

TRINITY THROUGH SCHOOL

Minutes of a meeting of the Governing Body of Trinity Through School held at the **VIRTUALLY** on **WEDNESDAY 2nd DECEMBER 2020** at **4.00P.M.**

PRESENT:

Mrs Moira Cuthbert	Chair
Mr David Lucas	Executive Headteacher
Mrs Hayley Atwere	Vice Chair
Rev Bridget Shepherd	Vice Chair
Mrs Lindsay Miles	
Mr Michael Thompson	
Mrs Rachel Allard	
Mr Sam Carew	
Ms Adeola Fatiregun	
Mr Mark O'Brien	
Dr Lucy Alderson	

ALSO PRESENT

Ms Ann Palmer	Associate Governor
Mr Daniel Hudson	Clerk to the Governors

The chair opened the meeting with a welcome, the governor's prayer and a reminder that a virtual meeting protocol had been circulated.

1. APOLOGIES AND DECLARATIONS OF INTEREST

It was **AGREED** that apologies for absence be received with consent from Dr Hilary Leever, Ms Meera Robbins and Rev Juliet Evans (Proposed Foundation Governor).

Governors were reminded that they must declare conflicts and pecuniary interests before items were discussed and must withdraw from the meeting while the item was under discussion.

Although not in attendance the normal declarations of non-pecuniary interest made by Dr Hilary Leever in respect of EngineeringUK, Director of Scenta and Big Bang CIC were noted.

ACTION BY: Clerk to record

2. BUSINESS FOR THE MEETING

RESOLVED that the business set out on the agenda and recorded in the minutes be approved.

ACTION BY: Clerk to record

3. GOVERNING BODY

- **Appointment of Head of Primary School**

The Chair reported that the appointment committee had met and, following a robust and comprehensive recruitment process, approved an appointment to the position of Head of the Primary School.

The successful candidate was Amanda Harvey who would hopefully commence in the position by Easter 2021.

This was **AGREED** by the Governing Board.

- **Chair of Governors Report**

The Chair of Governors provided an update and confirmed the following:

- Bishop's Certificate – The Chair reported on the arrangements for governors to access the Bishops Certificate and it was **AGREED** that this be action with governors to approach the Training Link Governor regarding accessing the courses required. Two modules had already been completed.

For the School, the Chaplain and Director of Christian Life would be leading on this.

- PAFT – The Chair detailed the ongoing relationship building with PAFT and a recent very positive meeting which had focused on fund raising. The PAFT had agreed to a relaunch of the Facebook page which would be co-ordinated via the School.

- **Composition**

Governors noted the current composition of the governing board and the Clerk confirmed that he had contacted the SDBE on numerous occasions to ascertain when the process would be completed regarding the appointment of Juliet Evans to the Board.

It was to be hoped that the process could be completed before the next meeting of the Board.

The Chair added that the School had several persons who had come forward to be prospective governors and she requested that if anyone was planning to step down, they should contact her.

ACTION BY: Clerk to note

4. REPORT OF THE EXECUTIVE HEADTEACHER

The report of the Executive Headteacher had been circulated with the agenda and had focused on the following matters:

- Autumn Term Update
- Attendance
- Admissions and pupil number update
- Behaviour patterns and trends update – Inclusion Quality Mark update
- Update on year 11 data / year 6 data – current position overview
- Peer Review Feedback & School Improvement
- Safeguarding

Governors received the report and posed the following questions and observations:

Q: How many Y6 Trinity Primary pupils were expected to transition into Y7?

A: The Executive Headteacher commented that the current expectation was for at least 50% of the cohort to move to the Secondary School in September 2021.

He added that each year the school roll continued to grow as more students joined the Secondary school than left. The hope was that in future years the school roll for Y7 would be 150 students made up of pupils from the Primary School and allocations from the Local Authority.

At this point a conversation ensued in relation to the ethnic mix of pupils transferring from the primary to secondary school and the experience that pupils from certain ethnic groups were accessing secondary education outside of Lewisham.

