

TRINITY THROUGH SCHOOL

Minutes of a meeting of the Governing Body of Trinity Through School held at the Primary School on **WEDNESDAY 28th NOVEMBER 2018 AT 4.30PM**

PRESENT:

Mrs Moira Cuthbert	Chair
Mr David Lucas	Executive Headteacher
Mrs Hayley Atwere	Vice Chair
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 Adeola Fatiregun	Proposed Governor
Mr Daniel Hudson	Clerk to the Governors

The Chair welcomed everyone to the meeting and specifically welcomed Ms Adeola Fatiregun, a prospective Local Authority appointee and who would hopefully soon be joining the governing board.

1. APOLOGIES AND DECLARATIONS OF INTEREST

It was **RESOLVED** that apologies be received on behalf of Ms Hilary Leever and Rev Bridget Shepherd (Vice Chair).

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 Barclay Trust and Steen Learning Education Trust.

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:

- Attending all governing board Committee meetings
- School Open Evening
- Attending the School Improvement Peer Review
- Year 11 Prize Giving
- Harvest Festival
- Meetings with Local Councillors and facilitating a visit from the Lewisham Mayor

No briefing had been provided from Lewisham for this half term.

ACTION BY: All to note

- **Composition**

The current composition of the governing body was noted.

The appointment of Dr Lucy Alderson as a Foundation governor was reported.

Q: When would the parent governor position be filled?

A: The Executive Headteacher reported that an election would be undertaken early in the Spring Term and hopefully a new governor would be reported to the next governing board meeting.

While noting that the election would be held across the whole school it was stressed by governors that a representative of the secondary parents would be welcomed. To facilitate the opportunity for parents to easier access voting the School should examine a range of methods to extend the voting franchise.

The Executive Headteacher **AGREED** to examine the options available.

ACTION BY: Clerk to record
Executive Headteacher

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:

- SIP November review
- Admissions – consultation and determination
- Safeguarding review feedback
- Behaviour improvement / intervention impact
- Feedback from whole school audit
- Attendance
- 5 Year Visions – confirmation that review undertaken at Faith and Curriculum & Standards Committees

Replying to points and questions raised by the governors the Executive Headteacher and Head of Primary School articulated the following observations:

Harvest Festival

Thank you for those that attended the various Harvest Festivals. KS1 and KS2 had a separate event at St Swithans. This was well attended by parents and show cased their singing and musical instruments. The Secondary phase had a Eucharist within the school.

Hither Green Railway memorial service

This occurred at the station on 5th November and our through school choir sang for the audience and met the Mayor. Again our pupils did us extremely proud.

School Audit

Tuesday 13th November we had a through school review – where we had 5 external people in to review where we were.

This group included 1 external primary head, a primary deputy, a secondary head, secondary deputy head and our school challenge partner (who is an ex Headteacher). They went and observed all teachers, met and discussed learning with pupils, met middle leaders and senior leaders in a variety of meetings.

Once available the full report would be forwarded and considered by the Curriculum and Standards Committee.

However, in summary it was reported that:

- The audit had confirmed that the SIP activities and SEF both accurately reflected that Trinity was a Good School with EYFS being extremely strong.
- The whole school curriculum had been reviewed and its content and connectivity welcomed.
- The Knowledge Organisers had been positively commented upon.
- Positive progress over the last 12 months had been recognised by the auditors, especially in relation to greater consistency in the Secondary.

Part of the Peer to Peer audit process had also seen the Trinity SLT visit St Matthew Academy and this had been an interesting experience and any relevant lessons would be learnt from.

SIAMS

The mock inspection was planned for 1st February and the outcomes of this would be reported to the Faith Committee.

