

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

Minutes from meeting held on 3 February 2026 at 9.30 am in person

Present: Mr R Abbott, Mr T Fettes (Chair), Mr D Gingell, Mrs J Griffith, Mrs J Steel, Ms L Walker.

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

	1595/26s Welcome and Apologies for Absence Mr Fettes welcomed Governors to the meeting, no apologies had been received as all Committee members were present.
	1596/26s Declaration of Business Interests None declared.
	1597/26s Minutes from Previous Meeting <i>The minutes</i> from the last meeting held on 14 October 2025 had been distributed with the agenda. These were agreed as a true record of the meeting and would be signed.
	1598/26s Matters Arising <i>A table listing a summary of the matters arising and status of action points</i> had been distributed with the agenda, and Mr Fettes noted that the only outstanding matter was the report of his Science visit. Action: TF to submit report of Science visit
	1599/26s Outcomes for Pupils a) Data Analysis Eight papers (<i>IDSIR Summary January 2026, Autumn 2025 Progress and Attainment, Autumn data group analysis with SEND and Disadvantaged, Autumn Pupil Progress Overview, Class target tracker 2025-26, NTS Reading and Writing Assessments and SEND in a Nutshell</i>) had been circulated with the agenda.
	i) IDSIR (Inspection Data Summary Report) Mrs Griffith noted Governors had been circulated a link to the full document and that the summary paper summarised the key focus points. Governors were made aware that Ofsted would want to see that the School's SDP reflected the points raised in the IDSIR. It was noted that this was the case.
	Mrs Griffith noted that the two main flags within the IDSIR were the suspension and exclusion of disadvantaged children and greater depth writing. She noted that all the data on the former related to just one child. Regarding writing, plans had been in place for some time to focus on and address this.

	ii) Data for groups of pupils (SEND, Disadvantaged) from Autumn Data Mrs Griffith noted that the school tracked each child individually so that small steps of progress could be noted as some SEND were high functioning whilst others had physical needs.
	Governors reviewed the data presented.
	Mr Fettes enquired if school were planning to provide booster classes prior to SATS. Mrs Griffith confirmed that they would be and were providing a variety of options both before and after school to make sure all identified pupils had the opportunity to access them. She noted that last year these had worked very well providing a confidence boost for the children who were divided into small groups of 4 or 5.
	Mrs Griffith flagged up to Governors that the 2027 SATS results would be very different due to this cohort having a high SEND component and there were likely to be some who would not be able to access the SATS but noted that they would still be included in the overall data.
	Mrs Griffith noted that the Government review of SEND provision and special schools was underway, with the report expected in Spring 2026. Concerns had been voiced about the pressure which might be put on the profession if more SEND pupils were required to remain in mainstream schools.
	iii) Autumn data progress and attainment Governors reviewed the data presented.
	Mrs Griffith noted that the Heads Team set the targets for each class in consultation with the class teacher.
	She noted that the data could sometimes be skewed by pupil movement despite class numbers appearing to remain consistent.
	It was noted that Holy Trinity's class numbers were consistently full whilst other local schools were under subscribed, this was probably due to a few low birth rate years, and some of the schools were having to combine classes.
	Mrs Griffith reported that she had just received notification from the Oxford Diocese that they were ceasing their school appeals service and school would therefore need to use RBWM's services going forward.
	iv) Class targets and autumn data progress Governors reviewed the data presented.
	On the Class target data Years 1 and 5 were particularly focused on. It was noted that the teaching of Year 1 had been adapted to remain focused on EYFS phonics, writing and spelling for those who needed this and it was encouraging to see that progress was being made and some were now able to progress onto the National Curriculum. Mrs Griffith reported that school would be mindful of any areas they would have missed out, on especially if they formed fundamental aspects eg history.
	It was suggested that a Governor visit of Year 1 would be useful and to check that those children who were working at or above were still being challenged and were engaged. Action: JSt to carry out Year 1 Governor Visit
	Mr Fettes asked if parents were now supporting the children with their reading. Mrs Griffith reported that unfortunately this was not the case with all the children in this class or Reception, however she did report that school had secured more volunteers to come into school to listen to the children read.
	Mrs Griffith noted that it was a national issue that more children were not school ready and Holy Trinity were seeing this too.

