

TRINITY THROUGH SCHOOL

Minutes of a meeting of the Governing Body of Trinity Through School held at the Secondary School on **WEDNESDAY 27th NOVEMBER 2019 AT 4.30PM**

PRESENT:

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

ALSO PRESENT

Mr Daniel Hudson Clerk to the Governors

*via conference call

The chair opened the meeting with a welcome and prayer.

1. APOLOGIES AND DECLARATIONS OF INTEREST

It was **AGREED** that apologies for absence be received on behalf of Ms Meera Robbins and Mr Sam Carew.

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 Dr Hilary Leever in respect of EngineeringUK, Director of Scenta and Big Bang CIC.

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:

- Y7 welcome evening
- Student certificate
- Ofsted Preparation
- Quiz Night

She reminded governors of the forthcoming governors' conference, herself and two other governors would be attending.

An update would be provided to the next meeting.

Also, she referred to the Christmas events and urged governors to attend where possible.

ACTION BY: All to note

- **School Uniform Consultation**

The Executive Headteacher referred the governors to the information contained within his report which detailed that the consultation had started on 13th November with a parent forum at the primary site. The information went in the school newsletter and copies of the form have been set up across both sites. Staff and pupils' views are also being sought. This paperwork is produced a week in advance and the consultation will close on the day of this governors meeting. I intend on bringing the full feedback documentations to the meeting for a discussion. At the first consultation event the parents thought it would be positive if we were able to take in all the comments and select 3 items to carry forward for more detailed specific feedback – and maybe to go out for a vote on an electronic survey. This way any specific change has been through the whole parent body. This seemed like a good idea and I would like to use the governors meeting to filter through the comments and select 3 or 4 items to take forward. What we are willing to change can be discussed and then this can go out to further consultation. This would then be brought back to governor's day and a final decision of any changes made then. The changes would come into effect on the 1/09/2020.

Governors welcomed the information provided and the result of consultation document that had been circulated at the meeting.

A wide-ranging debate ensued during which the governors articulated a number of views on the proposal and made particular reference to the feedback received.

Q: What percentage of parents had responded to the consultation?

A: Accounting for both schools the response had been approximately 5% of the parent cohort.

Governors stressed that whatever response was made to the consultation and any decision on the appropriate wearing and provision of a school uniform needed to be fully implemented at both schools. Unilateral uniform decisions made by staff at the Primary School had created confusion amongst parents in relation to what constituted the school uniform.

The Executive Headteacher recognised that this action had caused difficulties in relation to enforcing the school uniform especially at the primary school.

Various views were pronounced in relation to what clothing consisted the school uniform. It was stressed that whatever decision was reached needed to be communicated to parents at the earliest opportunity.

The Clerk expressed the view that a number of governors had opposing views on what constituted the actual school uniform and it might be better served if this matter was further actioned outside the parameters of the current meeting.

The Chair suggested and it was **AGREED** that a paper be prepared offline and circulated to governors for observation and input. An update would be reported to parents and to the next meeting.

Finally, an observation was made by governors that the structure of the consultation in relation to this matter could had been more specifically focused to ensure that feedback focused on what could actually be delivered. Concern was articulated that parental expectations may have been raised and which would not be met.

(Outside of the meeting a formal response was agreed, and information circulated to all stakeholders via the school newsletter. A copy of this is attached to the minute file).

ACTION BY: **Governor Senior Leadership**
 Executive Headteacher
 Clerk to schedule

- **Composition**

The current composition of the governing body was noted.

The Chair reported that following discussions with Mrs Gail Exon and the Diocese she, now that her term of office had ended, had agreed to become an Associate member of the governing board.

Governors welcomed this and noted that the vacancy would be appointed to by the Diocese at a later date.

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:

Q: In relation to lunchtime behaviour of students would it be possible for them to access the learning deck?

A: The existing allocation of staffing resources meant that it was not possible to staff this area. It was not possible to employ lunchtime supervisors as qualified persons did not wish to work in this role for 1-2 hours per day.

