

TRINITY THROUGH SCHOOL

Minutes of a meeting of the Governing Body of Trinity Through School held at the Primary School on **WEDNESDAY 19th SEPTEMBER 2018 AT 5.30PM**

PRESENT:

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

ALSO PRESENT

Mr Darren Janes	Head of Primary School
Mr Daniel Hudson	Clerk to the Governors

1. APOLOGIES AND DECLARATIONS OF INTEREST

It was **RESOLVED** that apologies be received on behalf of Mr Michael Thompson.

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. ELECTION OF CHAIR AND VICE CHAIR

a) **To agree procedures for the election of Chair and Vice Chair and terms of office (between 1 and 4 years)**

It was **RESOLVED** that the period of term of office be 1 year for both the Chair and Vice Chairs.

b) To elect a Chair to serve from Autumn 2018

Nominations were sought for the position of Chair.

Having been nominated and seconded it was **RESOLVED** that Moira Cuthbert be appointed Chair.

She extended thanks to everyone and detailed how she would be working closely with the Executive Headteacher and also be receiving support from the previous Chair and mentoring from the Chair of an Outstanding school.

c) To elect a Vice Chair to serve from Autumn 2018

Nominations were then sought for the position of Vice Chair.

To embed capacity in the governing body and support the new Chair it was **RESOLVED** that two Vice Chairs be appointed.

Having been nominated and seconded it was **RESOLVED** that the Rev Bridget Shepherd and Hayley Atwere be appointed Vice Chairs.

Congratulations were extended to the Chair and Vice Chairs.

ACTION BY: Clerk to record

For the business detailed below the meeting was chaired by Hayley Atwere.

3. 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

4. GOVERNING BODY

• Chair of Governors Report

The Vice Chair (HA) advised governors of the salient matters raised at the recent Local Authority Briefing meeting and which included the following:

- Recent senior appointments to the Local Authority Children's Services staffing team

- The Mayor of Lewisham key priorities relating to EYFS, Youth Violence and a strategic review of governance
- 395 vacant places existed in the Reception classes across the Borough
- A borough bid of £1m had been submitted to improve mental health access
- The outcomes of the recent SEND Inspection were still being rolled out
- Lewisham Learning continued to expand its provision

She added that while the meeting had been very useful to hear what was being actioned at the Local Authority the overall attendance had been poor.

Debate then turned to the governor's day scheduled for 6th March 2019 and it was suggested that the focus of the day could be data training, a governing board meeting followed by a working/social dinner.

This was welcomed by governors but noting a number of possible apologies it was suggested that the possibility of re-scheduling to the 27th February 2019 be examined.

At this point the Executive Headteacher sadly reported the death of a student and the support that had been provided to the family. Mum would be at the forthcoming results evening and the governors extended thanks for the actions taken by the school in this difficult time.

ACTION BY: Executive Headteacher

- **Composition**

The current composition of the governing body was noted.

The reappointment of Rachel Allard was reported and it was recommended that Dr Lucy Alderson be appointed as a Foundation governor as her current term of office as a parent governor was ending. Once this had been finalised then a parent governor election would be arranged.

ACTION BY: Rev Bridget Shepherd

- **DBS**

All governors are legally required to complete a DBS check. New governors should make arrangements with the school to apply for one

to be carried out, and serving governors should ensure that their DBS check is renewed as necessary.

It was confirmed by the School that all DBSs were in place for governors and renews sought by the School Office when required.

ACTION BY: All to note

- **Register of 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.

ACTION BY: All governors

- **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

- **Procedures for remote attendance at meetings**

The Clerk reported that governors are advised to ensure that they have procedures in place setting out the conditions under which governors can take part in meetings via remote connections including, but not limited to, telephone or video conference.

It was **AGREED** that the draft policy prepared by the Clerk be adopted.

The School would facilitate arrangements for remote accessing while governors would advise the Clerk at the earliest opportunity if they wished to remotely access.

**ACTION BY: All governors
Executive Headteacher**

- **Governing Body Organisation and Procedures**

Governing Body Code of Conduct

Governors were recommended to **adopt a / review and re-adopt their** Code of Conduct, which should be signed by all members of the Governing Body. The Code should include references to the requirement to declare conflicts of interest and for governors' details and the Register of Interests to be published on the school website. The National Governance Association's model Code of Conduct can be found at <https://www.nga.org.uk/codeofconduct2018>

It was **AGREED** that the model code of conduct be adopted and sign by governors.

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

Agenda plan for 2018-19

Governors were encouraged to plan the work of the Governing Body and committees for the coming year including the business to be covered each term, reports to be given and policies to be reviewed. This may be delegated to a smaller group comprising the Chair, Vice Chair, Headteacher and committee chairs.

