



**Minutes of a meeting of the Local Governing Board
held in the Trinity Meeting Room on Tuesday 10th September 2019.**

Please note that this meeting is scheduled as LGB1.

Present: C Blackburn (Chair), A Phelps (Co-Chair), A Beauford (Head Teacher), S Hann, M Andrews, K Nichols, C West, J Rowe, V Barlow, J Harrison (Clerk)

Absent: T. Birch (Vice Chair)

Abbreviations: BWMAT - Bath and Wells Multi Academy Trust; CPOMS – Safeguarding and Child Protection Software for Schools; DBE – Diocesan board of Education; DSL – Designated Safeguarding Lead; EHA – Early Help Assessment; EYFS – Early Years Foundation Stage; F&R – Finance and Resources sub-committee; GDPR – General Data Protection Regulation; GIAS – Get Information About Schools; HTCS – Holy Trinity Church School; LGB – Local Governing Board; LGB1, etc. refers to scheduled full LGB meetings; NGA – National Governance Association; OFSTED - Office for Standards in Education, Children’s Services and Skills; PFSA - Parent and Family Support Advisor; PP – Pupil Premium; PPP – Pay, Performance and Personnel sub-committee; PSHE – Personal, Social, Health and Economic Education; RAG rating – Red, Amber, Green ratings criteria; RDLA – Regional Director of Learning and Achievement; SA – School Association; SALT&W – Standards and Achievement in Learning and Teaching (incorporating Welfare) sub-committee; SATs – End of Key Stage Tests; SCR – Single Central Record; SEF – school-/self-evaluation form; SEN – Special Educational Needs; SEND – Special Educational Needs (including disabilities); SDP – School Development Plan; SIAMS – Statutory Inspection of Anglican and Methodist Schools; SLT – Senior Leadership Team; STEM – Science, Technology, Engineering and Mathematics; ToRs – Terms of Reference.

The meeting commenced at 6:36pm with a prayer, led by A Phelps

Item	
1	Apologies for absence No apologies were received.
2	Declaration of Interests 2.1 No Declaration of Interests were submitted. 2.2 The Register of Business Interests forms for 2019/20 were completed by all those present.
3	Minutes of the last meeting The minutes of the last full governing body meeting, held on 9 th July 2019, were accepted as a fair record of the meeting. The minutes were adopted unanimously and signed by C Blackburn. A governor commented that the minutes were prepared to a high standard and included helpful cross-referencing. Thanks were extended to the clerk for this work.
4	Matters arising 4.1 The Actions Table for 2018/19 was reviewed. There was a query regarding SharePoint training for governors, which formed the subject of Action 140519-3 (77). It was noted that, though the Action had been completed, there had been no further discussion about how/when the training should be delivered. In view of J Naim’s current workload, A Beauford offered to deliver the training. It was anticipated that a short period of time (e.g. 30 minutes) would be sufficient for this. No date/time for the training was agreed at this point, however (see

Learning, Achieving and Flourishing Together in God’s Promises, Goodness and Love.



Item 22).

A governor asked about the change to SharePoint, which had occurred during August. It was explained that ‘new SharePoint’, which is themed to resemble the HTCS website, works more efficiently for the school and is not publicly accessible. Existing files and folders had been moved across from ‘old SharePoint’ during August and, subsequently, all new and updated documentation has been and will continue to be uploaded to new SharePoint. Links to old SharePoint files and folders have therefore been broken.

A governor expressed disappointment at the way the move to new SharePoint had been managed, as notification of the changeover had not extended to all relevant parties and had resulted in denial of access in some cases.

A governor raised a query about the drop-down menu under the new SharePoint ‘Governors’ tab, stating that it offers two options but denies access to one of them. It was suggested that one of the options was for confidential material and access to it would therefore be restricted.