The Executive Headteacher commented that this appeared to be the case but was almost impossible to prove. However, it was a clear Borough wide issue that many families of children about to enter secondary

school either moved out of Lewisham and/or sought secondary education in other Boroughs.

At the request of governors he agreed to raise the matter with the Local Authority but reminded governors that for almost over 20 years the underlining narrative had been that in Lewisham the Primary provision was excellent while Secondary provision was poor. It was a long process to change this perception among a parent cohort.

Q: Was there a gender imbalance in the Secondary School?

A: The Executive Headteacher stressed that the gender mix of each year group varied.

Trinity was facing competition from local single sex schools.

While this was acknowledged by the governors it was suggested that the school could examine what, if any, actions could be taken to further attract the school to secondary girl students.

However, it was stressed to the governors that at the moment the full focus of the staff and SLT was on addressing the impact of Covid and ensuring a robust and comprehensive teaching and learning experience for the students.

Q: What was the current attendance data?

A: It was reported that National attendance has dropped to 90%, we are still above this. COVID does not affect these figures, as those directly affected get an X code – which takes the attendance during this period of X off the numerator and denominator, therefore not affecting total percentage. What this does show is a number of families that make decisions to keep children off themselves, it also shows that we have asked families to keep children off if unwell – so we get a lot more 1 or 2 day absences overall. We do not know what the national PA figures are, so have nothing to compare them with. We are usually around 5%, and our attendance overall is usually at 96%.

Q: Notwithstanding the full update to be provided at the forthcoming Curriculum and Standards Committee how was the Recovery Curriculum progressing?

A: The Executive Headteacher reported that the School has ClassDojo for the primary and Microsoft Teams for the secondary. We will present all to the curriculum group next week. We are preparing an implementation document to show what we are doing. It looks at three scenarios – all pupils in school, most pupils at school and some at home, and finally all pupils at home. The idea is to make sure our plans are fluid, and able to cope with all the scenarios that come up.

Some pupils who are self-isolating (due to family issues) have asked about working at home. We need to make sure our systems are robust to cater for these pupils and those in school without adding workload to staff. We have one member of staff taking the NPQSL (National Professional Qualification for Senior Leaders) and the school has supported and will pay for this course as it will be helping the school move forward in this area. Already work across primary and secondary are being shared to ensure we are also consistent.

Q: Had the School Improvement Plan been made available?

A: It was reported that the School Improvement Plan had been emailed and was loaded on the Teams platform.

Q: Had Trinity continued with the School Peer Review process?

A: It was reported that this is on hold due to COVID. Our Primary phase will get £2000 worth of support from Lewisham Learning. I am part of the school improvement team, so have worked closely with Darren to make sure we get the best out of the money and support offered. We are continuing, aligned to our strategic plan, to develop our confident leaders. We have booked 4 Deep Dives for specific subjects to help us move forward – reading / Maths / Science / Languages. We have our secondary meeting with our link person on Friday 11th December to decide how we will use the £4000 available to us. The Chair of Governors would be part of this meeting.

Finally, thanks were extended to the Executive Headteacher for his comprehensive report.

ACTION BY: All to note

5. SCHOOL BASED ISSUES

5.1 Policies

The following policies had been circulated in advance of the meeting and it was **AGREED** that the actions indicated be approved:

Complaints – the policy was approved although the Deputy Headteacher Finance and Personnel was requested to clarify the process of the steps flow chart provided.

