

TRINITY THROUGH SCHOOL

Minutes of a meeting of the Governing Body of Trinity Through School held at the Secondary School on **WEDNESDAY 12th JUNE 2019 AT 4.30PM**

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* | |
| Mrs Rachel Allard | |
| Mrs Lindsay Miles | |
| Dr Lucy Alderson | |
| Mr Michael Thompson | |
| Ms Adeola Fatiregun | |
| Mr Sam Carew | |

ALSO PRESENT

Mr Daniel Hudson Clerk to the Governors

*via conference call

The chair opened the meeting and extended a welcome to everyone and especially the newly appointed governors.

1. APOLOGIES AND DECLARATIONS OF INTEREST

It was **AGREED** that apologies for absence be received on behalf of Ms Meera Robbins

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

- **Chair of Governors Report**

The Chair advised governors of the salient matters raised since the last meeting which included the following:

- Parents Internet Safety Evening
- School Worship

Governors requested that presentations given to parents also be made available to them and it was **AGREED** that links be provided via the website and newsletter.

Discussion then centred on the safety evening and how the governing board could improve communication with parents.

Following a suggestion from the Headteacher it was **AGREED** that a termly governors' corner be added to the school newsletter and this would be initially led by the Chair and Committee Chairs.

- **Composition**

The current composition of the governing body was noted.

A welcome was extended to the new parent governor Mr Sam Carew.

Governors were referred to the proposed Local Authority nominated governor and it was **AGREED** that the nomination of Ms Adeola Fatiregun be approved.

Finally, the Clerk indicated the forthcoming end of term of office of Mrs Gail Exon and the need for her to be reappointed by the SDBE.

ACTION BY: Clerk to record

4. REPORT OF THE EXECUTIVE HEADTEACHER

The Executive Headteacher referred governors to his report which had been circulated with the agenda and which made reference to the following key points:

Staffing

It was reported that the School would be fully staffed for the start of term in September. We have managed to secure subject specialists across the school and managed to recruit two of our support staff into the teaching profession – where we will be using different routes to support their process to Qualified Teacher Status. We have two teach first moving to their second year (English and Science) and also have one additional Teach First starting next academic year (history). Some schools are struggling to recruit in core subjects like Maths and Science, which Trinity has done in the past, but this year's advance planning and recruitment processes have secured fully trained experts across all subjects. To ensure we have experts teaching their subjects the Executive head has also taught a GCSE class this year and will continue next year with one class to secure high quality teaching across the school. All senior leader's role model outstanding practice across the whole school.

The results of the recent staff surveys had been very positive and reflected on the general improvements across the School.

Q: Would the school be considering a ban on replying to work emails outside of school years?

A: The Executive Headteacher commented that this had been discussed and the feedback from staff had been that they welcomed the current flexibility of deciding when to reply to mails.

The Staff handbook was being refreshed and a copy of this would be made available to governors in September 2019.s

Attendance

Q: What was the current position regarding student attendance?

A: Attendance rapidly improved last year due to changes we made to our systems. This trend has continued into this year where our attendance below is compared to our position last year. Persistent Absence has also decreased dramatically where we were worse than National Average two years ago, we now have the second lowest absence figure and Persistent absence level in the borough. Data so

far for this academic year can be found below and demonstrates we will for a second year have strong data.

SEF/SIP Review

The updated version of the school Self Evaluation Form (SEF) had been circulated. This was updated in April and represents our progress in the key areas we identified as needing improving. This document will be updated again in July and presented as a finished document in the September governors meeting. The priorities ready for our next SIP can be found at the end of this document. This has been generated by the SLT using our data analysis, school self-review and surveys carried out. It will continue to be shaped over the coming months along with our actual exam results and a final draft of the full plan will be presented to governors in the September meeting.

Data

It was reported that the current position for our pupils at the end of each key stage which has public examinations is that we will be inline or slightly above National Average. EYFS / Phonic Screening / KS1 and GCSE results are predicted to be at or above National Average. Ofsted will only look at nationally published data and this will be brought to Governors when it is published. A well-constructed, well-taught curriculum will lead to good results because those results will reflect what pupils have learned.

The gap between Disadvantaged pupils and SEND pupils with those not in these categories is always explored. Trinity still does have a gap, but the gap has diminished over time.

A full update would be provided to the next meeting of the Curriculum and Standards Committee.

Review of the 5 Year Plan

Noted.

2018/19 Evaluation

Noted.

2019/20 Key Priorities

These were noted and updates would be actioned over the course of the 2019/20 school year.

Governors Handbook

A draft had been circulated and was welcomed by governors.

This would be updated post the meeting and the version for 2019/20 circulated early in the autumn term.