4.2 The Actions from LGB5 (09/07/19) were reviewed. Please refer to the 2019/20 Actions Table for an up-to-date overview:

https://bwmat.sharepoint.com/:w:/r/sites/HOLY-Governors/_layouts/15/Doc.aspx?sourcedoc=%7B05F9F1EB-A252-415B-AA3A-6A3AEA9D09FB%7D&file=2019%202020%20GOVS%20ACTIONS%20TABLE%20copy.docx&action=default&mobileredirect=true

4.3 Other matters arising from LGB5 (09/07/19) were reviewed as follows:

- *Item 75: (Carried over from LGB4 14/05/19) Regarding the implementation of the CPOMS system.*
It was explained that the Safeguarding processes are all up-to-date but, as yet, the electronic system (i.e. CPOMS) is not in use, pending further input from J Naim.
- *Item 100: Regarding the update of the SCR and organisation of personnel files.*
The SCR update is underway and, it is estimated, mostly complete. The organisation of the personnel files is also underway, but will proceed slowly – this is deliberate as great care is being taken to complete the job, which involves three members of staff, thoroughly.
- *Item 101: Regarding the completion of works following removal of a kiln.*
It was confirmed that the works are complete.
- *Item 105: Regarding progress with the development of the new Curriculum Policy.*
Progress has been made with the new Curriculum Policy. Currently, the English Policy is nearly finished. Next to be addressed will be the Maths Policy.

5 Personnel Matters

The following points, in the order in which they were considered, were noted:

5.2 The GIAS record is up-to-date.

5.1 The following changes to the LGB had occurred since LGB5 on 09/07/19:

- Revd G Hockey, the incumbent and ex-officio governor, has now retired (on 31/07/19) from the LGB. The main list of governors on the HTCS website has been altered to

Learning, Achieving and Flourishing Together in God’s Promises, Goodness and Love.



	<p>reflect this change. It was also mentioned that the governor photos and pen-portraits, also on the HTCS website, were currently up-to-date.</p> <ul style="list-style-type: none"> • T Birch reaches the end of her term of office on 20/10/2019. After that date, the LGB will have only one parent-elected governor (V Barlow) until a new one is appointed. It was agreed that the early stages in the process of electing a new parent governor should begin as soon as possible. The clerk will liaise with C Plewes (BWMAT Governance Support Advisor) regarding this process. • A governor explained that there had been a positive response to the governor recruitment letters, which had been targeted at potential applicants from local businesses (see LGB5, 09/07/19, Item 95.2), with one individual in particular expressing interest in joining the LGB. Because of the individual's connection to HTCS, it was queried whether it would be fairer for them to take part in the up-coming parent election, rather than seek appointment as a different category of governor. After much discussion, it was agreed that, with vacancies in three (parent-elected - from 20/10/19, foundation and BWMAT-appointed) categories, the LGB had some flexibility in how they might proceed with a potential governor appointment. • Governor recruitment letters for Yeovil churches were now ready to be dispatched. A governor recommended that the letter to Holy Trinity church be addressed to the churchwarden. <p>During the discussions outlined above, it was mentioned that Leonardo (formerly Westlands) had enquired about how the company might support the school as part of their commitment to furthering community relations. In particular, it was mentioned that support with STEM projects might be forthcoming. It was agreed that this opening should be pursued.</p> <p>ACTION 1: V Barlow to facilitate dialogue with Leonardo.</p>
6	<p>Election of Chair Prior to electing the Chair, it was agreed that the term-of-office for all of the roles to be decided during the meeting would be one year.</p> <p>The governors thanked A Phelps and C Blackburn for doing “a brilliant job” as Co-chairs. A Phelps and C Blackburn resigned their positions as Co-Chairs and the Clerk took over as Chair. A Phelps and C Blackburn left the meeting at 7:03pm.</p> <p>The meeting being quorate, the remaining governors elected C Blackburn and A Phelps as Co-Chairs. A Phelps and C Blackburn rejoined the meeting at 7:04pm and C Blackburn took over as Chair.</p>
7	<p>Election of Vice Chair The clerk had received one nomination for the role of Vice-Chair: S Hann</p> <p>S Hann left the meeting at 7:05pm. The remaining governors elected S Hann as Vice Chair and she rejoined the meeting at 7:06pm and assumed the role of Vice Chair.</p>
8	<p>Election of sub-committee membership</p>