Admissions – referencing the discussions held at the previous meeting the Executive Headteacher stated that it had been decided that no changes would be made to the Admissions Policy. Additionally, and with the support of the Diocese the following statement had been uploaded onto the School website:

The governing body of Trinity School has agreed the following statement in order to clarify how its faith-based

oversubscription criteria will be interpreted whilst churches are closed or attendance at church is unsafe due to COVID19. This statement has been shared widely with churches in order to ensure that determinations made by relevant ministers concerning church attendance are being made on a consistent basis. If a parent/carer attended a given church prior to the closing of churches for public worship, then where a parent/carer has not subsequently attended worship at a given church for a given period a parent/carer will be considered to have attended worship at that church for that period where either of the following apply: a) the church was closed for public worship; b) by returning to church the parent/carer would not be taking account of government guidance concerning shielding and protecting persons either moderately or extremely clinically vulnerable to COVID-19.

Noting the comments and explanation details in the report of the Executive Headteacher the policy and additional statement was approved.

ACTION BY: School to implement

6. COMMITTEES, LINK GOVERNORS AND TRAINING

a) Committees/Link Governor - Membership

It was also **AGREED** that Juliet Evans be appointed to the membership of the Faith and Resources Committees.

ACTION BY: Clerk to record

b) Committee Minutes/Actions

The minutes and verbal feedback were provided for the following bodies and actions are indicated accordingly:

Risk Assessment Working Group – the ongoing work of the Risk Assessment Working Group was outlined.

Inclusion Working Group – The Chair of the Working Group provided a brief update as to the remit and activities of the Inclusion Working Group. The Chair of Governors suggested that the broader work of the Inclusion Working Group might be facilitated at each Committee meeting by having an item addressing inclusion. However, this would need to be considered by the Inclusion Working Group and proposals fed back to a future meeting.

Appointment Committee – The Chair reported on the actions of the appointment Committee and the confirmation of a Head of the Primary School (the rest of this discussion is detailed above).

Curriculum & Standards Committee – following a summary from the Committee Chair it was agreed that the minutes be received.

Faith Committee – following a summary from the Committee Chair it was agreed that the minutes be received.

Resources Committee – following a summary from the Committee Chair it was agreed that the minutes be received.

Pay Committee – The Committee Chair reported that the Pay Committee had recently met and made appropriate pay decisions.

Executive Headteacher Performance Review – The Chair of Governors confirmed that the Performance Review of the Executive Headteacher had been completed and targets set for the current school year. One of the targets related to address the impact of Covid.

The Chair reminded Governors that copies of the minutes and associated paperwork from the Committees was available on the Teams platform.

It was also **AGREED** that Juliet Evans be appointed to the membership of the Faith and Resources Committees.

ACTION BY: **Clerk to record**

c) Any Link Governor Reports

Due to COVID 19 the majority of school visits had not have taken place.

Governors were referred to the Link Governor visit report for safeguarding and thanks were extended for the information provided. Discussion relating to this report is detailed in the Safeguarding updated provided in the confidential minutes.

The Chair confirmed that the expectation was that any Link Governor visits would be virtual for the foreseeable future.

To that end she suggested that if possible, Link Governors should make contact with the appropriate staff member.

The Executive Headteacher stated that a hello and how are you doing from governors would be welcomed by many staff.

**ACTION BY: All governors to action
Clerk to record**

7. MINUTES AND MATTER ARISING

The minutes of the meeting held on 30TH September 2020 had been circulated with the agenda.

Minutes

It was **AGREED** that the minutes of the meetings held on 30TH September 2020 be approved as correct record of the proceedings.

Matters Arising

These were no matters arising.

ACTION BY: Clerk to record

8. ITEMS FOR FUTURE MEETINGS

The scheduling of items for the next meeting would be confirmed via the Governors Handbook which had been finalised by the Executive Headteacher and consideration of business at the Committees and items recommended by the Local Authority which would be confirmed by the Clerk.

Q: How could governors ensure that they effectively with business by focusing on the key issues?

A: The Clerk reminded governors of the importance of reading documents in advance of the meeting and during meeting both he, the Chair and Executive Headteacher would indicate those matters requiring due consideration.