Governors are asked to note the 2018/19 Scheme of Delegation provided by the school and that this would be used as the template for future agenda preparation.

The structure of governing board and committee meetings were noted and it was **AGREED** that the governing board meetings be scheduled for 4.30p.m. in future.

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

5. 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:

- Secondary exam results analysis
- Review school targets

- Ethos and Vision – 5 year plan inc. milestones and connection to the SEF and SIP
- Primary updates
- Safeguarding report
- Staffing Update

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

- A continued key aim was to continue the journey towards joining up the primary and secondary provisions and ensure more crossing working opportunities for staff and students.
- Start of term key activities were reported and the same message had been articulated at both the Primary and Secondary phases and included:
 - Where we are now
 - Where we want to be – The vision
 - What are our priorities – Self Evaluation Form (SEF)
 - How we intend on meeting these priorities - Schools School Improvement Plan (SIP)
- Attendance levels were detailed and the marked improvements outlined. A number of key groups who required additional interventions in relation to attendance had been identified and these included:
 - Year 11 girls and PP
 - Year 10 girls and pp
 - Year 8 PP
 - Year 3 girls
 - Year 2 overall
- Lewisham Learning had, in conjunction with every school in Lewisham, commissioned a Teaching and Learning Review of Trinity and although the report had not yet been finalised for circulation the outcome was that Trinity had been judged Yellow and would therefore only receive the minimum level of support provided.
- Primary outcomes had been reported to the last meeting of the governing board.
- In respect of the Secondary outcomes the governors were referred to the following summary provided in the report of the Headteacher and detailed as follows:

The data shows we held out in terms of attainment – keeping us where we were. The improvement is in the Progress 8 measure – but these figures should be taken with a pinch of salt, as the algorithm used to calculate this is altered each year by the DFE. Clear progress has been made in English, Maths and Science. Music has

done well. Some areas did not improve as much as we wanted, but the new qualifications did make these harder to predict – that is Geography, French and Spanish. Areas of significant concern are CIDA (ICT) and Product Design. We are no longer running the Product Design course – this has been replaced by Craft. We have one last year of the CIDA with the current year 11 cohort. We are currently reviewing the reasons for the outcomes. All departments have a review meeting with me – these have started. We are forensically looking at the results to make sure we learn lessons to help us continue to improve this academic year.

In terms of groups, the PP gap has narrowed – so is better than last year. There is still a gap – making this still a key focus. The AA (Academically Able) pupils also improved, but their performance is still not in line with national overall. We had huge groups of individual successes – but some pupils, with clear reasons, that did not perform at all which pulled the groups outcomes down. The other group that has not achieved well is the Black Caribbean group. When the data is analysed there were 23 within this category, with 14 that were PP and 4 that had SEN needs – so the reasons for under performance are complicated. In line with our SIP we have advertised already for a lead person to review this group, look at barriers to learning and set up immediate intervention to ensure the group performs much better next year. This post will be a great platform for someone who is looking for senior leadership responsibilities – as it will have demonstrable outcomes.

We have exactly the same data packs for each of our year groups – and these same packs will be produced 3 times a year for each year group. This will help us further identify groups of underperformance, and monitor the impact of the interventions put into place by all middle and senior leaders. This data will be reviewed and discussed in more detail at the Standards and Curriculum committee meetings.

Targets last year were set as aspirational to raise the bar. The data above shows that for primary the targets have risen the outcomes and the majority of them were met as aspirational. Lewisham is above national for all areas at Primary – so being above Lewisham average is a very positive place to be. For the secondary school we set targets to be at national for progress and significantly above national for attainment. We are at National for attainment but below for progress – we were significantly

better with progress compared to last year. The aspirational targets helped us move forward. We still have a journey to make – which is why we need to keep with aspirational targets.

Targets were set across all year groups – and the data production and use has improved dramatically. We now have a clear picture of where the pupils are at the end of every year group. This data is being used to set up intervention from the start of this academic year – which is a place we were not at last year. We can now measure progress by subject and by class across the school. New targets are set in the SIP – which set out where we would like to be at the end of this academic year. As a governing body we need to agree targets. They are again aspirational for primary, keeping us well within the top 25% of schools within Lewisham (which is significantly above NA). The secondary is the same as last year – to achieve the national average for progress across the school and to be above NA for attainment.

