

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

**Minutes from meeting held on 8 February 2022 at 9.00 am
in person and via Teams**

Present: Mr P Grover (Chair) *(via Teams)*, Mrs Aileen Boaler,
Mr T Fettes, Mrs J Griffith, Ms D Ogunbawo, Mrs J Taylor

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

	1417/22s Welcome and Apologies for Absence Mr Grover welcomed Governors to the meeting.
	1418/22s Declaration of Business Interests None declared.
	1419/22s Minutes from Previous Meeting <i>The minutes</i> from the last meeting held on 19 October 2021 had been distributed; these were agreed for signature as a true record.
	1420/22s 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 agreed that the action relating to the Governor visit to review the Pastoral Hub visit would continue to be carried forward and Mrs Boaler noted that she would be submitting a report of her Maths visit (26/4/21) Action carried forward: JT/BM set up a Pastoral Hub visit Action carried forward: AB submit report of Maths visit
	1421/22s Outcomes for Pupils a) Data Analysis i. Catch up Support Groups - Recovery Premium spend ii. Data headlines from Autumn iii. Tracked groups (SEND, Disadvantaged, Tutoring group) <i>Autumn Data group analysis 2021</i> and <i>Autumn progress and attainment data papers</i> had been distributed prior to the meeting.

	Mrs Griffith noted that the data showed that writing continued to be a focus.
	It was agreed that the F&R Committee be asked to continue to fund catch up sessions one morning per week as the Government catch up support was only £2.8K. Action: Ask F&RC to continue to fund KS1 catch up sessions
	Mrs Griffith noted that the KS2 support was being focused on years 5 and 6 until the SATs with the tutor working alongside the class teacher, then the next 8 weeks would focus on years 3 and 4. All children were being tracked and all benefiting from the catch up support were making progress but some still need further acceleration.
	The latest Fischer Family Trust comparative data reports had been circulated via email on 7 February. Mrs Griffith noted that schools currently voluntarily submitted data to the Trust and that SATs had not been compulsory in the last couple of years although they had been conducted at Holy Trinity.
	It was noted that KS2 figures were in line with the national picture. She noted some caution in interpretation of the results as in the current cohort two pupils had been unable to access the SATs but were included in the data.
	It was observed that in all areas the school was above the national figures.
	Mrs Griffith flagged up that the attainment figure for disadvantaged pupils showed that school were below the national figure however this compared the school's disadvantaged pupils against all children nationally rather than disadvantaged pupils nationally.
	Mrs Boaler enquired whether school should track EAL children as a separate group. Mrs Griffith noted that the declared figure was higher than reported as not all parents revealed this information. It was agreed that the Committee should be mindful of this group.
	b) On-going impact of Covid on school life Mrs Griffith noted that school currently had 8 cases including one member of staff. Their figures had remained relatively low. They followed DfE guidance but were being cautious and had retained KS1 and KS2 bubbles. They would keep tracking rates and be reactive if necessary.
	The main impact of Covid was that not all interventions had been able to happen with as much frequency as planned due to staffing levels and the restrictive nature of working in bubbles.
	Mrs Griffith noted that they were still having trouble recruiting to fill all the TA vacancies as responses to adverts had been low. She had successfully secured a 2-day appointment. She noted that she was having to juggle a lot of part time staff.
	1422/22s Effectiveness of Leadership and Management a) Subject Leader Monitoring and skill development It was noted that Mr Grover, Ms Ogunbawo and Mrs Taylor had attended the Achieving for Children training on Governance and the Curriculum on 2 February. They reported how important it was that Governors should have knowledge of the curriculum vision and how it was being monitored.

