

**THE GOVERNING BODY OF HOLY TRINITY SCHOOL**  
**MINUTES OF THE MEETING HELD AT THE SCHOOL**  
**ON WEDNESDAY 13 NOVEMBER 2019**

**Foundation Governors**

\*Father Marius Mirt  
\*Mrs Sarah Tyner  
\*Mrs Paula Quiddington

*Mr Neil Rymer*  
\*Mr Tom Avery  
\*Ms Hannah Forster  
\*Mr Brian Hooper

**LA Governor**

\*David Powell

**Non-voting Observer**

\*Mr Matteo Lanzini

**Staff Governors**

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

**Parent Governors**

\*Ms Emma Tsangarides (Chair of governors)  
*Ms Tamarin Johnston*

**Associate Members**

\*Dr Margaret Martin  
*Mr Ian Namey*

\*denotes person present

**IN ATTENDANCE**

Ms Sam Murray (Clerk)

**Father Marius opened the meeting with a prayer**

19/1 **Welcome**

The Chair welcomed all to the meeting and introductions were made. Matteo Lanzini is interested in joining the governing body and is attending as an observer.

19/2 **Acceptance/Non-Acceptance of Apologies for Absence**

Apologies were received and accepted on behalf of Tamarin Johnston, Ian Namey and Neil Rymer.

19/3 **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.

19/4 **Governing Body Membership**

The Chair circulated a document setting out the current membership of the governing body. Governors noted the document and the current vacancies for a co-opted governor and a foundation governor.

19/5 **Appointment of Associate Governor**

TA introduced Matteo Manzini who had expressed an interest in joining the GB as an Associate governor. MM set out his relevant skills and experience including finance knowledge. TA recommended that Matteo Manzini be appointed as an Associate

governor (with voting rights) to the Finance Committee for a one-year term of office. The governing body **agreed** the appointment.

19/6 **Committee Membership 2019-20**

Governors had received a document setting out the current membership of the sub-committees and link governor roles.

Sara Sheppard to become chair of the Admissions Committee  
Governors **agreed** the current membership document.

19/7 **Part I Minutes of the meeting held on 16 July 2019**

Subject to the following correction (see below) the Part I Minutes of the meeting held on 16 July 2019 were **agreed as an accurate record**.

**Correction to item 18/110 (page 6)** *Hannah Forster provided an overview of the meeting*

19/8 **Matters Arising from the Minutes of the last meeting**

18/107 **Chair's correspondence:** The FSB committee discussed adding a button to the website so that donations could be made by extended family members or those not connected to the school.

**Action:** Donate button to be added to the school website.

18/107 **Governor Surgeries Report:** The school had not yet arranged an event for parents on assessment. Assessment data had recently been published in the Newsletter. The Headteacher is still considering how best to organise such an event for parents.

18/107 **Any other business (Travel Plan):** Work on this is on going. Tom Avery will update at the next meeting.

**Action:** TA to update governors on the travel plan at the next meeting

18/112 **Safeguarding Update:** An updated Safeguarding & Child Protection policy is currently being worked on by the school, ST and DP.

**Action:** Updated Safeguarding & CP policy to be circulated to governors for approval.

19/9 **Report of the Headteacher**

The Report of the Headteacher, which had been circulated prior to the meeting, was received and noted by the Governors. An updated copy of the school's Self Evaluation Form (SEF) and the School Improvement Plan (SIP) 2019-20 had also been circulated to governors.

The SEF is structured to reflect the key Ofsted inspection areas and is a live working school document. The Headteacher will include the SEF and an update on the SIP as part of her termly written report to governors.

Highlights and discussion arising from the Headteacher's report:

19/9.1 **Contextual information**

The report detailed current pupil numbers in all year groups and the nursery. Attendance is currently at 97.3% and persistent absence at 5.6%. The data is

positive and where there are concerns these relate to children with specific individual issues. The school continues to work closely with families.

#### 19/9.2 **Leadership and management**

The staffing structure for 2019-20 is set out in the report. A Governor asked about leadership capacity while the Deputy Head is on maternity leave. The Headteacher outlined the measures put in place including support from an external consultant.