The Executive Headteacher stressed that the school standards are high in terms of behaviour and we have been working tirelessly to ensure our work last year is built upon. Our lunch time routines are being improved (we have had a huge increase in the volume of pupils eating school dinners) and our silent classrooms are being fully established – so that all teachers can get straight into learning at the start of all lessons.

Q: Was it possible to provide an update in relation to admissions?

A: It was reported that the Secondary Admissions process has been completed. We are still awaiting numbers. In terms of our events they were very well attended and extremely positive. The numbers visiting us were slightly higher than last year – but lots of parents were asking about the limited places due to the primary pupils getting automatic priority places. We are unsure if this will have an ultimate impact on the number applying for us. We are about to go out to our primary parents to gather information about how they did apply – some have said they did not apply to any school as they are happy to stay with Trinity. It will be great to see how many this was, and how many have applied but are keeping Trinity as an option.

The primary applications have taken place across the country and families are informed at the start of March what their placements are. We did a survey with our year 6 families at the end of year 5 and are about to do another one. The system has not updated this year so far and will not be released until mid-December. We can say we have 92 supplementary forms. This is down from last year when we had 103. Last year we had 477 total applications and we will know the numbers for this year in December. We also have pupils from the primary that have not applied anywhere and therefore will want a place at Trinity Secondary. Our problem for September is knowing our actual numbers. This is why we need to know how many have not applied elsewhere (these are 100% staying with us) – we then need to know how many are still interested but did apply elsewhere (we will need to consider a proportion of these coming to us). When we come up with this number, we can tell the LA how many other places to fill for us. We again will go for a total of 140 – but as part of this will be guess work, we will not be able to be sure of actual numbers until September.

Q: What had been the impact of the closure of the International School in Greenwich?

A: The Executive Headteacher replied that the school was currently working with the Local Authority on a round of in year admissions – so over December we will be seeing if any wish to transfer to us, and we will then make this process smooth and supportive. This will fill the remaining 3% of capacity we have at the secondary site.

Data taken on our school roll as from 15/11/19 can be seen that the school is at 114% of capacity in year 7, this was a conscious decision last year (agreed by governors). This takes the secondary to be on 98% of full school capacity.

The Primary is on 95% capacity. We are always full at the start of reception, but pupils do move out of the area. Once a place becomes vacant, we rely on the local authority to fill a place – based on pupils moving into the area or wanting to change schools.

In relation to the data the gender imbalance of a number of year groups was noted and it was suggested that options be examined to ascertain how more girls could be attracted to the school.

Q: How was the school addressing staff welfare?

A: The Executive Headteacher reported that the following aspects of staff welfare have taken place in addition to the notes presented to the governors from the meeting held recently on Staff welfare.

1. Extremely positive outcome from staff survey at the end of last year / in addition to the positive exit interviews of staff leaving us.

2. 1265 open and transparent for all staff. Staff are consulted about this yearly. Staff are very positive about this.
3. Regular and productive engagement with teaching unions.
4. Staff welfare event on the 5th November (food and fireworks) - extremely positive feedback.
5. Bespoke CPD tailored for individual needs rather than a one size fits all model. Staff feel that their professional development is important to the school.
6. A caring approach yet robust approach to staff absence - a very common-sense approach allowing staff the freedom to approach SLT when there are personal issues.
7. Many staff are under their allocated loading / given additional time to improve the intent and support with ensuring there is consistency in implementation.
8. Cover is rare for most staff and only used in emergency circumstances.
9. Feedback from deep dives show a positive and supportive approach, middle leaders are finding them really useful and enabling them to improve.

The Headteacher provided an update in relation to assessment and the circulated school improvement plan and reported that:

We are currently running assessments across the school. We are using the PIXL materials for year 6 and also much of the PIXL materials for the year 11 cohorts as well. These tests come with clear mark schemes and benchmarking to ensure teachers moderation / standardisation practices can be consistent. This data is then used across the school to identify patterns / initiate and change any interventions and to support middle leaders in guiding their classroom practice.