- The Curriculum and Standards Committee would be tasked with review and drilling down into the student outcomes and reviewing the targets for future years and the accuracy of previous target setting.
- The School would be working with Addy & Stanhope as both schools had very similar outcomes and could examine best practice with each other.
- Outcomes and the data provided would be used to direct support and interventions.
- The School was in the top 3 Lewisham schools for P8 outcomes although the overall Lewisham outcome had been impacted by poor results at Conisborough College and Sedgehill.
- Possible future changes to the results process might negatively impact on Trinity although if this was to occur the School did have robust medium term data to show the improvement trends at Trinity.
- In respect of the SEF and SIP these would be regularly reported to governors. The aim was to ensure that one document existed for the whole school.
- These are working documents and were presented at the end of last year in an early stage. They are now a finished document that has been shared with all staff. These documents are also updated regularly as working documents so we do add and amend them. Looking at our data we have already had a long think about raising the performance of Black Caribbean pupils and by setting a post of responsibility we are ensuring we have a member of staff that focuses on the progress of this group – and one that answers directly to a member of the leadership team to drive standards up. This process was successful with

our PP outcomes this year – and we have also invested in setting up an Academically Able post, which will promote the more able pupils. These three posts will work together as their groups will overlap.

- The 5 Year Vision document would be referred to the Curriculum and Standards Committee & Faith Committee for further deliberation and any feedback referred back to the governing board.
- It was stressed that the 5 Year Vision breaks down the 3 key parts of the school vision into measureable chunks – this has been population with areas that we need to improve upon. This is taken from the School Improvement Plan as a starting point, with the Senior Leadership Team adding ideas on how we would like it to be further developed. This is a starting point – one where governors can add to it and as the year's progress we can add to it – showing it is clearly a working document.
- The School was fully staffed and two new teaching staff members had been employed from the Caribbean and the school was working with the Local Authority to finalise the necessary paperwork. They had specialism in Maths.
- The Primary school had secured a Primary Inclusion Award and thanks were extended to governors who had assisted with this review process.
- Y7 open evenings had been extremely well attended and it was clear that Trinity was becoming a school of 1st Choice for the local community.
- Concerns had been raised with the Local Authority in relation to the support being provided for SEND and how the poor responses from Lewisham had negatively impact on students.

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

6. SCHOOL BASED ISSUES

6.1 Policies and Procedures

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

- Teaching and Learning Policy (Secondary Phase)
- Curriculum Policy – through school
- Behaviour policy – through school
- Safeguarding policy – through school
- Extremism and Radicalisation

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

Safeguarding Policy – it be noted that the Deputy Headteacher (SG) was the Designated Safeguarding Lead for the whole School. Additionally, the Safeguarding Policy should make reference to addressing online safety.

Q: In future would the curriculum based policies be firstly submitted to the Curriculum and Standards Committee for consideration?

A: The Executive Headteacher replied that in future this would be the normal course of action and the current Scheme of Delegation would be amended to reflect the submission of a range of policies.

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

6.2 Safeguarding

a) Safeguarding report

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.

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

b) **Keeping Children Safe in Education**

It was reported that the DfE guidance *Keeping Children Safe in Education* has been revised with effect from 1 September 2018; it is strongly recommended that all governors provide written confirmation that they have read Part 1 of the guidance, which can be found at

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/707761/Keeping_Children_Safe_in_Education_-_September_2018.pdf.

All governors in attendance provided confirmation that they had received, read and understood the document.

ACTION BY: All to note

6.3 **Information to be published on School Website**

Governors were asked to delegate responsibility for ensuring that information published on the school website meets legal requirements, is up-to-date and includes key information about governors and associate members and their registered interests, the school's complaints procedure, use and impact of the Pupil Premium, equalities data and objectives and the school's SEND provision.

Please see the DfE guidance, which was updated in May 2018, at <https://www.gov.uk/guidance/what-maintained-schools-must-publish-online>

It was **AGREED** that the Link Governors complete this exercise.

ACTION BY: Link Governors

6.4 **Admissions Arrangements 2020/21 and Admissions Policy**

Governing bodies of admission authority schools are reminded of the need to review and consult on their admission arrangements every 7 years or if proposing to change the arrangements.

Regardless of whether the school has consulted on changes to its arrangements, **governors must determine their admissions arrangements for 2020/21 by 28 February 2019**. Schools must ensure that their determined admissions policy and Supplementary Information Form (if required) are available on the school website.

A draft policy had been circulated with the agenda.

The Executive Headteacher reported that the admissions working group had met with a representative from the Diocese in June 2018 to discuss the

new policy that would need to be consulted upon during this academic year and be ready for the current year 5's applications into the secondary school.

This document would need to go on a consultation for 6 weeks to the LA / Diocese / all the local schools / on the website and in public domains.

Discussion centred on the possible transition of students from the primary to secondary schools and allocation of Foundation places.

The Headteacher stressed that discussions had already commenced with the Local Authority in relation to the admissions process and how best to facilitate pupils moving from the primary school, accommodating Foundation places and general admissions.

It was **AGREED** that the Policy and admissions arrangements be discussed at the Admissions Committee, consultation would commence and reported back to the next governing board meeting.

