

HOLY TRINITY CE PRIMARY SCHOOL SUNNINGDALE
STANDARDS, ACHIEVEMENTS AND CURRICULUM COMMITTEE

Minutes from meeting held on 27 June 2022 at 9.30 am
in person and via Teams

Present: Mr P Grover (Chair), Mrs Aileen Boaler, Mrs J Griffith, Ms D Ogunbawo, Mr J Sharland, Mrs J Taylor

Not Present: Mr T Fettes

In Attendance: Mrs C Elsasser (Clerk)

Key		
	Support	To support decisions and enquiries, staff welfare, sharing and clarification of key information, training
	Operational	Action towards improvement, impact and success, monitoring
	Strategic	Long and short term school development, staff welfare, improving pupil outcomes and welfare requirements,
	Challenge	To hold the Head to account for SDIP progress, financial decisions, learning and teaching, pupil outcomes

	1432/22s Welcome and Apologies for Absence Mr Grover welcomed Governors to the meeting. Apologies had been received and were accepted from Mr Fettes.
	1433/22s Declaration of Business Interests None declared.
	1434/22s Minutes from Previous Meeting <i>The minutes</i> from the last meeting held on 8 February 2022 had been distributed; these were agreed for signature as a true record.
	1435/22s Matters Arising <i>A table listing a summary of the matters arising and status of action points</i> had been distributed with the agenda, the majority had been completed. It was noted that Mrs Boaler would be submitting a report of her Maths visit (26/4/21) and that work to improve the staffroom was ongoing. <b style="color: red;">Actions carried forward: AB submit report of Maths visit TF organise improvements to the staffroom
	Discussion took place around how to support the wellbeing of the DSL team. It was suggested that the two Safeguarding Governors could meet with them without breaching any confidentiality issues as these Governors were already privy to case details. <b style="color: red;">Action: DO/JH to support wellbeing of DSL Team
	1436/22s Outcomes for Pupils a) Data Analysis <i>Class Target Trackers for 2021-22</i> had been distributed prior to the meeting and Groups Analysis Summer Data 2022 was tabled at the meeting.

	Mrs Griffith outlined the data presented. She noted that no national comparisons were available however a few local schools were willing to share their data.
	She noted that the current Year 1 had not covered the whole Year 1 curriculum as they had needed to remain focused on the Early Years curriculum. However, 80% had been achieved in the phonics screening. Recovery premium funding had been used to provide intervention in this area.
	It was noted that KS1 were struggling with their writing and contributing factors had been the pandemic as well as staff absence. She noted that as Year 2 had achieved 83% in Maths this confirmed that the issue was specifically around writing.
	Mrs Griffith noted that moderators had reported this pattern was being seen elsewhere. The moderators had agreed with all the school's KS1 judgements and had moved 3 children up in KS2.
	She noted that KS2 test results were awaited, once received their progress could be assessed across the years.
	i) Catch up Support Groups – Recovery Premium spend Mrs Griffith reported that each class teacher identified the gaps for tutoring to focus on. It was noted that currently only £2,300 Recovery Premium was received, and school needed to top this up considerably.
	It was noted that due to staff absences the tutor assigned for catch up support had needed to be reallocated to cover. It was also noted that many parents were able to support their children with private tutors.
	Mrs Griffith noted that school expected to receive a minimum of £2,000 next year. It was agreed that the F&R Committee should be asked to ensure that top up funds were available for this catch-up support. Action: Ask F&RC to ensure top up funds available for catch up support
	ii) Tracked groups (SEND, Disadvantaged) Mrs Griffith noted that individually named data could not be shared with Governors, although school tracked data for all these children. She noted that data for disadvantaged children was judged against all children rather than similar children.
	She also noted that the Fischer Family Trust data enabled Governors to drill down more into the data.
	She reported that she had regular pupil progress meetings for every child with their class teacher to identify barriers and interventions needed.
	Mrs Griffith noted that she would be able to report on the KS2 test data at the Full Governing Board meeting on 5 July. She noted that they had been delighted with the writing achieved by Year 6.
	She noted that Miss Harding had taken over data compilation within her role as Assistant Head.
	b) Actions/Priorities going forward Mrs Griffith noted that this continued to be writing for KS1.
	She noted that it had been a tough year. Reception had been doing well and were a strong cohort.
	She reported that the new phonics scheme Essential Sounds and Letters from Oxford University Press would be rolled out and training for the teaching team would focus on this.

