of the meeting held on 27 June 2017, copies of which had been circulated prior to the meeting, were received and noted. Mike Waring provided an overview.

A Governor asked why the outdoor seating area had been roped off. The Headteacher responded that the area had remained useable and had just been painted.

A Governor asked for more information relating to concerns regarding the Pirate Ship in the playground. The Headteacher responded that there were concerns regarding pupil safety because the Ship was not sufficiently static.

A discussion ensued regarding the proposed new furniture for Reception and associated implications to the budget, and it was reported that the cost of refurbishment exceeded the maximum that could be authorised by the committee alone, which was £5000.

A Governor asked if it was necessary to replace all furniture in Reception. The Headteacher responded that the furniture currently used had been mixed and matched from other parts of the school and that the refurbishment would provide a new matching set.

A Governor asked if there was benefit to the pupils to have matching furniture. The Headteacher responded that on a sensory level, matching furniture was intended to have a calming effect on pupils.

A Governor asked if the space would be deep-cleaned prior to installation of the new furniture. The Headteacher confirmed that the Reception classroom would be deep-cleaned.

A Governor asked if new flooring would be laid, and fresh paint applied. The Headteacher responded that this was not included in the plans.

Governors looked at an artist's impression of the refurbishment, and upon consideration, APPROVAL was given to purchase the new furniture for Reception, and items for outdoor use. It was reported that work in the playground would be undertaken in the summer holidays.

It was reported that Karina Brookes had been appointed as Chair of the committee, effective from the beginning of the new school year, and that Mike Waring was stepping down as Chair, to become Vice-Chair.

It was noted that responsibilities would be set out, and that Karina's specialism would be Finance, and Neil Rymer's specialism would be HR and policies.

Thanks were expressed to Mike Waring for his contribution as Chair of the Committee for a number of years.

Strategy

It was noted that the committee would be meeting in September 2017.

Curriculum, Pupils and Community (CPC)

Jac Miller gave a verbal report of the meeting that had taken place during the previous week, reporting that the committee had discussed the following issues:

- A Maths presentation had been provided;
- The Attendance policy had been reviewed;
- The committee had received an information report on Special Educational Needs (SEN);
- The committee had considered pupil data;
- The committee had discussed community matters, following school representation at the East Finchley Festival. It was noted that a flyer had been printed to promote the school and nursery.

A discussion ensued with regard to the school newsletter and its frequency being reduced from weekly to fortnightly. It was suggested that an additional Governor page should be produced half-termly and added to the school newsletter, with a key focus provided by each committee alternately to keep work manageable.

Governors agreed that the Governing Body would benefit from recruiting a member with skills and expertise in communications.

It was noted that Emma Tsagarides had been appointed as Chair of the committee, effective from the beginning of the new school year. Thanks were expressed to Jac Miller for her contribution as Chair of the Committee.

Admissions

The Nursery Flyer, Nursery Admissions notes, Early Years meeting notes, and Admissions Policy, copies of which had been circulated prior to the meeting, were received and noted.

Paula Quiddington provided an overview, stating that the Nursery provision had reduced to morning only and that from September there would be less pupils than anticipated. It was reported that there would be 26 pupils on roll, admitted on a rolling intake with some starting in January 2018. It was reported that some families were seeking provision from alternative providers that could offer 30 hour care.

Paula Quiddington reported that she and Jac Miller had attended the recent Director's Briefing for Chairs and Vice-Chairs and had heard that there were many vacancies in Reception across Barnet.

Sara Tyner joined the meeting at this point.

Governors considered a strategy moving forward, and it was agreed that the school should focus on its strengths.

It was reported that Neil Rymer had been appointed Chair of the Admissions Committee effective from the beginning of the new school year.

Action: New Governor to address this upon appointment

RE and Worship Committee

The minutes of the meeting held on 23 May 2017, copies of which had been circulated prior to the meeting, were received and noted.

It was noted that Sarah Tyner had been appointed Chair of the RE and Worship committee, effective from the beginning of the new school year. Thanks were expressed to the work of outgoing Chair Mike Waring.

17/35 Ratification of policies

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

- SEN information report
- Worship
- Religious Education (RE)
- Complaints
- Governor Expenses
- Grievance and Discipline
- Staff Recruitment
- Whistle-blowing – it was agreed that the Governor email address should be used as the contact address.

Upon consideration, the policies were RATIFIED.

Admissions Policy

The draft Admissions Policy 2019/20, copies of which had been circulated prior to the meeting, was received and noted. It was noted that wording had been added in relation to admissions priority being given to children of staff, and that further changes may be added during next term following consultation.

Governors agreed the addition of the paragraph in Section 4. It was agreed that priority for children of staff would be placed in the criteria above church association and beneath sibling priority.

It was noted that the Admissions Policy be ratified at the Governing Body meeting in October 2017.

Action: Admissions Committee /Clerk

17/36 Chair's Correspondence

Academisation Discussion: The Chair reported on the ongoing conversation taking place regarding academisation amongst church schools in Barnet. It was noted that the view of the Diocese was that ultimately the school would be a part of this transition, based on a willingness to stay in touch with other's views.

Building Proposal in Prospect Place: It was reported that a consultation meeting was scheduled to take place at the Methodist Church on 18 July 2017 at 4.30pm to consider building plans. After discussion, it was agreed that the school should canvas parent views on this proposal over the summer period via the school newsletter, and the Vice-Chair would convey these to the Council.

Action: Mark Chapman

17/37 **Report of Director of Children's Service**

Summer 2017

- **Proposed Term Dates: 2018 to 2021:** This was noted.
- **Competency Framework for Governance:** This was noted. **Governance Handbook:** This was noted.
- **The Apprenticeship Levy:** This was noted.
- **Local Area Special Educational Needs and Disability Review:** This was noted.
- **Supreme Court Ruling: Regular Attendance and Term-time Holidays:** This was noted.
- **Annual Conference for Governors and Headteachers:** This was noted.
- **Governor Skills Audit:** This was noted.

It was noted that a self-evaluation Audit of the Governing Body would be undertaken in the autumn term, as self-evaluation was a healthy exercise to ensure consideration of ways to improve practice.

Action: Chair/Vice-Chair

17/38 **Report of Link Governor**

The Link Governor expressed disappointment that she had not received notification of the Governor Support and Development Programme prior to its commencement. It was hoped that information on courses would be communicated in good time to ensure Governor attendance in future. The Clerk, in her role as Governor Services Manager, responded that Barnet with Cambridge was committed to maintaining a vibrant and relevant programme of courses in the coming year.

A Governor acknowledged that Governor Services was proactive in introducing Governor training courses upon request, stating that she had attended a course on interrogating pupil data, where it had been decided that a new course focussing on finding out the stories behind the data would be introduced in the autumn term.

17/39 **Report of the Treasurer**

In the absence of the Treasurer, the Headteacher presented his report as follows:

- The current account stood at £3571.88;
- All maintenance school payment had been paid up to August 2017;
- £30 unpaid by a parent had been debited;
- Parental contributions of £1500 had been received;
- Hire fees from the school hall had totalled £880;
- The Natwest Bank had finally recognised that the school was a school and not a partnership, and the correct forms for the addition of new signatories had been issued;

- A new mandate for the application of Gift Aid to parental donations had been applied for from HMRC.

17/40 **Any Other Business**

There was none.

17/41 **Date of next meeting**

CONFIRMED as Tuesday 7 November 2017.