Parents Events

- Open classrooms at the primary 10/10/18 – this was a great way for parents to meet the teacher of their
- Year 11 welcome event – 20/9/18 – an event where the exam process is explained, parents are given advice on how to support their son / daughter at home with English, maths, science and humanities. They are given resources to support learning at home as well. We discussed the use of knowledge organisers.
- Year 10 welcome event – 20/9/18 – the year group is starting their GCSE's – so the event was to introduce our expectations and show them what will be required through time.
- Year 9 welcome to GCSE event – 27/9/18 – same event as above, as year 9 are just starting their GCSE's.
- Year 7 welcome to Trinity School parent event – 27/9/18 – this was a cheese and wine event with a brief introduction of staff but an opportunity for parents to meet each other and talk to teachers informally about rules / procedures / support etc. It was extremely well attended (75% of the year group attended)
- Academically Able introduction evening – extremely well attended event where parents of pupils on the AA register were invited to school to discuss what this group means / how they will be stretched and to introduce a support online tool for them to use.
- Year 11 Certificate evening – with Rt Hon Janet Daby MP giving the key note speech. We also included a small service of

remembrance for Shayann who died in the summer holiday and was a member of this year group.

- PAFT quiz night – 16/11/18 - well done to the primary teacher’s team that one.
- Parent forum at the secondary – 20/11/18 - 37 people attended, which is the highest we have had for the last 2 years. Discussion was on Knowledge Organisers – we got some great feedback on how they are going and information to ensure they are improved throughout this year.
- Year 11 Parents evening – 21/11/18-

PE Report

The report had been circulated at the meeting.

Additionally, the DfE website tool had been provided and this would be used to model information for the website.

Exam Assessment

Across the school pupils have been sitting PPE (Pre Public Exams) / internal assessments. This data will form our next round of information to inform interventions across the school.

The next Curriculum and Standards committee would discuss this and review the additional information provided regarding end of year predictions.

Discussion then centred on the business for the Curriculum and Standard and how this could be further focused to allow for a continued challenge for the school via the Committee meetings and Link Governor challenge and feedback.

Visits and Trips 2018/19

This had been circulated at the meeting and the range and depth of enrichment provided to students was positively welcomed.

Attendance (Primary Secondary Through)

	National 17/18	Trinity 16/17	Lewisham 17/18	Trinity 17/18
Absence	4% 5.2%	5.5%	3.9% 4.8%	4.4% 4%
Persistent absence	8.7% 13.5%	13.6%	9.1% 11.7%	10.7% 6.6%

The Executive Headteacher reported that the grid gives us the attendance data as split by phase so that it is easier to compare with national. There is no through school national to compare, so the likelihood is that we would be compared with all schools, which is similar to the secondary outcome. You can see we have improved in all areas. Lewisham is better than national, as a secondary phase we have improved our data to be better than national and LA. The primary has improved but still not below Lewisham or national. We have streamlined our strategy and looking for an improvement next year in the primary as well so that as a through school the attendance is at least in line with Lewisham across each phase. The current data for this half term just passed is below. We do have a PP gap and this is being explored so that we know which pupils this includes and what we can do to reduce this number as the term progresses.

Groups	4TH Sept to 19th October Half term 1		
	% Attendance	% Absence	% PA 10%
Whole school	96.60%	3.40%	8.98%
Male	96.55%	3.45	9.43%
Female	96.66%	3.34%	8.39%
PP	96.03%	3.97%	10.06%
SEN Support	96.25%	3.75%	2.54%

5 Year Vision

It was confirmed that this had been submitted at the last meeting and to the recent Committee meetings for further observations.

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

5. SCHOOL BASED ISSUES

5.1 Policies and Procedures

Governors had been asked to consider and approve the following policies/procedures:

- Admissions
- Sickness Absence Management

Having been circulated in advance of the meeting it was **RESOLVED** that the policies be adopted with the following observations being made:

Admissions

Q: Had feedback been received from stakeholders in respect of the Admissions Policy?

A: The Executive Headteacher commented that only three responses to the consultation had been received. One from a parent that has been screen shot for governors, one from the LA and one from the Diocese which were detailed to the governing board. I have responded to the parent and the Chair has been copied into this response as it was only questions about process rather than actual wording or issues with the actual policy. I have met with the LA and Diocese and discussed the policy with them, and they are happy with this. They had made recommendations based on language so that is similar to language used in other Lewisham policies.

The Policy would now be loaded onto the school website.