The whole school improvement plan had been updated through October and we are currently reviewing the actions taken. Once completed this will then be sent out to all governors to see, to demonstrate how much progress we have made so far, this academic year.

Q: What was the current position in relation to student attendance?

A: The Executive Headteacher stated that the school collected data at the end of each half term and produce detailed outcomes. This is used to then identify pupils in need of support and where our attendance officer gets parents in for formal meetings to discuss attendance at school. We have high standards and expect on average our pupils to have an attendance of 97% or higher throughout the year. For the last two years our attendance has been better than national and local authority.

The data is split by each year group, by gender in each group and by PP / SEN. This helps us identify patterns. At the end of last year our attendance gap between PP and non-PP reduced to just 0.5%. We aim to continue to reduce this. SEN and SEN support includes pupils with medical conditions, and these do tend to have periods of time off and does skew the data. We also currently have 3 broken limbs amongst pupils which has impacted on attendance. We often start slightly slower in attendance and catch up as we have around 10 pupils who did not return at the start of school as they were still on holidays. These show as absences, but as the year progresses and attendance remains high their overall attendance increases. The PA data is a % of pupils of that group, so when there is a SEN PA data of 33%, there may be only 3 SEN pupils in that cohort and therefore one of those three are PA – so the data by year group can be misleading. We still use this to identify who these pupils are and make sure strategies are in place to improve attendance over time.

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 Policies and Procedures

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

- Grievance – LA model to be adopted

Having been circulated in advance of the meeting it was **RESOLVED** that the policy be adopted.

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

5.2 Safeguarding

Safeguarding Report

Governors were asked 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).

Q: Who would be the DSL from the start of the Spring Term?

A: It was noted that with the Deputy Headteacher (SG) about to take a sabbatical the Designated Safeguarding Lead for the whole School would be the Executive Headteacher.

Q: With regard to external parties using the facilities of the school how was safeguarding addressed?

A: It was confirmed that this matter was robustly addressed, and such groups should either have their own procedures, which should be reported to the school.

Governors stressed that no facilitated lets should be allowed unless the user had a Safeguarding Policy/Procedure in place and/or that DBSs were in place and had been made available.

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

ACTION BY: All to note
Deputy Headteacher Finance & Personnel

5.3 Admissions Update and Admissions Policy

It was reported that Governing bodies of admission authority schools are reminded of the need to review and consult on their admission arrangements and at the last meeting it had been agreed to amend the policy to add a clause/criteria for staff children to be able to attend the school.

The amended Policy had been circulated to all stakeholders for observations.

Q: Did the amendment relate to both new and existing staff members?

A: Yes.

Q: In relation to the proposed changes had any responses been received so far?

A: Feedback had been received and would be reviewed by the Admissions Committee.

A response had been received from the London Borough of Bromley the rationale for which had been difficult to understand. This had been referred to the Diocese who had responded by recommending that the School disregard its contents.

It was therefore **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.

At this point the governors were referred to the LA consultation document relating to possible changes to the in-year admission arrangements.

Following a brief update from the Executive Headteacher in relation to the rationale for any such changes it was **AGREED** that on his advice the Chair reply that the school was content to continue with the existing procedures.

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

5.4 Catering Contract

The Executive Headteacher and Chair reported on the consideration given to this matter at the Resources Committee.

It was reported that the existing contract ended in April 2020 and while Lewisham had provided a lack of information regarding future options, the Committee had wished to examine a best fit for future provision at Trinity.

Q: What service did the school propose?

A: The Executive Headteacher reported that he currently favoured a stand-alone contract for the school as this would allow Trinity to better manage its catering requirements. This was something that Lewisham singularly failed to do with the existing contract. The current contract was poorly managed by Lewisham.

Q: Who would likely bid for a stand-alone catering contract?

A: Governors were assured that a number of possible providers existed, and bidding would be robust. The existing contractor would likely bid.

The Committee had welcomed this and recommended that an update be provided to the next governing board at which time information relating to possible timelines, relationship with Lewisham, structure of consultation and staffing implications be discussed.