	Mrs Griffith had <i>circulated prior to the meeting the first draft of a paper outlining the vision for the school's curriculum and tracking impacts to date.</i> It was agreed that a workshop would be set up for all Governors to develop this document as a Board. Dates would be circulated. Action: Clerk circulate possible dates for Governor Workshop on Vision for the Curriculum
	It was noted that the website also needed to be consistent across all areas of the curriculum and echo the vision.
	Ms Ogunbawo suggested that vision for the curriculum should be on the agenda of all Governor meetings to record evidence of monitoring. Mrs Griffith noted that she would also add this to the Headteacher's Report.
	b) Governor Visits <i>A paper giving an update of Governor visits that had taken place up to 1 February</i> had been circulated in advance of the meeting.
	Mrs Griffith noted that she had updated the Governor visit form to reflect monitoring of the vision and she would circulate this to the Committee. Action: JG circulate updated Governor Visit Form
	Mrs Griffith noted that Mrs Steel was booked for a visit on Computing later that week. It was noted that visits on English and Safeguarding would be conducted every term. The Collective Worship visit would take place next term and the EYFS visit at the end of the year and the Pastoral Hub visit would also be set up. Mr Fettes also noted that he would be setting up a Health and Safety visit.
	Mr Fettes noted that Visit Reports should be flagged up at each FGB meeting. Action: FGB agenda to flag up visit reports
	c) Feedback from F&RC Feedback from the F&RC meeting on 21 October noted that all items raised by SACC at their October meeting would be addressed (contingency funding to be put in place to enable school to employ as supply teacher to cover staff absences and consider options to cover enhanced cleaning/maintenance issues previously provided by Mr Hill).
	d) Feedback for F&RC It had been discussed earlier in the meeting that the F&RC would be asked to continue to fund the catch up sessions.
	1423/22s Staffing going forward Mrs Griffith noted that the double year would leave at the end of the year. She reported that the new Year 3 teacher was on a one year contract and she had not to date received any other indication of any staff moving on.

	She noted that staff felt under pressure to find time to be able to fulfil and to do justice to their Subject Leader roles. Mr Grover noted that Governors should equip them to be able to lead in these roles. Action: Request F&RC provide time be factored in for Subject Leaders CPD to be able to fulfil their roles.
	1424/22s Attendance – setting target Mrs Griffith noted that nationally the figure was 89.1% and currently school were at 94%. Last year's target had been 96.5% and had been achieved. After discussion it was agreed that the target for this year should be set at 96%.
	Discussion took place about whether to fine parents for unauthorised absences. It was agreed that this route would not be productive. Instead, persistent absentees would continue to be focused on.
	1425/22s Preparation for Ofsted – Governors' vision for the curriculum at Holy Trinity This had been discussed earlier under Effectiveness of Leadership and Management.
	1426/22s Safeguarding, Child Protection and Prevent Mrs Griffith noted that there were no incidents to report and three children were currently categorised as Child in Need.
	Ms Ogunbawo noted that the recent Governor visit had found everything was as it should be.
	1427/22s Health and Safety Mr Fettes noted that the roof inspection was due. General maintenance of the trees would be taking place soon including removal of the tree at the back of the hall by the Church Road school entrance. He noted that the "graveyard" of broken goal posts needed attending to.
	1428/22s Policies Four policies had been circulated to the Committee on 2 December and comments had been requested by 10 January. Mrs Griffith noted that no comments had been received so final versions were now presented for approval: a) Equality Policy b) Governor Behaviour Principles c) Equality Objectives d) Exclusion and Suspension Policy
	All four policies were agreed.
	1429/22s Impacts as a result of this meeting • Curriculum vision workshop had been agreed • Attendance target had been agreed • FFT data had been reviewed • Governor visit schedule agreed • 4 policies agreed • Recommendations to F&RC agreed

	1430/22s Any Other Business a) SAC Membership Mr Fettes noted that he would follow up discussion with Mr Sharland about joining the SAC Committee. Action: TF discuss SACC membership with Mr Sharland
	b) Staffroom Mrs Taylor, with regard to staff wellbeing, asked if the improvements to the staffroom had taken place. It was noted that due to Covid it had not been possible to progress this work. Action: TF organise improvements to staffroom
	c) Staffing/Staff wellbeing Mr Grover noted that staffing and staff wellbeing should be included on the next SACC agenda. Action: Clerk/Chair include staffing/staff wellbeing to SACC agenda
	d) Ofsted Safeguarding webinar Mrs Griffith to send details to Ms Ogunbawo of this webinar on 3 March. Action: JG provide DO with webinar details
	1431/22s Date of Next Meeting 28 June at 9 am
10.17	Meeting concluded