

TRINITY THROUGH SCHOOL

Minutes of a meeting of the Governing Body of Trinity Through School held at the Secondary School on **WEDNESDAY 27th FEBRUARY 2019 AT 6.30PM**

PRESENT:

Mrs Moira Cuthbert	Chair
Mr David Lucas	Executive Headteacher
Mrs Hayley Atwere	Vice Chair
Rev Bridget Shepherd	Vice Chair
Ms Hilary Leever	
Mrs Gail Exon	
Mr Mark O'Brien	
Ms Meera Robbins	
Mrs Rachel Allard	
Lindsay Miles	
Dr Lucy Alderson	
Mr Michael Thompson	

ALSO PRESENT

Mr Darren Janes	Head of Primary School
Ms Rhona McLaughlin	Deputy Headteacher Secondary
Mr Steve Gallerers	Deputy Headteacher Secondary
Ms C Kyriakides	Deputy Headteacher Primary
Ms C Shobbrook	Assistant Headteacher Teaching & Learning
Ms Adeola Fatiregun	Proposed Governor
Mr Daniel Hudson	Clerk to the Governors

The chair opened the meeting and extended a welcome to everyone.

1. APOLOGIES AND DECLARATIONS OF INTEREST

With all being in attendance no apologies were received.

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.

Declarations of non-pecuniary interest were made by Mrs Gail Exon in respect of her membership of the SDBE MAT and Mrs Hilary Leever in respect of Engineering UK.

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

- **Composition**

The current composition of the governing body was noted.

Q: When would the Local Authority governor position be filled?

A: The Clerk reported that the Lewisham Mayor and Cabinet were considering this matter tonight and the expectation was that the nomination could be endorsed at the next meeting of the governing board.

ACTION BY: Clerk to schedule

4. SCHOOL BASED ISSUES

- **Agree school term dates for 2019/20**

Governors were referred to the dates which had been circulated with the agenda.

Noting that the autumn term had been extended by one day (20th December 2019) to accommodate the November INSET it was **AGREED** that the school term dates for 2019/20 be adopted.

ACTION BY: Executive Headteacher

- **Behaviour update – behaviour log / bullying log / racist log / exclusion data over time**

The Executive Headteacher referred governors to the circulated behaviour report and outlined for governors the continued focus on behaviour and challenging low level incidents of poor behaviour before they escalated.

Q: Where the Y6 Trinity pupils made aware of the expectations when they would start secondary schools?

A: The behavioural policy addressed the whole school and pupils moving from the Primary to Secondary phases were fully aware of expectations.

Discussion centred on feedback received regarding the perceived tone of behaviour sanctions and the Executive Headteacher assured governors that from feedback received staff had been made aware of this matter.

However, he stressed the range of positives and achievements for students and staff were made as aware as possible of external issues that may be impacting on matters such as lateness or absence.

Q: What happened in school Detentions and what was the focus of these detentions?

A: Detentions were used as an immediate sanction for students and the focus was on ensuring that students were aware of the deterrent nature of the sanction.

However, staff did use this time to engage with students on a range of issues which included options for Restorative Justice and often the teachers spoke to the students about the reasons as to why the student was in detention.

Thus, such detention could be seen as being both constructive as well as a punishment.

Governors welcomed the twin approach being used.

Q: Had the latest Peer Review made any observations in relation to behaviour?

A: The last peer review had clearly stated that improved behaviour, in comparison with this time last year, as one of the key strengths of the secondary school. This included improved attitudes to learning and engagement in learning. The reports also cites that explicit classroom rules and behaviour management systems as reasons for this progression.

ACTION BY: All to note

- **Attendance across the school**

Information relating to attendance at both the Primary and Secondary schools had been circulated and it was reported to governors that attendance was above the national averages.

Concern was articulated as to the failure of the Local Authority to follow up a court case prepared for non-attendance of a student as the parent had decided to home educate. The school had considered making a formal complaint to Lewisham as they had withdrawn the case without consultation with Trinity and staff had wasted a large amount of time preparing information for this case.

The school also had grave doubts that home education was suitable for the child concerned.

ACTION BY: All to note

- **Ratify the decision on the timing of the school day**

This matter had been comprehensively reviewed at the governor's day earlier. At this time the governors had considered the feedback received from all stakeholders.

It was **AGREED** to move to a vote on the options being proposed and the outcome is detailed below:

8.30a.m. start at both schools – 1 vote

Existing arrangements – 1 vote

8.45a.m. start at both schools – **10 votes**

Therefore, it was **RESOLVED** that from the 1st September 2019 the school day be 8.45a.m. – 3.15p.m. at both the Primary and Secondary School.

It was **AGREED** that the Executive Headteacher communicate this decision to all stakeholders by the end of the week and to facilitate this, the draft letter would be circulated to all governors for observation/feedback prior to circulation.

The Chair requested that all governors feedback even if the response was no observations.

**ACTION BY: Executive Headteacher
All governors**

- **Agree policy review timetable**

This document had been circulated with the agenda and having been reviewed it was **AGREED** that it be adopted.

This document would be used by the Clerk to formulate business for the governing board and Committees.

It was stressed that sign off of Safeguarding documentation would rest with the Link Governors in the first instant.

- **Operation Encompass – discussion and decision**

Q: What was Operation Encompass and how would it be embedded?

A: The Deputy Headteacher Secondary (SG) reported that Operation Encompass was a mechanism by which the Met Police would inform schools if they have been called to a domestic incident where one of our pupils has been present.