ACTION BY: Clerk to schedule

9. DATE AND TIMES OF FUTURE MEETINGS

Governors were asked to note the schedule of 2020/21 governing body and committee dates as follows:

GOVERNING BOARD – SECONDARY PHASE (VIRTUAL)

Wednesday 24th February 2021 at 12.00p.m. – 6.00p.m. (Governors Day)

Wednesday 30th June 2021 at 4.00p.m.

RESOURCES COMMITTEE – PRIMARY PHASE (VIRTUAL)

Wednesday 3rd February 2021 at 1.15p.m.

Wednesday 31st March 2021 at 1.15p.m.

Wednesday 9th June 2021 at 1.15p.m.

FAITH COMMITTEE – PRIMARY PHASE (VIRTUAL)

Wednesday 3rd March 2021 at 1.30p.m.

Wednesday 16th June 2021 at 1.30p.m.

CURRICULUM & STANDARDS COMMITTEE – SECONDARY PHASE (VIRTUAL)

Wednesday 10th February 2021 at 4.00p.m.

Wednesday 26th May 2021 at 4.00p.m.

ADMISSIONS COMMITTEE – SECONDARY PHASE (VIRTUAL)

Friday 18th December 2020 at tbc

Wednesday 24th February 2021 at tbc

These meetings would be held virtually, and logon details will be provided nearer the time.

Replying to a point raised the Executive Headteacher acknowledged that since the start of the autumn term a number of clashes had occurred between the schedule of Board dates and school events. This had unfortunately occurred due to the impact of Covid and the need to rearrange matters at a short notice.

The Chair added that the next full governing board meeting was the annual Governors Day, and an update would be provided early in the spring as to how this would be facilitated.

ACTION BY: **All to note**
 Clerk to schedule

10. ANY URGENT/CONFIDENTIAL BUSINESS

10.1 PEX Attendance

Governors were reminded to contact the school to confirm if they could attend a forthcoming PEX meeting.

The Executive Headteacher stated that the hope continued that the matter could be resolved with a managed transfer to another Lewisham School.

ACTION BY: **All to action**

10.2 Ofsted

Q: Was the school still scheduled to have an Ofsted visit?

A: The Executive Headteacher commented that Ofsted had suspended formal inspection visits apart from snap Covid Inspections. The expectation was that formal visit would recommence, possibly, towards the end of the spring term.

ACTION BY: **All to note**

Chair

Date

THE GOVERNING BODY OF TRINITY THROUGH SCHOOL

PART II CONFIDENTIAL

Not for public inspection

11. PUPIL DISCIPLINE

The Executive Headteacher referred the governing board to the pupil discipline update provided in his report.

He reminded governors of the managed transfer process being facilitated by the Local Authority which aim to reduce the number of permanent exclusions by intervention prior to matters being submitted to governors.

Additionally, exclusions are used at Trinity to secure a safe environment for pupils to learn and thrive within. Fixed Term Exclusions have decreased from last year, but is used for cases of aggression, intimidation or bringing the school into disrepute. Through workshops we inform pupils about the importance of being outstanding Trinitarians within the school setting and within the local community. This is taken very seriously. Permanent exclusions are only used in extreme situations.

Q: Had the school taken any pupils via the managed transfer process?

A: Yes, in line with other Secondary Schools, once the assessment process had been completed, Trinity had accepted students via the managed transfer process.

Q: Had any trends been identified?

A: The Executive Headteacher reported that looking at the number of fixed term and permanent exclusions or managed transfer we see a downwards trend over time.

Q: What was the rationale for this?

A: He added that the answer to this is quite simple. Just over 2 years ago we seriously started to address high level poor behaviour. This meant issuing a large number of FTE and PEX/M.T in particular to the repeat offenders ultimately. This sent a clear message to the community that we are will not tolerate poor behaviour and that we were raising the bar. This set the groundwork for sanctions on talking out in class during silent working phases, parking when pupils disturb the learning of others, and lesser offences such as uniform and

equipment infringements. In general pupils are dealt with more swiftly at a lower level meaning escalation is rarer. By dealing with the bigger issues first we also were able to change the culture surrounding the smaller issues and ultimately improve the learning experience of every child at the school within lessons.