	<p>8.1 Governors resigned from their sub-committee positions and were duly re-elected as follows:</p> <ul style="list-style-type: none"> • Ethos: Chair – C Blackburn. Other members – A Beauford, M Andrews • F&R: Chair – K Nichols. Other members – C Blackburn, A Beauford, C West, J Rowe • SALT&W: Chair – S Hann. Other members – A Beauford, M Andrews, V Barlow, A Phelps • PPP: Chair – A Phelps. Other members – C Blackburn, A Beauford, S Hann <p>It was agreed that the Admissions Group should also review their membership, which was renewed as follows: A Beauford, J Rowe, S Hann, M Andrews, K Nichols</p> <p>8.2 Sub-committee meetings dates were agreed (see Item 21).</p> <p>8.3 C Blackburn was thanked for his work on the sub-committee ToRs. He briefly outlined the work that had been completed, describing the ToRs as ‘embryonic’ at this stage. With work still to do to standardise the format and, where appropriate, the content, it was agreed that the Working Group (C Blackburn, A Phelps and the clerk) would look at ‘pinning-down’ details such as quoracy. It was also explained that the ToRs exist to show which responsibilities have been delegated to each of the sub-committees by the LGB.</p> <p>ACTION 2: C Blackburn, A Phelps, J Harrison to complete work on sub-committee and Admissions Group ToRs.</p>
	<p><i>M Andrews left the meeting at 7:18pm</i> <i>M Andrews returned to the meeting at 7:19pm</i></p>
<p>9</p>	<p>Lead Governor allocation The following governor Lead roles were assigned:</p> <p>Safeguarding: A Phelps SEND: S Hann Pupil Premium: V Barlow (from 20/10/19 – currently T. Birch) H&S: K Nichols Admissions: J Rowe (from 20/10/19 – currently T. Birch)</p>
<p>10</p>	<p>Code of Conduct The 2019/20 BWMAT Governors’ Code of Conduct was accepted and signed by all non-staff governors present.</p>
<p>11</p>	<p>Safeguarding Update 11.1 Changes to the KCSIE document for 2019/2020 were outlined. The changes include the addition of ‘upskirting’, forced marriage and honour-based violence as</p>



	<p>issues to be aware of, as well as the need for schools to be aware of indicators around violent crime and children’s involvement in it.</p> <p>11.2 It was noted that the updated BWMAT Safeguarding and Child Protection Policy is on the HTCS website, but that parents need to be made aware of the update.</p> <p>ACTION 3: C West to send e-mail to notify parents of the updated BWMAT Safeguarding and Child Protection Policy.</p> <p>11.3 Each non-staff governor received a copy of the governors’ Safeguarding Checklist for 2019/20, which they duly signed to show that they had read and understood the associated documents from the 2019/2020 Safeguarding Pack. The signed copies were returned to A Beauford for safe keeping.</p> <p>In addition to the above, it was noted that C West had attended training that covered areas such as peer:peer abuse (which should not simply be regarded as banter or straightforward bullying) and how Ofsted might assess Safeguarding provision (e.g. through inspecting the SCR and the Code of Conduct). It was also noted that C West had completed the online Home Office Prevent Duty training, which she recommended to the other governors.</p> <p>ACTION 4: A Phelps to re-send link to Prevent Duty training.</p>
<p>12</p>	<p>Scheme of delegation and LGB function</p> <p>12.1 It was noted that the changes to the Scheme of Delegation were not major ones and therefore had little impact upon the LGB. It was highlighted, however, that any governor who breaks the Code of Conduct may now be removed from the LGB by the BWMAT board.</p> <p>12.2 Governors were reminded that the LGB acts with delegated (from the BWMAT) powers that are specified in the Scheme of Delegation. It was also stressed that LGB governors should be mindful of the fact that some documentation, such as statutory guidance, for governors may be targeted at a governing board level that differs from that of a local governing body with delegated powers.</p>
<p>13</p>	<p>SDP</p> <p>A Beauford was thanked for the SATs outcomes overview from 2015 to 2019 <i>[please see document on SharePoint, in the LGB1 2019/20 folder, link below]</i>, which was issued separately from the SDP and showed how the school had returned to its historic levels. A governor mentioned the recent media report that Ofsted will once again re-inspect previously outstanding schools. A Beauford replied that he welcomed this change, as it challenges the school – something he views as positive. It was also mentioned that changing the RDLA again (as has recently happened) must be frustrating, but it was noted that the new RDLA has experience of inspecting for Ofsted, which may prove particularly useful for the school at this stage.</p> <p>A Beauford briefly discussed the three objectives in the September 2019 SDP. In summary, the intention behind Priority 1 is to ensure that what is done in the classroom is as efficient and effective as possible – not only to push learning ‘upwards’ but to maintain a manageable workload for teachers. Priorities 2 and 3 tie-in with the first Priority and, in the case of Priority 2, build upon the cross-curricular work done in 2018/19. C West will lead the work on the PSHE and relationships curriculum, which is</p>