Q: Had Lewisham provided any additional feedback in relation to the Form Entry for 2019/20?

A: Following on the previous discussions the Local Authority had shown a willingness to allow for additional Form Entry. However, nothing had been confirmed in writing.

Q: Can the Executive Headteacher provide a brief update to the current admissions position for 2019/20?

A: The Executive Headteacher reported that staff had run all the open mornings and open days for the Secondary Phase. Numbers were much higher than last year. We had 12 open mornings and each one had at least 30 families. The open evening (3/10/18) had 700 people visit the school.

The closing date for admissions has closed and so far we have:

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1st 90
2nd 81
3rd 82
4th 84
5th 68
6th 69

Total – 475

The upload of all data is still occurring and the Pan London data has still to be included in this. It has fluctuated over the last few weeks – due to the way it

is uploaded on the system but has settled over the last week. We also have 103 church applications in total (which is higher than last year which had 76).

Primary phase open mornings have also been going extremely well and numbers again are much higher than last year. This is still on going as the closing date for applications is January 15th. We will not know numbers until around February 2019.

Absence Management

Q: What template had the policy be modelled on?

A: In line with the majority of HR policies the Absence Management policy had been based on the Local Authority model.

Noting the work that was to be undertaken by the Deputy Headteacher Finance and Personnel in relation to support being sourced by the school it was stressed that while Trinity accessed Lewisham HR service then the most effective process was to adopt the model policy and procedures used produced by them.

ACTION BY: **All to note**
 Executive Headteacher

5.2 Safeguarding

To receive a report on safeguarding within the school and any general safeguarding issues (issues involving individuals should be reported as confidential business). To include reports on the Single Central Record, Section 11 audit and any visits by the Safeguarding Link Governor (if not given elsewhere).

The Headteacher advised governors that the previous requirements under Disqualification by Association had been withdrawn.

The Safeguarding Link Governors reported that they had recently met with staff to review safeguarding matters at the whole school.

On the advice of the Local Authority a new safeguarding specific software system had been procured and this would be fully operational by the start of the spring term.

Q: Would the Local Authority be undertaking a safeguarding audit?

A: The Executive Headteacher confirmed that an audit would be forthcoming and the outcomes reported to a future meeting.

The Link Governors added that the recent staff Inset, which had focused on Safeguarding had been extremely positive and staff continued to access suitable training.

Governors were advised of suitable training opportunities, via the Diocese, which would allow an increased focus on safeguarding and the ability to continue providing challenge.

Finally, it was confirmed that the Single Central Record had been checked and was up to date.

This rest of this matter is dealt with under the confidential minutes.

ACTION BY: All to note

6. 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 and staffing. 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.
- Curriculum & Standards – the Committee had reviewed and questioned pupil data and outcomes. Additionally, it had examined the SDP and SEF.
- Faith – a focus had been given to the SIAMS inspection framework, character education and the 5 Year Vision. A particular focus had been given to recruitment of a Head of RE and the roles and responsibilities to be undertaken across the whole school.
- Pay – the Committee had met and agreed the pay awards recommended to it. Additionally, the review of the Executive Headteacher had been completed and this had been supported by the External Advisor from the SDBE.
- **Admissions** – the Committee had recently met and approved the information presented to it.
- **Pupil Discipline** – See confidential minutes.
- **Committee Membership** – It was **AGREED** that to better facilitate the review of Pupil Premium, which would now be under the remit of the Faith Committee, Hayley Atwere be appointed to this Committee.

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 (see minute appendix).

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

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

- Training – the Executive Headteacher suggested that training opportunities for governors should be expanded rather than just accessing that provided by the Local Authority. It was reported that for the Senior Leadership Team the training/professional development opportunities provided by the Dioceses better met the needs of the school. He recommended that training opportunities provided by the Diocese and NGA should be considered and having reviewed this it was suggested that the Training Link Governor review options for the 2018/19 School year.
- To consider and arrange training for governors – the Chair recommended training for Pupil Exclusion meetings. The Link Governors for Safeguarding reminded governors of the training opportunities in respect of safeguarding.

