



THE GOVERNING BODY OF HOLY TRINITY SCHOOL
MINUTES OF THE FULL GOVERNING BODY MEETING
HELD ON 11 NOVEMBER 2020 AT 7.00PM via Zoom

Foundation Governors

- *Father Marius Mirt
- *Mrs Alice Eady-Ketchell
- *Mrs Paula Quiddington
- Mr Neil Rhymer*
- *Mr Tom Avery (Co-Chair of governors)
- *Ms Hannah Forster
- *Mr Brian Hooper

LA Governor

- *David Powell (Co-Chair of governors)

Staff Governors

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

Parent Governors

- *Mr Matt Collis
- *Ms Tamarin Johnston

Associate Members

- *Mr Matteo Lanzini
- *Ms Emma Tsangarides

**denotes person present*

IN ATTENDANCE

- Sam Murray (Clerk)
- Kirsty West (Deputy Headteacher)
- Sarah Tyner (Outgoing governor)

Meeting held via zoom

Sarah Tyner joined the meeting to say farewell as her term of office has ended. Governors and staff present expressed their thanks and gratitude to Sarah for her support, commitment and valuable contribution to the school during her time as a governor.
(*ST left the meeting*)

Father Marius opened the meeting with a prayer.

1. Apologies for absence

Apologies were received from Neil Rhymer.

2. Declarations of interest

DP declared an interest as a provider of training services for Barnet Local Authority. Governors accepted the declaration and agreed that DP should remain for all agenda items.

3. Membership update

Governors welcomed new members of the governing body:

Parent governor – Matt Collis was elected as the new parent governor for a four-year term of office.

Foundation governor (PCC) – Alice Eady Ketchell was appointed by the PCC as a foundation governor to serve a four-year term of office until 31 Oct 2024.
MC agreed to be the Well-being link governor.

4. Minutes of the last meeting

The minutes of the last meeting held on 9 July 2020 were agreed as an accurate record of the meeting.

The minutes of the extra governing body meeting held on 22 September 2020 were agreed as an accurate record of the meeting subject to the following correction:

Item 2 Election of chair of governors should read as follows – agreed to elect David Powell and Tom Avery for a one-year term of office.

4.1. Matters arising from the last meeting

Matters are completed, in-hand or appear as agenda items.

5. Headteacher's report including School Improvement Plan (SIP)

A copy of **School Improvement Priorities Overview 2020-21** was included in the Headteacher's Report circulated to governors. RK outlined the purpose and format of the SIP for new governors. Key priorities for the year include: the Covid recovery plan including a focus on parallel learning; a curriculum audit to ensure a streamlined recovery curriculum is in place; implementing actions from the SIAMS inspection; a focus on children and staff well-being; developing the outdoor learning environment and ensuring children understand how to learn and stay safe online.

A one-page SIP written in clear child-friendly language was also presented. Staff will use the document to talk to children about the year ahead at school.

A governor asked if a focus on parallel learning would involve using online platforms post-covid. RK explained that the focus was to help ensure that children were ready for the next stage of their education as many secondary schools were using platforms such as Google Classroom long before covid happened. Children need to be ready for a digital world.

The report also updated governors on school context data and attendance figures. In response to a governor question, RK advised that whole school attendance is currently at 97%. The report summarised findings from a parent questionnaire carried out at the end of last term to gather feedback on home learning and to gauge how families were feeling about returning to school in September. Staff have used the findings to plan early support for children and families.

The report updated governors on current arrangements and procedures for making the school covid secure for staff and children and for responding to positive cases. A parent governor gave feedback on their recent experience of a positive case in their child's class. RK explained that because of careful planning and recording of information the whole class did not need to self-isolate at home. RK was proud of the way staff handled the situation.

Results from a staff well-being survey were also included in the report. RK was pleased with the positive responses and had identified some actions that can be taken including extra support and training. DP also explained that the recent Strategy Group meeting had considered the results of the survey and challenged the Head on the actions identified.

To support the children's well-being, staff assessed their emotional resilience on their return to school in September and have used the results to plan individual and class support. Results showed that, SEND children and older children were less emotionally resilient than the younger children. In response to a question, SS explained that the new Reception Class were incredibly independent and keen to come into school in the morning. RK expressed her admiration for the way all staff have responded to the challenges around the return to school. An update on behaviour and safeguarding was detailed in the report and RK informed governors of a cyberbullying incident that had been dealt with recently. There were no exclusions to report. An update on building and planned projects was also provided.

6. Committee reports

6.1. Finance, Staffing and Buildings Committee

HF gave a brief verbal update on FSB matters as per the minutes of the recent meeting circulated to governors.