	The NTS Reading and Maths Assessments were reviewed, noting how useful it was now to have a national comparison for Years 2 - 5.
	b) Actions/priorities going forward i) SEND in a Nutshell Mrs Griffith highlighted the paper. She noted that this was a live document and had changed again in the few days since this had been circulated to Governors. She reported that one child had been removed from the SEN K register on parental request, she noted that this child, like all at the school, would continue to be individually tracked.
	She noted that one EHCP had been applied for, however this would not necessarily bring with it funding. It was also noted that one pupil with an EHCP was in Alternative Provision off site and school therefore did not receive this funding.
	Mrs Griffith drew Governor's attention to the dedicated work of the school's SENDCO, Mrs Fargher, going above and beyond to support parents and children. The Governors were most appreciative of her work and wanted to ensure that she was getting the support she needed to maintain her well-being.
	There being no other questions on the data, Mr Fettes thanked Mrs Griffith for her work in preparing the papers and explaining the details and the background to the figures.
	1600/26s Attachment Aware Schools Silver Award actions Mrs Griffith reported that an evening workshop presentation by Dr Hestor Bancroft, educational psychologist, on 'Building Resilience with your child' was held on 27 November, attended by 16 parents and 6 staff members. A further workshop was planned during the day on 9 March both were designed to support parents with emotional regulation and ensure that both school and families were able to provide consistent messages.
	She noted that following the second workshop, the school website would be populated with tools to assist parents.
	She reported that they were currently evaluating if there would be any additional benefits of moving on to the Gold Award next year.
	1601/26s Behaviour Mrs Griffith noted there was nothing to report other than that behaviour was now also tracked on the CPOMS system along with safeguarding. She noted that there had been no additional bullying incidents or disclosures since the Year 5 cohort had moved into Year 6. She also noted that there were now 2 new pupils in this cohort.
	1602/26s Attendance Mrs Griffith noted that one family had recently had a three day holiday in term time and an additional two days sick.
	There had been no further absence requests that would tip a family into receiving a fixed penalty notice from the Borough.
	School were still monitoring one family's persistent absence and had been supporting the parent, as a result school had not had to assist in transporting the child to school.
	Mrs Griffith noted that the Headteacher's Report for the March Board meeting would provide attendance details and noted that there had been much illness absence this term.
	1603/26s Effectiveness of Leadership and Management a) SIAMS / Collective Worship and SIAMS report Mrs Griffith noted that there were many positives in the report received. She noted that the inspector was being assessed during the visit and had focused on the amount of RE taught within school and seemed to imply that it was insufficient. The report's recommendations were currently being considered.

	b) Governor Visits It had previously been agreed that Mrs Steel would conduct a visit of Year 1 to see how teaching had been adapted to suit the specific needs of this cohort.
	It was suggested that an RE Governor visit should be scheduled. Action: CB/BA set up RE Governor visit
	Ms Walker noted that she had observed Mrs Williamson conduct an English Governor visit on 2 February and the report would be submitted shortly.
11.00	Mr Gingell left the meeting
	c) Governor Training Mr Abbott and Ms Walker confirmed they had just attended Part one of the Governor induction training on Strategic Leadership. Mr Abbott confirmed that he had now attended all four induction courses and Ms Walker was scheduled in to attend two more.
	Mrs Steel confirmed that she would be doing online Safer Recruitment Training with the National College and suggested that it would be helpful for Mr Gingell to attend this too. Action: JSt/DG to complete Safer Recruitment training
	d) Staff Well-being Mrs Griffith noted that the reduced number of support staff impacted on the well-being of all staff as did staff illness. She noted that the unexpected gift card from Governors at Christmas had been much appreciated by staff.
	Mr Fettes asked if staff voice was able to be heard and Mrs Griffith confirmed that this formed part of the staff appraisal process. She also noted that she was revising the staff questionnaire on well-being that had been sent before the Ofsted inspection to be more nuanced and drill down into certain areas. Action: JG revise staff well-being questionnaire
	Mrs Steel suggested that Governors should send a termly email to staff reminding them that they could approach any Governor for well-being support. Action: JSt send termly letter to staff re well-being support offered by Governors
	It was suggested that the Home School Agreement should be highlighted at the annual June meeting for Reception parents.
	Ms Walker suggested that the school newsletter could be used to focus on positive engagement with the parents.
	e) Feedback from last F&R Committee Feedback to SACC from the last F&R Committee held on 25 November had been included on page 2 of the agenda.
	f) Triangulation back to F&RC SACC noted that the school was driven by pupil need and if school was required to take on more children with EHCPs then more support staff would be required, they asked F&RC to consider prioritising this and extending the budget deficit if required. SACC requested that F&RC keep this under review.
	SACC noted that F&RC should be aware that there was already a gap in meeting lunch time supervision.
	SACC also flagged to F&R that the car park refurbishment was now a matter of urgency.

	1604/26s Safeguarding, Child Protection and Prevent Mrs Griffith noted there were no incidents to report.
	She noted one child was on a Child Protection.
	She reported that all DSLs were aware of all current safeguarding concerns and recorded information on CPOMS.
	1605/26s Health and Safety It was noted that the car park resurfacing was now urgent and the key pad also needed to be serviced.
	Mrs Griffith noted that there was a problem with the front door lock and Mr Fettes recommended that the locksmith be asked to replace the barrel and provide new keys on their visit. Action: JG request locksmith to replace front door lock barrel
	1606/26s Policies Seven policies had been circulated on the Committee on 12 January for comment by 26 January: • Governor Behaviour Principles • Complaints Policy and Procedures • Online Safety Policy • Exclusion and Suspension Policy • Governor Visits Policy and Procedures • Positive Handling Policy • Handwriting Policy
	It was noted that no comments had been raised, these policies would therefore be presented to Full Governing Board for ratification at their next meeting.
	1607/26s Impacts as a result of this meeting • Data analysed • SEND/Disadvantaged results reviewed • Pupil progress and barriers discussed • Cohorts discussed • Governor visit agreed to observe Year 1 teaching • SIAMS recommendations reviewed • Staff well-being discussed, actions agreed • Recommendations made to F&R re car park and support staff • Training needs identified • Behaviour reviewed • Attendance reviewed • Attachment Awareness activities noted • 7 policies agreed
	1608/25s Any Other Business No matters were raised.
	1609/25s Date of Next Meeting Tuesday 23 June 2026 at 9.30 am
	<i>Meeting concluded at 11.35</i>