These had been circulated with the agenda.

The Governing Board welcomed the proposal and noted the initial work already undertaken.

It was **AGREED** that work continue in relation to the possibility of awarding a contract specifically for the Trinity School. Updates would be provided to the next Resources Committee and Governing Board, if required the Resources Committee would be delegated responsibility to finalise and award the contract for ratification at the governing board.

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

6. COMMITTEES AND LINK GOVERNORS

a) Committees

The minutes of the following Committees had been circulated with the agenda:

Resources
Curriculum and Standards

Following an update from the Chairs of both Committees the governors **AGREED** to received and ratify the minutes of the recent Committee meetings and the following questions were posed:

Q: Had the new cleaning contract commenced?

A: Yes, the new contract had started this week and the school (primary) was employing an in-house team which would better meet the needs of the whole school community. Additionally, the cleaning team would be receiving the London Living wage.

Q: Regarding issues being experienced by the PFI contractor was the School required to take any remedial actions?

A: The Executive Headteacher stated that while this matter was being closely watched the Lewisham PFI team had responsibility for ensuring a continued delivery of service.

Finally, the Resources Committee Chair extended her thanks to the Deputy Headteacher Finance and Personnel for the work done in relation to the budget and especially in allowing governors to have confidence in the information that had been provided.

Pay Committee – The Chair of Governors reported that the Committee had met and following a report from the Executive Headteacher it had agreed to appropriate pay recommendations.

It was confirmed that some teaching staff had not received pay progression due to a number of reasons relating to targets.

Q: Had pay recommendations been based on Y11 outcomes?

A: This had been part of any judgement, but no pay recommendation had been based on just these outcomes.

ACTION BY: All to note

b) Committees/Link Governor - Membership

Governors were asked to note the Committee membership and Link Governor Arrangements as detailed in the circulated Handbook.

c) Link Governor Reports

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

- Christian Character – to be discussed at the Faith Committee

- Y11 exam results – discussed at the Curriculum and Standards Committee

It was confirmed that Link Governors would undertake further visits and scheduled them for the course of the spring 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: Where should Link Governor reports be reported?

A: The Chair stated that such reports should be presented to the appropriate Committees.

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.

Q: What was the current position in relation to the school website?

A: The Executive Headteacher reported that following a link visit the school had completed a lot of work to make sure the infrastructure on our website flows between the different areas – and that we are pulling as much of it as we can onto the through school / top page.

He requested that governors have a look at the site and see if you can find information about areas you are overseeing. This includes subjects in the curriculum pages / safeguarding / SEND / Policies etc.

Regarding the governor information for the school website this would be updated by the clerk and loaded at the earliest opportunity.

**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 that would be 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.

Governors reported on training that had been accessed via the Diocese in relation to Ofsted Readiness. The positives of this training were outlined, and it was noted that governors should access Safer Recruitment training.

Q: Did all interview Panels include a person who had undertaken Safer Recruitment training?

A: The Executive Headteacher confirmed that this was the case and reminded governors that they were only normally invited to interview panels for senior positions at the School.

It was reiterated that the VFM of accessing the training provided via the Local Authority would be examined prior to any new SLA being purchased.

The following visits and training were outlined:

- 2 meetings around Year 11 data / outcomes from last academic year and strategy for moving forward
- 1 meeting around staff welfare / exit interviews / workload
- 1 meeting around safeguarding
- Data meetings for KS2/KS3 have been organised for when the first set of formal data is presented
- 1 meeting on the website
- 1 meeting on Christian Ethos of the school

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 25th September 2019 be confirmed and signed as a correct record.

Matters Arising

Skills Audit – Governors were reminded to return these to the Clerk.

**ACTION BY: Clerk to record
Governors to action**

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

Regarding the Resources Committee it was confirmed that meetings of this committee would now commence at 1.15p.m. to accommodate the changes to the school day.

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

11. ANY URGENT BUSINESS

No matters were raised.

Chair

Date