RK and her team continue to manage the budget effectively despite covid challenges including reduced income and increased expenditure. The committee had received a detailed update on health and safety matters including statutory compliance from Beate Lyons.

6.2. Strategy Committee

Governors received a verbal update on the recent Strategy meeting. DP advised that the matters discussed had fed into the termly committee meetings for further consideration including:

Staff and pupil well-being – this is an important issue and is being well-managed by the school. A well-being survey had taken place. Measures had been taken to increase staffing capacity to help staff to manage their workloads.

Data for GB meetings – the meeting discussed data and the format for presentation to governors.

6.3. Curriculum, Pupils and Community Committee

TA gave a verbal update on CPC matters as per the minutes of the recent meeting circulated to governors. Governors had considered in detail the School Improvement Plan. The school's approach to parallel learning and assessment were discussed. Governors agreed to move the review of academic data to the spring term meeting. Governors had also considered pupil numbers in early years. The meeting had also discussed safeguarding and online safety and SEND issues including the shortfall in funding for EHCPs.

6.4. Admissions Committee

Governors received an update on admissions including:

The School's Adjudicator had approved a variation to the school's published admission arrangements for entry in Sept 2021 in relation to the faith-based oversubscription criteria and attendance at places of worship. A covid addendum to the admission arrangements was agreed.

There were no changes proposed for the admission arrangements for Sept 2022. The covid addendum will apply. Governors **agreed** the admission arrangements 2022-23.

6.5. RE & Worship Committee

Father Marius gave a verbal update on the recent meeting and the work of the committee including:

The school website has been updated and information on the RE syllabus is well presented. Online assemblies and events continue - the Harvest Festival was a great success. Governors had received a copy of the final SIAMS Inspection Report which graded the school as good. The findings were encouraging – a clear vision, highly effective pastoral care and support for children and families and inspirational collective worship. Governors noted the improvement actions which will be followed up by the committee. Governors thanked Father Marius for his support with the SIAMS inspection and for his ongoing care and commitment to the whole school community.

7. Safeguarding update

Governors had received a written report from the Safeguarding governor following a visit earlier in the term. DP advised governors that a safeguarding audit and a single central record check had been carried out and submitted to the local authority. Governors received an update on referrals and staff training. A number of follow-up actions have been identified for DP's next termly visit. The updated Safeguarding policy is presented for approval. DP highlighted the main changes and updated governors on KCSIE 2020.

8. Health & Safety update

There are a number of pending actions for the Health & Safety governor (NR). An update will be provided at the next meeting.

9. Relationships Education and Sex Education parental consultation meeting

Schools must have in place policies for RSE and must consult with parents when developing and updating these. School staff are working on the new policy and schemes of work that will apply from Sept 2021. DP advised governors that an online consultation meeting will take place on 17 November at 5pm.

10. Policies for approval

- Admissions policy (admission arrangements) Sept 2022-23 – Approved
- Behaviour policy Covid update – Approved
- First Aid policy – Approved
- Safeguarding policy – Approved
- Online safety policy – Approved
- Pay policy - Approved

11. GB Code of Conduct

The document has been updated for 2020. DP highlighted key parts. All governors **agreed** to adopt the Code of Conduct.

12. GB Standing Orders

An updated document was presented to governors. Governors **agreed** the standing orders.

13. Register of business & pecuniary interest

All governors are required to complete an annual entry in the register and to return it to the school. Governors were reminded to return their entries to SS.

14. Co-Chairs' Action/Ratification of decisions

None to report

15. Governor Surgery

Governors discussed holding an online surgery and how this could be arranged and managed. Governors **agreed** that TA would discuss arrangements with a small group of governors and aim to hold an online surgery before the end of term.

Action: TA to discuss arrangements with a small group of governors and aim to hold an online surgery before the end of term.

16. Governor Training

Governors gave feedback on recent training and development attended including:

New governor induction – MC & AEK

Chair's training – DP

Curriculum recovery training – TA & TJ

Ofsted framework training – HF

Barnet Chairs/Vice-Chairs' Briefing – DP & TA

Governors were reminded to record any training on GovernorHub and to share materials and feedback with others if possible.

17. Any other business

Acceptable use policy for governors – governors were reminded to sign a copy and return to SS if not already completed.

Governors also wanted to formally record their thanks and appreciation to RK and all her staff for their on-going hard work and commitment to the school.

18. FGB Meeting dates for 2020-21

- FGB meeting - 24 Feb 2021
- FGB Budget meeting - 24 March 2021
- CPC meeting – 12 Jan 2021
- FSB meeting – 21 Jan 2021
- FSB Budget meeting – 9 March 2021
- Strategy meeting – 26 Jan 2021

Father Marius closed the meeting with a prayer

Meeting closed