

THE GOVERNING BODY OF HOLY TRINITY SCHOOL
MINUTES OF THE MEETING HELD AT THE SCHOOL
ON TUESDAY 26 FEBRUARY 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

Co-Opted Governor

*Mr Mark Chapman (Vice-Chair)

LA Governor

1 x vacancy

Associate Members

Dr Margaret Martin
*Mr Ian Namey
*Mr Mike Waring

Non-voting Observer

*Ms Kirsty West (Deputy Headteacher)

*denotes person present

IN ATTENDANCE

Ms Sam Murray (Clerk)

The meeting opened with a prayer

18/81 Welcome

Paula Quiddington welcomed all to meeting.

18/82 Acceptance/Non-Acceptance of Apologies for Absence

Apologies were received and accepted on behalf of Tamarin Johnston

18/83 Declaration of Pecuniary Interest in the Current Agenda

There were none from governors present.

18/84 Part I of Minutes of the meeting held on 6 November 2018

The Part I Minutes of the meeting held on 6 November 2018 were **agreed as an accurate record subject to the following amendment** to *item 18/62 FSB report*. Governors agreed that part of the discussion should have been recorded under the Part 2 Confidential Minutes. Minutes to be amended as agreed, signed by the Chair and added to the school website.

The Chair also noted that a mistake had been identified in the previously agreed Minutes of the meeting held on 10 July 2018. *Item 18/34 FSB report* contained incorrect factual information. Governors **agreed the correct information** and the

minutes were amended. A corrected version of the Minutes have been placed on the website.

18/85 **Matters Arising**

18/56 Governing body membership: Barnet have been approached for help in recruiting an LA governor.

18/56 Governing body membership: Karina Brooke's term of office as LDBS Foundation governor has ended. **Governors agreed that KB be appointed as an Associate Governor until the end of term July 2019.** Hannah Forster will take on the LDBS role while a permanent replacement is found. The school are working with LDBS.

18/56 Governing body membership: Sara Sheppard's term of office as Staff Governor ends in July 2019. The school will follow standard procedure to seek nominations from staff and carry out an election if needed.

Action: Headteacher to alert all staff to the vacancy on the GB

18/43 Supplementary information form: SS confirmed that the SIF is on the school website and not on the Barnet website.

18/63 Policy review schedule: Clerk to arrange to meet with SS to look at a draft schedule.

Action: Clerk and SS to meet re draft policy review schedule

18/65 GB Code of Conduct: The Chair reminded governors not present at the last meeting (Margaret Martin) to sign a copy of the GB code of Conduct to be retained by the school.

18/68 GDPR update: The Headteacher confirmed that she had discussed the documents with On-IT and in response to a governor question confirmed that she was confident that all necessary arrangements were in place in relation to data protection.

18/73 Parent questionnaire: The Chair thanked Tamarin Johnston and the Headteacher for all their hard work with the questionnaire and for the detailed feedback shared with the school, parents and governors regarding the results.

18/86 **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. Data on different pupil groups within the school was also included.

Leadership and Management

The Headteacher reported that the budget is currently on track. RK and KB had attended a budget meeting at LB Barnet today and the general message was to expect some reductions.

The on-going Peer Review projects in relation to Marking and Pupil Premium have been very helpful to staff so far.

Quality and Standards/Outcomes for Children

Governors received data for predictions for Year 2 and Year 6 Sats and EYFS GLD.

Governors discussed the data and a governor asked what the school were considering to increase the numbers working at greater depth (GDS) in writing. The Headteacher explained that at this stage of the year she would not expect many Year 2 children to reach greater depth for writing. The expectations for greater depth are very high. The children are organised to allow the class teacher to extend those with the potential to reach greater depth. GDS figures for reading and maths are higher as expectations are different. Interventions and support such as increased exposure to language, vocabulary and texts will help those children with the potential to achieve greater depth in writing. The school are already aware that this is an area that needs focus and it is included in the SIP.

In response to a governor question the Headteacher confirmed that the school are closely monitoring and tracking the cohorts. The Headteacher further explained that experiences out of school can also help children to achieve greater depth in writing. Parents are advised of how they can further support classroom learning at home and during the holidays. Increasing parental engagement will have a positive impact on results in all areas.