#### 19/9.3 **Quality of education**

The focus has been on ensuring that subject leaders have a deep understanding of their subject and of progress and attainment in their areas. This has involved training and monitoring for subject leaders. All relevant staff have spent time working on curriculum mapping to enable them to carry out their role effectively.

#### 19/9.4 **Spiritual, moral, social and cultural update including RE and worship**

The Head updated governors on the introduction of the new LDBS RE curriculum and preparing for SIAMS inspection. Sarah Hunter (RE & Worship Lead) has attended external training and worked with school contacts to develop this area. Father Marius has supported staff to consider theology behind the Last Supper at a recent INSET day.

#### 19/9.5 **Behaviour update**

Governors received an update on the implementation of the Barnet Resilient Schools Programme. The programme uses a whole-school approach to build resilience and address mental health concerns early on. Greater resilience will mean that the school community can achieve more positive outcomes. A wide range of staff training and interventions for pupils, staff and parents have taken place.

#### 19/9.6 **Behaviour reporting**

Governors received data on behaviour incidents. There were zero exclusions, bullying, racist or homophobic incidents.

#### 19/9.7 **Personal development**

Sports premium funding has provided training for teaching staff on improving their PE skills.

#### 19/9.8 **Early years provision**

The Headteacher updated governors on early years provision including developments in the outdoor area designed to create a more challenging and more stimulating learning environment for all children.

In response to a governor question the Headteacher explained that early years provision was an area highlighted in the last Ofsted report and that the needs of the children in early years, particularly those with ASD and communication difficulties, make this a priority area for school improvement.

#### 19/9.9 **Safeguarding update**

David Powell (safeguarding governor) had visited to review the SCR. A number of actions have been identified including collecting two references for all governors. All staff had received Prevent training. There were no MASH referrals to report.  
**Action:** All governors to send SS details of two referees.

#### 19/9.10 **Health and safety update**

The report outlined recent projects completed including work on fire doors, water tanks and electrical wire testing. The annual condition survey report had identified areas needing attention. The condition survey will be used to apply to the LDBS for funding for: refurbished toilets in EYFS/KS1; flooring in Reception and KS1; phase two of the kitchen works and repairs to playground tarmac.

Governors gave positive feedback to the Headteacher on the format of her report which, along with the SEF and the SIP, provide governors with a detailed and up to date view of school improvement. The Headteacher thanked staff for their input.

The Headteacher has produced a parent summary of the SIP which will be displayed as a poster around the school and on the website.

### **COMMITTEE REPORTS**

#### 19/10 **Finance, Staffing and Buildings Committee (FSB)**

The chair of the committee, Hannah Forster, provided an update as per the minutes of the meeting held on 19 Nov 2019.

Monthly income and expenditure statements were reviewed and virements considered. The budget is on track and the financial position is in line with predictions. The three-year budget was also reviewed. The committee is pleased with the service provided by Catherine Howard and the level and detail of the financial reports presented. The committee discussed possible options for school federations and trusts but no further action is recommended at this time.

The committee also discussed the best time to communicate with parents on the current financial situation and agreed that early next term would be best.

#### 19/10.1 **Pay policy**

The committee had reviewed the Pay policy. The policy is a model LDBS policy and there is only one small change from the previous policy. The FBS committee recommend approval by the full GB. The full GB approved the Pay policy.

#### 19/11 **Strategy Committee**

The chair of the committee, Paula Quiddington, gave an update as per the minutes of the meeting held on 11 Oct 2019. The committee had considered the SEF and SIP in detail.

#### 19/12 **Curriculum, Pupils and Community Committee (CPC)**

The chair of the committee, Emma Tsangarides, gave an update as per the minutes of the meeting held on 24 Sept 2019. The committee had considered EYFS, KS1 and KS2 data in detail. Kirsty West had presented a summary of the pupil premium report to be published on the school website.

19/12.1 Following the meeting, governors received a **presentation on effective governance** from LDBS. The presentation helped governors to consider strengths and weaknesses of the school, to explore expectations and good practice in relation to strategic governance and to identify areas for improvement. A copy of the presentation was circulated to all governors.