	<p>the focus of Priority 3. It was stressed that PSHE and relationships are seen by the SLT as the critical foundation to everything else that is taught and that, currently, it is felt that this is a weaker area for the school. There are plans to introduce key skills activities, which will support age-appropriate learning in, for example, practical skills such as fastening buttons or making a cup of tea.</p> <p>The intention is to link a staff member, a governor, a group of junior governors and a community group to each of the three Priorities.</p> <p>A governor queried how the Priorities had been set and it was explained that the ideas had arisen from a combination of the expectation to keep teacher workloads manageable, along with feedback from parents and ongoing thoughts and discussions about the provision of a broad and balanced curriculum and how this could best be achieved.</p> <p>It was agreed that the SALT&W sub-committee will look at the three Priorities in more depth and schedule Learning Walks to complement these. Referring to an old precedent BWMAT 'governor visits record form', a governor asked whether an adequate record of governor visits exists. It was explained that a feedback form is completed by every governor attending a Learning Walk, but a governor queried whether this provided enough evidence of governor engagement with the school for OFSTED purposes. This query led to some discussion of how SALT&W meetings and Learning Walks could be more effectively structured and recorded. It was anticipated that this point might feed into the weekly Leadership Group meetings, which look at the SDP.</p> <p>Link to SATs outcomes document: https://bwmat.sharepoint.com/w:/r/sites/HOLY-Governors/_layouts/15/Doc.aspx?sourcedoc=%7B8BAF9494-7F60-4D84-AA0B-270DF1514408%7D&file=SATs%20overview.docx&action=default&mobileredirect=true</p>
<p>14</p>	<p>EYFS</p> <p>A Beauford outlined a report, from J Veryard, regarding the Reception Baseline Assessment (RBA) Pilot. In summary, it was reported that the RBA covers Mathematics and Communication, Language and Literacy (CLL) and that it takes approximately 20 minutes per child to work through the associated activities. The Pilot is currently underway alongside the usual HTCS baseline assessments.</p> <p>A governor asked about the impact of the RBA upon staffing and it was explained that it has not caused any difficulties in that regard.</p> <p>It was noted that, in future, the RBA is likely to be the starting point for progress measures.</p>
<p>15</p>	<p>Policies</p> <p>15.1 The revised BWMAT Complaints Policy for 2019/20 has been HTCS-personalised and is available on the school website. It was noted that the BWMAT suggest that a couple of printed copies are made available in the school office. It was also noted that the BWMAT must always be notified of complaints.</p> <p><i>[15.2 removed from agenda]</i></p>
<p>16</p>	<p>Governance Summary</p>



	<p>The Governance Summary Document for 2018/2019 has been updated to incorporate the changes to the LGB at 31/07/19. Please note that there is a new link to this document: https://bwmat.sharepoint.com/:w:/r/sites/HOLY-Governors/_layouts/15/Doc.aspx?sourcedoc=%7B0CD5ADB7-9949-414F-8B16-0075A56C3108%7D&file=Governance%20Summary%2C%20Evaluation%20%26%20Running%20Record%20(Current%20%40%2031.07.19)%20(Final)%20(Posted)%202018%20-%202019%20v.2-6.docx&action=default&mobileredirect=true</p>
<p>17</p>	<p>Report from Admissions Group (Most recent meeting: 16th July 2019.)</p> <p>17.1 The LGB approved the decision to make no changes to the Admissions arrangements for 2020/2021.</p> <p>17.2 A governor noted that the Admissions arrangements for 2018/19 were still on the school website and should be removed.</p> <p>ACTION 5: A Beauford to remove 2018/19 Admissions arrangements from website.</p>
<p>18</p>	<p>School Association Update</p> <p>It was reported that the minutes from the June SA meeting are not yet available. There was some discussion about TrinityFest, which was felt to have been a generally positive evening despite overrunning the expected finishing time. The school had received a complaint about the latter and a governor asked whether there were any licensing implications for such events.</p> <p>ACTION 6: M Andrews to ask SA about licensing.</p> <p><i>[Please see also: https://www.gov.uk/temporary-events-notice]</i></p>
<p>19</p>	<p>Head Teacher Performance and Appraisal meeting</p> <p>This will take place on the afternoon of 20th September 2019, with H Barraclough (RDLA).</p>
<p>20</p>	<p>Educational external visits</p> <p>The clerk reported that she had been unable to locate the OEAPNG form that was updated in the previous academic year (2018/19). She therefore deferred the matter to LGB2 (12/11/19).</p> <p>It was noted that the Visits Policy will be reviewed by SALT&W.</p> <p>ACTION 7: Clerk to add 'Educational external visits' to LGB2. ACTION 8: S Hann to add 'Visits Policy review' to SALT&W agenda.</p>
<p>21</p>	<p>Training</p> <p>21.1 Governors were reminded of two key points:</p> <ol style="list-style-type: none"> 1. to book training places through the clerk and 2. to complete a training evaluation form for the LGB each time they attend any relevant training or a Hub Briefing. <p>21.2 It was explained that A Phelps keeps a record of the training that has been attended so that we have an overview of this. A governor suggested that it is worth checking, before you book, whether a training course you are thinking of attending</p>