Governors discussed parental awareness and perception of greater depth. The Headteacher advised governors that the changes to SATS levels has made it harder for parents to understand how their child is doing. Year 6 staff are working hard with parents to help them understand the changes to SATS and how they can support their child. All parents are encouraged to approach the school if they have any questions about their child's progress whatever the year group in question.

The Headteacher assured governors that staff work incredibly hard to ensure that children can reach their potential but sometimes performance data can be unhelpful, particularly where schools are ranked against each other. The school are working hard to get the communication to parents right and will keep reviewing practice and seeking feedback from parents on this.

Governors received and noted the report from Katie Dawbarn, the School Improvement Partner.

Early Years Provision

Governors noted the number of children in the nursery and the number receiving 30 hours provision which is a success for the Early Years team and will generate additional funds for the school as well as potentially increase numbers of children transitioning from Nursery to Reception.

Data on safeguarding concerns, behaviour and attendance were also included in the report and shared with governors. In response to a question, the Headteacher confirmed that the CPC Committee looks at behaviour data in detail.

The Headteacher was thanked for her detailed report.

18/86 **School Improvement Plan**

The Headteacher shared an overview of the school improvement priorities for 2018-2019 color-coded to show current progress against targets. Relevant committees will pick up any actions that are needed going forward.

18/87 **Committee Reports**

Finance, Staffing and Buildings

Governors received feedback from the meeting held on 22 Jan 2019. The Chair of the committee, Karina Brookes, provided an overview of the meeting including:

The meeting had reviewed the budget position and although still in a deficit position, the deficit was much smaller than expected. Figures have been checked and the school is happy with the position.

KB fed back on the finance support service provided to the school by Capita. The service had been poor and had created extra stress and work for the school, notice has been given and an alternative support service is in place going forward.

KB and the Headteacher had attended a budget meeting at LB Barnet today. The FGB budget meeting will take place at the end of March and will consider the issues in detail but anticipate another in-year deficit and the need to look closely at how this is managed.

The FSB will consider prices for school lunches and clubs at its next meeting.

Bank statements are still being received by David Smith (Ex Treasurer). KB has the relevant forms that need to be completed in order to change the signatories.

Action: Hannah Forster to arrange to meet David Smith regarding the bank statements and signatory forms.

The committee had discussed gift aid and introducing an online system to replace the previous paper system. As a voluntary aided school, the school is automatically an exempt charity and is regulated by the Secretary of State not the Charity Commission.

Governors discussed possible sources of funding for the Year 6 leavers bibles but **agreed** that as they are presented as a gift the current arrangements should continue.

Strategy

The Strategy Committee will meet before the Easter holidays.

Curriculum, Pupils and Community (CPC)

Governors had received the minutes of the meeting held on 15 January 2019. The Chair of the committee, Emma Tsangarides, provided an overview of the meeting.

The chair reported that the committee had reviewed outcomes data and class data in detail at the meeting. The committee had also received an update on current interventions.

The Chair had attended a Peer Review Meeting at the school and joined a Learning Walk – both were very informative and positive.

The committee discussed pupil premium funding and the impact of the expenditure on outcomes. The school currently has a high (27%) number of children eligible for PP funding. SEND data was also scrutinised.

Mike Freer MP had written to congratulate the school on last year's outcomes.

The Chair of Governors had attended a recent Barnet briefing where it was recommended that the school SEN Information Report should be accessible on the website within three clicks. The School will check the current location of the Report on the website.

Admissions

Neil Rhymer, Chair of the Admissions committee, fed back on two recent meetings. The committee had considered a parental request for deferred entry for Sept 2020. The parent still has to apply via the normal admissions round. Admissions data (preferences and categories of admissions) was considered. The committee noted decreasing numbers applying for Reception places but were aware that this is also an issue at many other local and London primary schools.

Governors discussed opportunities for increasing awareness and promoting the school within the local community. Governors want parents to be aware that you don't need to attend church to attend a faith school.

Action: The Chair to talk to Tamarin about possible promotional events and opportunities for marketing the school locally to the wider community.

RE and Worship Committee

Governors had received the minutes of the meeting held on 30 January 2019. The Chair of the committee, Fr Marius Mirt, provided an overview of the meeting.