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

6.5 Pupil Premium and PE Premium

This item had been placed on the agenda to allow governors to receive a report on the use and impact of the Pupil Premium and PE Premium (**latter for primary schools and through schools with primary phases only**). Please see <https://www.gov.uk/education/pupil-premium-and-other-school-premiums> for guidance on what information should be displayed online in relation to Pupil Premium and PE Premium.

It was **AGREED** that, notwithstanding the information being circulated with the agenda, the matter be referred to the Curriculum and Standards Committee.

ACTION BY: Clerk to schedule

7. COMMITTEES AND LINK GOVERNORS

a) Committees – Terms of Reference

It was reported that the Terms of Reference for each governing board committee would be presented and approved at the first meeting of each Committee.

ACTION BY: Clerk to schedule

b) Committees/Link Governor - Membership

Governors were asked to review the Committee membership and Link Governor Arrangements and these were confirmed as follows:

Committee Structure

GOVERNING BODY

Which will meet at least once a term and consider school based and strategic based agenda items.

MAIN COMMITTEES

RESOURCES COMMITTEE (TO INCLUDE FINANCE, PREMISES & PERSONNEL)

Membership

Hayley Atwere (Chair)
David Lucas
Michael Thompson
Bridget Shepherd
Mark O'Brien
Moira Cuthbert

Which will meet at least once a term.

CURRICULUM AND STANDARDS COMMITTEE

Membership

Hilary Leever (Chair)
David Lucas
Lucy Alderson
Rachel Allard
Gail Exon
Lindsay Miles
Moira Cuthbert

Which will meet at least once a term.

FAITH GROUP COMMITTEE

Bridget Shepherd (Chair)
David Lucas
Gail Exon
Rachel Allard
Moira Cuthbert
Mother Juliet (School Chaplaincy Team)

Which will meet at least once a term.

ADDITIONAL COMMITTEES/BODIES/PANELS THAT WILL MEET AS AND WHEN

STAFF DISCIPLINARY PANEL

Three Governors to be selected from the pool of Governors.

The Clerk will try to ensure a broad and balanced group when selecting a group of three.

Will meet only when required.

STAFF DISCIPLINARY APPEALS PANEL

Three Governors to be selected from the pool of Governors.

The Clerk will try to ensure a broad and balanced group when selecting a group of three.

Will meet only when required.

EXECUTIVE HEADTEACHER'S PERFORMANCE REVIEW GROUP

Moira Cuthbert
Rachel Allard
Hayley Atwere

Will meet once per year.

PUPIL DISCIPLINE

Three Governors to be selected from the pool of Governors.

The Clerk will try to ensure a broad and balanced group when selecting a group of three.

Will meet only when required.

ADMISSIONS COMMITTEE

Bridget Shepherd
Hayley Atwere
Moira Cuthbert

Will meet once per year.

PAY COMMITTEE

Michael Thompson
Hayley Atwere
Lindsay Miles

Will meet once per year.

PAY APPEAL COMMITTEE

Membership to be determined.

Will meet only when required.

COMPLAINTS PANEL

Membership to be determined.

Will meet only when required.

Link Governor Arrangements

Detailed at Appendix 1.

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

c) Any 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 autumn term.

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

8. 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.

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

9. MINUTES

Minutes

Having been circulated in advance of the meeting it was **RESOLVED** that the minutes of the meeting held on 27th June 2018 be confirmed and signed as a correct record.

Matters Arising

No matters were raised.

ACTION BY: Clerk to record

10. 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 being finalised by the Executive Headteacher and consideration of business at the Committees.

Governors added that at the last meeting of the Resources Committee discussion had ensued in relation to the support being provided to the school via the Service Level Agreements with the Local Authority. Concerns had been raised by school staff that required support was not being provided and was impacting on the school being able to robustly operate on an administrative level.

Discussion centred on if the required course of action was to review the existing governance model to address the shortfall in service delivery being experienced or if the school should better investigate alternative to the services currently being purchased via the Local Authority.

To this end it was **AGREED** that the matter be further discussed at the Resources Committee with the focus on looking to alternative providers away from services provided by the Local Authority.

ACTION BY: Clerk to schedule

11. DATE AND TIMES OF FUTURE MEETINGS

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

GOVERNORS

Wednesday 28th November 2018

Wednesday 27th February 2018 – Governors Day

Wednesday 6th March 2019 – Governors Day

Wednesday 12th June 2019

All meetings to be held at 5.30p.m. at the Secondary School

RESOURCES

Wednesday 10th October 2018

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 17th October 2018

Wednesday 30th January 2019

Wednesday 22nd May 2019

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

FAITH

Wednesday 7th November 2018

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

12. ANY URGENT BUSINESS

No matters were raised.

Chair

Date