A discussion was then held around the Governors Code of Conduct in the draft Governors Handbook. Governors were reminded that parents would assume anything they said and did would be a reflection of the view of the whole Governing Board. Therefore, it was important to be prudent about how much information they mentioned outside of Governors Meetings particularly in the school environs/playground.

They were also pointed towards the Complaints procedure and encouraged to make any parent who approached them with any issue/complaint were made aware of the process that needs to be followed.

CPD

CPD is focused and highly professional, aligned with the curriculum – developing teachers' subject knowledge as well as their implementation of the school's curriculum within the classroom. We have developed a new observation sheet that highlights one of our 7 key classroom standards as a main focus for improvement, and CPD then aligns with this, ensuring staff develop the specific skills that will enhance their impact within the classroom.

Pupil Premium

Q: How was the Pupil Premium funding being used?

A: The Executive Headteacher stated that the Pupil Premium expenditure and plans have been supplemented this year by using external support. We have used educational consultants across the school and separately across each phase to ensure we have systems that are making an impact. Evidence has been generated to show progress over time and the PP / non-PP gap has been narrowed over time. The document that demonstrates impact and available online is being developed currently ready to be brought to governors in September and ready to go onto the website soon after.

Other points raised are detailed in the confidential minutes.

Finally, the Executive Headteacher was thanked for his comprehensive and positive report.

ACTION BY: Executive Headteacher

Clerk to schedule

5. SCHOOL BASED ISSUES

5.1 Policy Timetable

The Policy timetable which details the scheduling of future items had been circulated via the Governors Handbook and was noted.

ACTION BY: All to note

5.2 Safeguarding

Dealt with under the confidential section of the meeting.

ACTION BY: All to note

5.3 2019/20 Budget and Medium-Term Strategy

Governors ratified the 2019/20 Budget and Medium-Term Strategy which had been **AGREED** at the Resources Committee.

Q: Had the budgetary support from the Local Authority improved?

A: The Executive Headteacher reported that this matter had been discussed in detail at recent Resources meetings. Concerns had been articulated at the lack of budgetary support and knowledge provided by Lewisham. This had been reflected in the moveable parameters of the budget as the week 53 information from Lewisham had arrived very late and created a number of budgetary questions for the medium term.

Q: What was the current financial position?

A: Financial performance of the school is reviewed and reported upon through the resources committee. 2 years ago, the school found itself in a deficit. The new Deputy head Resources along with the Executive Head have carefully planned a new costed curriculum and level of staffing ensuring that it has an in-year surplus for two years. Careful monitoring of this plan by the governors have ensured the school has repaid most of the loan given by Lewisham LA, and we are budgeting to be in surplus by the end of March 2020.

**ACTION BY: Deputy Headteacher Finance and Personnel
All to note**

6. COMMITTEES AND LINK GOVERNORS

Committees

To receive feedback from the recent Committee meetings

- Resources
- Curriculum & Standards
- Faith

Governors **AGREED** to received and ratify the minutes of the recent Committee meetings.

The notes of the Admissions Committee would be circulated via the School.

Committee Membership

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

- That Ms Adeola Fatiregun and Mr Sam Carew both join the Faith Committee.

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

Link Governor Reports

Governors were reminded of the need to report upon any visits and it was noted the following reported had been circulated with the agenda:

- Foundation Admissions for Secondary Phase 2019/20
- KS2 Data

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

The new visit template had been circulated and these should be used to support visits to the School. 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.

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

7. GOVERNORS' VISITS AND TRAINING – ANY REPORTS AND/OR FEEDBACK

The Clerk reminded the meeting of not only the importance of attending training and visits to the school but ensuring that such were formally recorded and presented as written evidence to governors meeting.

The Training Link Governor would forward governor training information to the Clerk and she recommended that training be focused on the needs identified in the skills audit.

Governors were reminded that in addition to the normal training opportunities the governing board could access training via the SDBE and Woodard Trust.

The newly appointed governors had both recently attended the Local Authority Induction training.

ACTION BY: All governors

8. MINUTES AND MATTERS ARISING

Minutes

Having been circulated in advance of the meeting it was **RESOLVED** that the minutes of the meeting held on 27th February 2019 be confirmed and signed as a correct record.

Matters Arising

There were no matters arising.

ACTION BY: Clerk to record

9. 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

10. DATE AND TIMES OF FUTURE MEETINGS

Governors **AGREED** the 2019/20 schedule of dates for the governing body and committees which had been circulated in the Governors Handbook.

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

11. ANY URGENT BUSINESS

11.1 Summer Event

Governors were reminded of the forthcoming summer event and requested to attend where possible.

ACTION BY: All to note

Chair

Date