

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

Minutes from meeting held on 12 October 2022 at 9.30 am in person

Present: Mr P Grover (Chair), Mrs A Boaler, Mr T Fettes, Mrs J Griffith,
 Ms D Ogunbawo, Mr J Sharland, 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

	1446/22s Welcome and Apologies for Absence Mr Grover welcomed Governors to the meeting. All members were present.
	1447/22s Declaration of Business Interests None declared.
	1448/22s Minutes from Previous Meeting <i>The minutes</i> from the last meeting held on 27 June 2022 had been distributed; these were agreed for signature as a true record.
	1449/22s Matters Arising <i>A table listing a summary of the matters arising and status of action points</i> had been distributed with the agenda. It was noted that most items had been completed or were in hand and no matters needed to be carried forward to the next meeting.
	1450/22s Outcomes for Pupils a) Data Analysis i) Data headlines/ii) Catch up Support Groups <i>Data for last year's Year 6 and Whole school data for all subjects</i> had been distributed prior to the meeting and the latest KS1 and KS2 data with national comparisons was tabled at the meeting. It was noted that no data was available for cross Borough comparisons. <i>(This became available after the meeting and has since been distributed to all Governors)</i>
	It was noted that as expected KS1 writing was of concern and that all KS2 data was above the national figures. Mrs Griffith noted that within the current Year 2 and 3 cohort a small number of pupils required additional support and the catch up funding would now be targeted and focused specifically on these pupils.
	Mr Sharland enquired why these pupils had fallen behind. It was noted that it was a combination of factors including lockdown affects and teacher absence and there was no reason why, with targeted support, they would not be able to catch up.

	Mrs Griffith also noted the Ofsted Inspection Data Report and this would be scanned and uploaded for Governors. Action: JG scan Ofsted Inspection Data Report for website
	It was noted that this report flagged persistent absence and writing as areas of concern. On absence Holy Trinity was falling into the highest 20% of schools with similar deprivation factors for persistent absence. The reasons were discussed most being term time holiday related, a few long-term medical and two pupils were on part time timetables and these therefore appeared as absences in the data.
	Mrs Griffith suggested that the Board should consider appointing a Governor lead on attendance. Action: JG suggest to November FGB that a Governor lead on attendance be appointed
	iii) Tracked groups (SEND, Disadvantaged, Tutoring Group) Mrs Griffith noted that there had been a change in demographic across the school for these tracked groups due to the departure of the double year.
	She noted that the tracking of interventions taking place for pupils with SEND and individual IEPs had changed. School were also aware of the impact any staff absences had on pupil interventions which could not then take place.
	Mrs Taylor noted that she would be conducting a SEND Governor visit this term. Action: JT conduct SEND Governor visit
	b) Actions/Priorities going forward Mrs Griffith noted that a full review was being conducted in January of all tracked groups, writing and the impact of absence on children.
	Mr Grover enquired if the Finance and Resources Committee should be asked to review their stance on the fining of parents, however Mrs Griffith noted that in 2023 new attendance guidelines would be mandatory and there could be mandatory national fines for unauthorised absence.
	Mr Grover noted that at the recent Full Governors meeting it had been confirmed that there would be parental assistance/training provided to support the Write Stuff programme.
	1451/22s Effectiveness of Leadership and Management a) Subject Leader Monitoring and skill development Mrs Griffith noted that two trainers from the Borough would be undertaking a curriculum review in November with all teaching staff and doing a deep dive into all subjects and would then provide feedback and suggested actions. Governors would be provided with feedback on this. Action: JG provide Governors with feedback from November curriculum review session
	It was also noted that until half term, when Miss Wallbanks would be starting her maternity leave, she would be providing subject leader teachers with cover so that they could focus on their topics. It was noted that no replacement had been lined up to enable this to continue after half term.
	b) Governor Visits It was noted that all Governors had been circulated the School Development Plan which highlighted all the Governor Visits for the year ahead.

	Mrs Boaler noted that she would set up a joint Mathis visit with Miss Wallbanks before she departs on leave and Mrs Neale who would be taking over the Maths lead. Action: AB conduct joint Maths Governor visit
	It was noted that Mrs Williamson would continue to conduct a termly English Governor visit and that all Governors would have the opportunity to meet with the subject leads at the Governor Curriculum Vision Day on 18 May 2023.
	c) Staff Wellbeing Mrs Griffith noted that class teachers had completed a workload survey and results would be reported to the Full Board meeting in November.
	She also noted that there was currently one member of staff off on long term sick leave and that there had not been a full week this term when all staff had been present.
	d) Triangulation back to F&RC It was agreed that F&R should be asked to discuss how the impact on teaching staff of one member of support staff on long term sickness could be minimised. The possibility of volunteer support was raised and noted that policies would need to be checked.
	It was noted that the September Board meeting had already asked F&R to consider the cost implication of using CPOMS for safeguarding recording.
	Mrs Griffith noted that the need for ELSA provision had recently gone through the roof and this support needed to be boosted. She noted that there was now a Number 22 councillor attending one morning a week and Holy Trinity was working with St Michael's school with an application to the Hope Trust to cover the costs.
	1452/22s Staffing going forward Mrs Griffith noted that they were still seeking a Year 2 teacher for 2 days a week to complete cover for maternity leave. The Committee noted the Headteacher's concern that to date no suitable applicants had come forward.
	1453/22s Preparation for Ofsted – Holy Trinity Curriculum Mrs Griffith reminded Governors that the individual subject plans were all available on the website and each of these had an overview document and showed how they linked into the school vision.
	1454/22s Safeguarding, Child Protection and Prevent Mrs Griffith noted that there were no incidents to report.
	She noted that the Safeguarding Governors - Revd Hutchinson and Ms Ogunbawo - had recently conducted a visit.
	She also noted that all users of the school premises now needed to show school a copy of their Safeguarding Policy.
	1455/22s Health and Safety It was noted that the roof work would commence on 17 October. A second quote for repair to the outer perimeter fence had been provided to the insurers and an Asbestos report had been commissioned.
	1456/22s Policies Five policies had been circulated to the Committee on 3 October and comments had been requested by 11 October. a) Attendance Policy b) Forest School Policy c) Remote Learning Policy and Agreement d) SEND Information Report

	e) Special Educational Needs and Disabilities Policy.
	All five policies were agreed and would be presented for ratification at the Full Governing Board meeting on 15 November.
	1457/22s Impacts as a result of this meeting • Reviewed school data • Curriculum development plan outlined • Governor Visits agreed • 5 policies reviewed • Persistent absence discussed • Consider appointing Governor lead on Attendance • Staffing discussed • Feedback for F&R identified • Updates on safeguarding and health and safety received
	1458/22s Any Other Business No matters were raised.
	1459/22s Date of Next Meeting 9.30 am Tuesday 7 February.
10.35	Meeting concluded