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 Woodard Trust.

**ACTION BY: All governors
 Training Link Governor**

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 19TH September 2018 be confirmed and signed as a correct record.

Matters Arising

Register of Business Interests

The governing body is required to maintain and update annually a register of the pecuniary interests of its members and of members of staff with significant financial responsibilities; governing bodies also have a duty to publish key information about their members and associate members and their register of interests on the school website.

Governors were asked and **AGREED** to complete the enclosed form and return it to the clerk within the week.

Skills Audit

To return the 2018 NGA Skills Audit to the Clerk.

Governors were asked and **AGREED** to complete the enclosed Skills Audit and return it to the clerk within the week.

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

9. 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

10. DATE AND TIMES OF FUTURE MEETINGS

Q: The governing board currently had two governors days scheduled for the Spring Term and what were the arrangements for these?

A: The Clerk reported that at the last governing board meeting governors had deferred final consideration of these arrangements.

The Executive Headteacher recommended that the governors day be held on Wednesday 27th February 2019 at midday. He proposed that the structure for the day be a concise business governing board at midday (approx. 30mins) followed by a whole governing board training session and then a meal. The venue would be the school.

This would **AGREED** and the Clerk would prepare an agenda suitable for this meeting and refer other business to the Committees for due consideration.

A request had been made to alter the time of the next Curriculum and Standards Committee but having duly considered the alternative options it was **AGREED** to remain with the existing data and time as this had been already diarised.

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

GOVERNORS

Wednesday 27th February 2019 @ midday – Governors Day

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

RESOURCES

Wednesday 16th January 2019

Wednesday 27th March 2019

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

CURRICULUM AND STANDARDS

Wednesday 30th January 2019

Wednesday 22nd May 2019

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

FAITH

Wednesday 13th February 2019

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

11. ANY URGENT BUSINESS

11.1 School Day Consultation

Governors were referred to the circulated paper and the Executive Headteacher commented that as we move closer to our Primary being at capacity and pupils moving from the primary automatically to the secondary phase he wanted to get the opinions of all the parents and staff on the start and end times of the school day.

The consultation was about collecting people's opinions and ideas to help inform possible choices.

Q: What was the rationale for the possible change?

A: The Executive Headteacher commented that the primary and secondary phase teachers work very closely together. At the moment the different ends of the day mean meeting times are limited. Matching the times means we could meet more regularly.

As a through school, a single school, we need to make sure we are consistent and able to function as a split site school – having matched timings will support this. We do get some confusion at times between the primary and secondary due to the differences in timings. Moving the start and end times will be a start to us ensuring all events are consistent.

Additionally, several parents have come forward saying that they find the start of the school day difficult at the primary phase due to work commitments. Moving it earlier with a change in pre-school club options could benefit some families.

Q: What was the preferred option of the school?

A: The Executive Headteacher commented that his preference was for both schools to start and end at the same time and he would welcome an 8.30a.m. – 3.00p.m. school day.

Q: Who would have the final decision on the school day times?

A: Any changes in the school day have to be passed through the full governing body and the opinions of all stakeholders would be taken into account.

Q: If a new school day was agreed what was the timeline for implementation?

A: The Executive Headteacher reported that if governors do decide to change the start and end times of the day due notice would be given to parents to allow for a new start in September 2019. This would allow parents time to set up the necessary arrangements.

Q: What would be the impact on pre and after school provision?

A: The School would make sure its provision before and after-school would change to match the changes in the school day, to continue to support working families.

Noting the consultation document an offer from a governor to redraft it to make it more focus was welcomed and accepted.

It was therefore **AGREED** to commence with the consultation and this be reported back to the February 2019 governing board at which a final decision would be made.

ACTION BY: **Executive Headteacher**
 Clerk to schedule

11.2 Planning Application

Having due regard to the application submitted for a local secondary school and requests received for objections to be submitted it was recommended that the school consider the application and if deemed suitable submit an objection on behalf of the governing board.

ACTION BY: **Executive Headteacher**

Chair

Date