19/13 **SEN meeting**

Tom Avery updated governors following the SEN meeting held on 8 Nov 2019. Minutes of the meeting have been circulated to governors. The meeting considered a number of issues including: SEN pupil progress data; increasing numbers of applications for EHCPs; deployment of teaching assistants across the school; a support network for parents of SEN pupils and the new Educator tracking system.

TA requested that governors send a letter of thanks to Ilga Mezatuca to recognise her extra work and effort in the foundation stage.

19/14 **RE and Worship Committee**

Father Marius provided an overview of the meeting held on 30 Sept 2019. The committee had discussed the following matters: summer term progress data for vulnerable and underperforming groups; assessment in the new RE syllabus; and arrangements for maternity cover for RE lead. The committee had also explored how to increase opportunities for children to visit church during the school day as part of the curriculum.

The RE policy and the Worship policy were reviewed and approved by the committee.

Teaching under the new school vision is on track and a Spirituality policy has been developed and agreed by the committee. The full GB approved the policy.

Governors wanted to formally note the positive impact that Father Marius has had on the school over the last few years by working closely with staff and building positive relationships.

**RATIFICATION OF POLICIES**

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

19/15 **Admissions policy** for 2021 entry

No changes were proposed to the school's admission policy.

Governors **agreed to set the PAN** for entry to the school at 30 pupils.

Governors **agreed** the policy.

19/16 **Spirituality policy** (see 19/14) **agreed** by governors.

19/17 **Teacher Pay policy** (see 19/10.1) **agreed** by governors.

**GOVERNANCE DOCUMENTS**

19/18 **Governing Body Code of Conduct 2019-20**

Governors received and signed a copy of the GB Code of Conduct. All governors agree to act in accordance with the Code of Conduct.

19/19 **Governing Body Standing Orders 2019-20**

Governors received and agreed a copy of the GB Standing Orders.

- 19/20 **Register of business and pecuniary interests 2019-20**  
Governors completed and signed an annual entry in the register. Signed forms were retained by the school. Governors were reminded to inform the school of any changes during the year.

### **GOVERNOR REPORTS**

19/21 **Governor Surgery Report**

Governors had received a copy of the notes from the Governor Surgery held on 8 Nov 2019. Three governors (PQ, TA, BH) were present. One parent attended and discussed communication of timetabling changes and the selection of external providers for PE.

19/22 **Report of Training 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. Emma Tsangarides had attended safer recruitment training.

19/23 **Report of Barnet Director of Children's Services**

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

### **ANY OTHER BUSINESS**

- 19/24 BH suggested arranging an **event to enable governors to meet school staff** such as a staff lunch or tea. RK agreed to look for possible dates for an event in the spring/summer term.  
**Action:** RK to identify a date for a possible governor/staff event.
- 19/25 ET asked all governors to review their information on the school website and to inform SS of any changes to their **governor profile**.  
**Action:** All governors to check their profile on the website and send SS any updates.
- 19/26 ET will circulate an **effective governance checklist** (LDBS document). All governors are asked to complete the checklist and return to ET and/or the Clerk to governors.  
**Action:** All governors to complete and return the governance checklist to ET/SM.
- 19/27 The **parent questionnaire** has been finalised. Questions are based on the new Ofsted inspection framework. A question on homework has been included. A launch date has not yet been set.
- 19/28 RK requested approval from governors to allow the **HTFSA to lock the school premises** after their out of hours events. Locking up is a straightforward procedure. Governors are satisfied with the proposed arrangements and gave their approval.
- 19/29 Governors discussed succession planning for the role of Chair of governors. ET confirmed that she was content to continue as Chair beyond the end of the autumn term and for the rest of academic year 2019-20. Governors **agreed** ET as Chair of governors.

Governors also agreed that TA become Chair of CPC after the next meeting. ET to arrange a handover with TA.

19/30 **Dates of Meetings 2019/20**

- FGB meeting: Weds 26 Feb 2020
- Budget FGB meeting: Weds 25 March 2020
- FGB meeting: Tues 7 July 2020

*Part One meeting closed*