The meeting had discussed the new RE syllabus and discussed the LDBS units trialled by the school at Christmas. Feedback from staff was positive.

The new SIAMS framework was also discussed. The SEF had been updated but following the release of a new streamlined version of the framework the SEF will be rechecked and updated. An action plan for SIAMS has been completed. The next SIAMS visit will be in 2020.

The Leavers Service will take place on 21 July 2019. Father Marius would like as many members of the school community to attend as possible including governors.

18/88 Ratification of Policies

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

- **Behaviour policy including Anti-bullying policy** – Minimal changes. **Ratified by governors.** SS will alert parents to the updated policy via the Newsletter.
- **Special Educational Needs policy and SEN Information Report** - Minimal changes. **Ratified by governors.**
- **Equality policy** – Minimal changes. **Ratified by governors**

- **Staff Absence policy** – not yet ready - for approval at next meeting.
- Critical Incident policy – contact details/numbers need further checking and not to be included in the published version. **Ratified subject to contact details/numbers being checked.**

18/89 **Chair's correspondence**

The Chair had received a letter from a grandparent suggesting that the school seeks voluntary contributions from extended family also. Governors **agreed** that this should be picked up by the FSB Committee for further consideration.

Action: FSB Committee to consider this suggestion and report back

The Chair had received some useful information from the Barnet Governors' Group on funding and budget issues.

A former school governor (not Holy Trinity) is offering support to the school to identify sources of funding, grants and income generation.. ET to pass the contact details on to RK

Action: ET to pass the contact details on to the Headteacher.

18/90 **Report of Director of Children's Services**

Governors noted the publication of the report but the link was not currently working on the Barnet website. Governors to check at a later date for the Spring term report.

18/91 **Report of Link Governor**

The Link Governor had not been able to attend recent meetings due to illness. Governors were reminded to inform Margaret Martin of any relevant training they have attended via governor services or in the workplace as this can also be recorded.

18/92 **Governor Visits Update**

Governors shared feedback on recent visits to the school:
Tom Avery had attended an SEN meeting at the school.
Neil Rhymer has health and safety visits planned.
Emma Tsangarides had attended a Learning Walk at the school.

Governors were reminded that in order to get to know the school well regular pre-planned visits should take place. Governors find it useful to have access to the calendar of school for the term ahead. Governors will also be invited to INSET days.
Action: SS to ensure that governors have access to the school calendar of events.

18/93 **Governor Surgeries Report**

Governors had received a copy of the notes from the Governor Surgery held on 15 February 2019. Hannah Forster had attended. Nine parents were present and raised the following issues:

School funding concerns and sharing a template letter via the website for parents to contact their MP. The Chair has a suitable template.
Action: SS to place the template letter on the website.

SATs results and a decline in outcomes achieved by the school. Governors agreed that there is already a range of positive published information on the school website that parents can be referred to. Governors also suggested a session for parents on understanding progress and school data.

Action: School to plan an event for parents to help them understand school data.

Having more access to information about what is going on at school. Governors felt that there is already a range of information published on the website. The Headteacher **agreed** to review the information and to identify where further detail on school events could be added.

School provision for able and gifted children was raised individually by a parent. The Headteacher advised that greater depth covers this now and the school does identify and support children who are working at greater depth.

18/94 **Any Other Business**

Building works close to the school have now started. The Building Company contacted the school to explain what is happening in the early stages of the project. Ian Namey offered to make contact with the Project Manager and to keep governors up to date on progress.

Following a traffic accident on the High Rd involving a child from St Martins a petition for a crossing has been started. Governors agreed that TA would contact the Year 3 Teacher responsible for the school travel plan.

Action: TA to contact Year 3 teacher responsible for the school travel plan.

GB Self Evaluation Audit had been completed by the Chair on behalf of the GB and returned to Sarah Beaumont at Barnet. Barnet have been made aware that the school is not renewing the Governance Advice Officer Service.

18/95 **Dates of Committee Meetings**

FSB meeting – 19 March 2019
FGB Budget meeting – 26 March 2019
CPC meeting – 30 April 2019
RE & Worship meeting – 18 June 2019
Strategy meeting – tbc
FGB Summer term – 16 July 2019

Part One meeting closed