	She noted that Write Stuff would continue throughout the school.
	Mr Sharland enquired if there would be information for parents. Mrs Griffith confirmed that a session would be set up for all parents on the new phonics scheme in the autumn term, rather than just Reception parents.
	1437/22s Effectiveness of Leadership and Management Mrs Griffith noted that so far 73 responses had been received to the parent questionnaire and data would be shared at the Full Governing Board meeting on 5 July.
	a) Subject Leader Monitoring and skill development Mrs Griffith noted that LA link advisors who do Ofsted reviews would be visiting school to talk to the subject leaders. It was noted that most teachers had to have more than one subject to focus on. She also reported that the Assistant Heads were enabling the teachers to have time to focus on their subjects as well as teachers utilising time effectively when children were swimming etc.
	She noted that Reading, Writing and Geography would be covered in detail in the Headteacher's Report which was being distributed later that day.
	b) Governor Visits It was agreed that the recent Curriculum Workshop visit by all Governors should be repeated annually and suggested that next time Subject Leaders should also be available to meet Governors.
	c) Staff Wellbeing Mrs Griffith noted that staff had recently completed a wellbeing questionnaire and that there was a report from the Mental Health team leader in the Headteacher's Report.
	d) Feedback from F&RC It had been noted in the action points from the last meeting circulated with the agenda that the F&R Committee had taken on board the requests received from the last SAC Committee meeting.
	e) Triangulation back to F&RC It had been discussed earlier in the meeting that the F&RC should be asked to continue to top up funding for the catch-up sessions.
	1438/22s Staffing going forward Mrs Griffith noted that one member of staff was leaving and one going on maternity leave in the new year and a TA was retiring. Mrs Boaler volunteered to arrange exit interviews. Action: AB arrange exit interviews
	Mrs Griffith noted that Miss Harding would be appointed as permanent Assistant Head from September, having stepped into cover the role. Mr Grover expressed the Governors thanks to her.
	1439/22s Preparation for Ofsted – Holy Trinity Curriculum Mrs Griffith noted that although an inspection might not take place next year all would continue to keep prepared.
	1440/22s Safeguarding, Child Protection and Prevent Mrs Griffith noted one child was on Child in Need and there were no incidents to report.

	Mrs Griffith noted that the Local Authority would be providing in school Safeguarding training on 13 September at 3.30 pm and all Governors were invited to attend. Action: All Governors invited to attend Safeguarding training on 13 September
	1441/22s Health and Safety It was noted that Mr Fettes had confirmed prior to the meeting that there was nothing to report.
	Governors' thanks were expressed to Mrs Hill for her assistance with the PTA School Fair.
	1442/22s Policies Three policies had been circulated to the Committee on 4 May and comments had been requested by 8 June. Final versions had been circulated for approval: a) EYFS Policy b) Outdoor Education Visits Policy c) Complaints Policy and Procedures.
	All three policies were agreed for ratification at the Full Governing Board meeting on 5 July.
	1443/22s Impacts as a result of this meeting • DSL Team wellbeing process agreed • Data reviewed • Marking had been moderated as accurate • Agreed catch up premium should be topped up • Training on new phonics programme • Staff wellbeing survey • Parent survey • Noted that time an issue for subject leaders • Exit interviews to be set up • Safeguarding training to include Governors
	1444/22s Any Other Business No matters were raised.
	1445/22s Date of Next Meeting Next meeting date to be set at the September 2022 FGB Admin meeting.
10.47	<i>Meeting concluded</i>