covers the same material as one you have attended previously.

21.3 A brief outline was given of the type of expenses that governors may claim, as well as how to claim these. The information and associated form is available on SharePoint (link below). Completed claims forms should be sent to J Naim (HTCS Business Manager).

<https://bwmat.sharepoint.com/sites/HOLY-Governors/Shared%20Documents/Forms/AllItems.aspx?viewid=19a09482%2D52f2%2D4f7a%2Ddafa7%2D1c32694ecb16&id=%2Fsites%2FHOLY%2DGovernors%2FShared%20Documents%2FGovernors%20Expenses>

There was a query about whether it is possible to direct governors to training that may be pertinent to their particular role on the LGB. It was explained that this is possible and the recommendation was made that each sub-committee consider their training needs (if any) at their first meeting of the year.

Action 9: Sub-committee chairs to add 'training needs' to the agenda for their initial 2019/20 meeting.

Interest was expressed in the bespoke training offered by the BWMAT – especially the 'Ofsted readiness' training.

ACTION 10: Clerk to ask C Plewes for further information about bespoke training.

Training dates, as shown on the agenda, may also be found here:

<https://bwmat.sharepoint.com/sites/HOLY-Governors/Shared%20Documents/Forms/AllItems.aspx?viewid=19a09482%2D52f2%2D4f7a%2Ddafa7%2D1c32694ecb16&id=%2Fsites%2FHOLY%2DGovernors%2FShared%20Documents%2F2019%20%2D%202020%2FTraining%20Dates%20%28from%20agenda%29%202019%202020>

22 **Dates for your Diary**

A slight change was made to the arrangements for the 12th of November, to incorporate SharePoint training from 6pm. Please see below.

LGB meetings dates for 2019/20:

(Tuesdays at 6:30pm)

LGB2 - 12/11/19 [6pm for SharePoint training]

LGB3 - 28/01/20

LGB4 - 12/05/20

LGB5 - 14/07/20

Sub-committee first meetings dates:

Ethos – Monday 23rd September, 10am

F&R – Wednesday 25th September, 2:15pm

SALT&W – Tuesday 8th October, 5:30pm

Date/times of Learning Walks tba.

There being no further business the meeting ended at 8:20p.m.

Learning, Achieving and Flourishing Together in God's Promises, Goodness and Love.



Action No.		Action to be taken	Who
1	100919/5-1	Facilitation of dialogue with Leonardo.	VB
2	100919/8-2	Complete work on sub-committee and Admissions Group ToRs.	CB, JH, AP
3	100919/11-3	Send e-mail to notify parents of the updated BWMAT Safeguarding and Child Protection Policy.	CW
4	100919/11-4	Re-send link to Prevent Duty training.	AP
5	100919/17-5	Remove 2018/19 Admissions arrangements from website.	AB
6	100919/18-6	Ask SA about licensing.	MA
7	100919/20-7	Add 'Educational external visits' to LGB2.	JH
8	100919/20-8	Add 'Visits Policy review' to SALT&W agenda.	SH
9	100919/21-9	Add 'training needs' to the agenda for their initial 2019/20 meeting.	Comm Chairs
10	100919/21-10	Ask C Plewes for further information about bespoke training.	JH
Carried over	110918-12	Draft revised sub-committee ToRs.	CB, JH
	131118 -02	Write basic ToRs for Admissions Group	CB

Signed: A. Phelps (Chair) Date: 12/11/19

C Blackburn/A Phelps *[delete as applicable]*