He and another Safeguarding Lead had attended training and if possible some additional staff training would be undertaken for the whole team so that everyone was aware of what to do should we receive a notification or if a parent/child discloses that they are being subjected to domestic abuse. Each school will be required to train all of their staff.

The Clerk added that it was likely that there would be a lot of training and opportunities on offer in the near future as the PSLA, Lewisham Council and Violence Against Women and Girls (VAWG) had jointly been successful in securing £350k of Home Office funding to develop services in particular areas of the Borough focusing on reducing domestic abuse and its impact on children and families.

The school information and management system was being adapted to allow for the drop box tool/My Concerns to be used to better record matters raised by Operation Encompass.

It was stressed that access to My Concerns was ring-fenced to the Senior Leadership Team and relevant safeguarding staff.

It was **AGREED** that the school become part of Operation Encompass.

It was requested that updates be provided to future meetings of the governing board, via the Safeguarding updates.

Q: Did the existing Safeguarding policies and procedures need to be reviewed to accommodate Operation Encompass?

A: Yes. The safeguarding Policy would be amended to reflect this and presented, firstly to the Link Governors, to the governing board for approval.

Thanks were extended to the whole school community for the actions taken to ensure the safety and well-being of all children.

**ACTION BY: Deputy Headteacher Secondary (SG)
Clerk to schedule safeguarding Policy to a future meeting**

5. COMMITTEES AND LINK GOVERNORS

Committees

This item had been placed on the agenda to allow governors to receive feedback from the recent Committee meetings. The Committee Chairs reported as follows:

- Resources – the Committee had reviewed matters relating to the Premises, Finances, Staffing and GDPR. The deficit was expected to be cleared by 2019/20 and arrangements had been confirmed with Lewisham to allow the school to use Manor House Gardens caged area during the school week/term time only.

Q: Had the school made an objection regard the planning application for the International School?

A: The Executive Headteacher reported that a strategic objection had been made via the Greater London Assembly with respect to the application for the school location.

The response from the Mayor of London in relation to the application seemed somewhat confused but appeared to hand over the final decision to Greenwich Council.

Q: Regarding the post of Director of Christian Learning when would the post go out to advert?

A: Work continued with the Southwark Diocese Board of Education (SDBE) in respect of securing a quality appointment to this position. Suitable arrangements were in place until this post could be filled.

Q: Continued Professional Development (CPD) expenditure appeared lower than previous years and was below the average for other similar schools. Was this a concern?

A: Members of the Senior Leadership Team positively reported on the increased amount of CPD being accessed by staff at nil cost to the school. This ranged from increased in house provision to courses and professional support being facilitated via the Lewisham Learning platform.

In relation to a point raised regarding teaching costs it was **AGREED** that the Director of Finance and Personnel would reply outside of the meeting.

- **Admissions** – the Committee had recently met and approved the information presented to it.

Q: Was the expectation that the school would be full in reception and Y7 as from September 2019?

A: Yes. The expectation was that, looking at the 140 offers made, the Secondary Y7 should be above PAN. Governors were reminded of the previous discussions held with the Local Authority in relation to secondary student numbers and the requirements to advertise on the website the secondary PAN.

It was also reported that 14 other first choices had been rejected as the applicants lived too far away from the school.

In future the minutes of the Committee meetings would be circulated with the governing board agendas.

ACTION BY: Clerk to schedule

Link Governor Reports

Governors were reminded of the need to report upon any visits and it was noted that reports would be provided to the next meeting.

It was confirmed that Link Governors would undertake further visits and scheduled them for the spring term.

These visits should be written up and once signed off by the Executive Headteacher forwarded to the Clerk for circulation with future agendas.

Q: How frequent should the Link Governor visits be?

A: The Executive Headteacher reported that visits should be at least termly and for safeguarding half termly. All visits should be structured and arranged with the appropriate staff links.

Committee Membership

Having due regard to the business of the Committees it was **AGREED** that the following changes be actioned:

- That Rev Bridget Shepherd to join the Curriculum and Standards Committee and leave the Resources Committee.
- That Michael Thompson to join the Curriculum and Standards Committee and be appointed to as the Careers Link Governor.

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

6. MINUTES AND MATTERS ARISING

Minutes

Having been circulated in advance of the meeting it was **RESOLVED** that the minutes of the meeting held on 28th November 2018 be confirmed and signed as a correct record.

Matters Arising

Parent Governor Elections – it was reported that these had been scheduled and the outcome would be reported to the next meeting of the governing board.

Q: Would the elections be undertaken electronically?

A: Following advice received in relation to ensuring the security of the ballot this had not proved possible.

ACTION BY: Clerk to record

7. ITEMS FOR FUTURE MEETINGS

The scheduling of items for the next meeting would be confirmed outside of the meeting using the 2018/19 work programme which had been finalised by the Executive Headteacher and consideration of business at the Committees and items recommended by the Local Authority.

ACTION BY: Clerk to schedule

8. DATE AND TIMES OF FUTURE MEETINGS

It was **RESOLVED** the following dates and times be approved:

GOVERNORS

Wednesday 12th June 2019 at 4.30p.m. at the Secondary School

RESOURCES

Wednesday 27th March 2019

All meetings to be held at 1.30p.m. at the Primary School

CURRICULUM AND STANDARDS

Wednesday 22nd May 2019

All meetings to be held at 4.30p.m. at the Secondary School

FAITH

Wednesday 1st May 2019

All meetings to be held at 1.45p.m. at the Primary School

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

9. ANY URGENT BUSINESS

None was raised.

The meeting ended at 7.20p.m.

Chair

Date