ACTION BY: **All to note**

12. MONITORING RACIST AND OTHER INCIDENTS

The Executive Headteacher referred governors to his report and detailed the following:

BULLYING: The number of incidents is down on last year. We did a lot of work with pupils in November onwards regarding maintaining positive relationships with peers through mutual respect, and the difference between bullying and one-off incidents in which pupils were mean or rude to each other. Every bullying incident is followed up on by the head of year and resolved. We use restorative practices alongside formal sanctions and home contact to ensure that every incident of bullying is taken seriously, and we never tolerate bullying at Trinity school.

HOMOPHOBIC: Incidents are rare and when they do happen 90% of the events from 19/20 were one off incidents that are resolved through restorative practices mixed appropriately with formal sanctions. The 2-year trend does not show an increase over time.

RACIST: Incidents are rare. 22 incidents over 590 pupils across a year represents an incident rate of 0.02% per day. Again we resolve these incidents through restorative practices mixed appropriately with formal sanctions. The 2-year trend does not show an increase over time.

When you read the logs individually regarding both homophobic and racist incidents to get a sense of context and a deeper understanding of the type of culture the school has, we see that almost all of the incidents are one off uses or inappropriate language from one pupil to another individual. These incidents remain rare and isolated. They are always followed up on and are never tolerated.

UNKIND LANGUAGE: Prior to the COVID 19 pandemic we had planned to launch our CHRIST initiative. This is an acronym for how pupils should talk to each other. In particular to address the sometimes default manner in which pupils talk to each at times. They appear to lack trust in others and themselves at times. Rather than being kind as a first response they put up a barrier to protect themselves and speak rudely to one another in order to achieve this. We regard tackling this habit of speech as a priority in our next steps to help facilitate a more loving, caring and trusting school. The CHRIST initiative will aim to

retrain pupils in how they speak to each other using a “positive first” approach to break bad habits and a culture of “casual cussing for banter”

Last week we launched CHRIST through the whole school approach to Anti-Bullying week, it is now important that we re-visit this theme regularly and spend the rest of the year embedding it as part of our culture of default communication norms between pupils. The crux of the CHRIST initiative is to get pupils to realise they don’t need to “strike first” with rude banter in order to avoid being the recipient of abuse; continuously on the “banter defence/ offence”. Rather that they should learn to trust each other and stop using this type of banter and as a result have a happier life at school.

ACTION BY: All to note

13. SAFEGUARDING AND INCLUSION

Governors were reminded that they should:

- receive a report on the progress of any Looked After Children in the school (if not given elsewhere).
- Receive notification of any Child Protection referrals made (if not given elsewhere).

The Executive Headteacher referred them to information provided in his report and detailed that Safeguarding remained effective.

The Safeguarding Link Governor had undertaken a visits and her reported had been circulated with the agenda. She had reviewed and signed off the SCR (Single Central Register) as well as to look at specific cases of referral and to review the use of MyConcern.

Q: Did the School have any Looked After Children?

A: Yes, the school had 10 Looked After Children and as the responsible corporate body the School ensured that all received a safe and supportive environment to attend school. All were progressing well at school.

Q: How was the school using the new safeguarding information system?

A: The Headteacher reported that the school was using ‘My Concern’ to record, monitor and evaluate safeguarding throughout the school has made it much easier to see whole school trends and patterns and also allows the safeguarding team to be even swifter in dealing with any concerns. There are 6 members of staff who have completed Level 3 safeguarding training. These are highlighted on ‘My Concern’. Also

'My Concern' has a resources section which allows all staff to access national and school safeguarding documents as well as case studies.

Again, governors welcomed the depth of information provided.

ACTION BY: **All to note**

14. ANY OTHER CONFIDENTIAL BUSINESS

No items were raised.

The meeting ended at 5.59p.m.

Chair

Date