

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

Minutes from meeting held on 19 October 2021 at 9.00 am
via Microsoft Teams

Present: Dr M Lomax (Chair), Mrs Aileen Boaler, Mr T Fettes,
Mrs J Griffith, Mr P Grover, 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

	1404/21s Welcome and Apologies for Absence Dr Lomax welcomed Governors to the meeting.
	1405/21s Declaration of Business Interests None declared.
	1406/21s Minutes from Previous Meeting <i>The minutes</i> from the last meeting held on 22 June 2021 had been distributed; these were agreed for signature as a true record.
	1407/21s Matters Arising <i>A table listing a summary of the matters arising and status of action points</i> had been distributed with the agenda, many had been completed. It was agreed that the action relating to the Governor visit to review the Pastoral Hub visit should be carried forward and Mrs Boaler noted that she would be submitting a report of her Maths visit. Action carried forward: BM set up a Pastoral Hub visit Action carried forward: AB submit report of Maths visit
	1408/21s Succession Planning for SAC Committee Chair Dr Lomax noted that his elected term as Parent Governor had come to an end, he noted that he was happy to carry on as an Associate Governor for a transitional period until a new Chair had been identified and appointed.
	Mr Fettes noted that it was hoped that a replacement Chair would be lined up by the November Full Governors meeting. Action: TF/ML to meet to discuss role of SACC Chair

'I know there is nothing better for people than to be happy and to do good while they live.' Ecclesiastes 3:12

	1409/21s Outcomes for Pupils a) Data Analysis <i>Year 6 2020/21 Progress Data</i> had been distributed prior to the meeting.
	i) Review Ofsted Primary Inspection Data Summary Report <i>This report</i> dated 7 June 2021 had been distributed prior to the meeting.
	Mrs Griffith noted that before Covid a visit from Ofsted had been expected in the Summer. She noted that they had resumed visits and that it would be prudent for the school to be prepared for one.
	It was flagged up that there were two areas within the Report neither of which were a surprise – progress in writing and persistent absence. She noted that the latter was above average for the school's deprivation indicator.
	She noted that the EHCP for the current Year 6 cohort was very high and fell within the highest percentile nationally. She also noted that the school's Pupil Premium rates were however lower than the national average despite the EHCP being so high.
	It was noted that the Report was cohort dependent however Ofsted would not accept this as a reason and would want to see intervention in place to address these areas.
	Dr Lomax enquired if The Write Stuff programme was addressing the issues around writing. Mrs Griffith noted that Miss Harding had been invited to attend the November Board meeting to update Governors on the approach to teaching writing.
	Dr Lomax noted that Ofsted would always do a deep dive into Safeguarding and enquired if it was worth having a practice run through. Mrs Griffith noted that they would also always do a deep dive into Reading and almost certainly the other curriculum focus areas.
	Mrs Griffith noted that the Local Authority were putting on specific training for subject leaders. In addition the Governor visits which focused on the subject leader targets and how they linked to the SDP would help develop the subject leaders.
	Mr Grover asked if the writing profile needed to be raised within the SDP and Mrs Griffith confirmed that all staff performance appraisals looked at writing.
	It was agreed that there should be a Governor visit on writing each term. Action: JG to discuss with AW request for a termly Governor visit on writing
	Dr Lomax noted that he had attended Governor training on the Ofsted framework and the documentation was available in the Governor zone under Visits and Training Reports.
	ii) Catch up Support Groups – Recovery Premium spend Mrs Griffith noted that last term the Recovery Premium funding had been provided based on the total number of children in school and had enabled school to fund additional support for 3 mornings a week in KS2 and 2 mornings a week in KS1. However this funding was now significantly reduced and would be based on Pupil Premium numbers so as there were only 14 qualifying for this the funding would now be approx. £2K for the whole year. Only sufficient to cover one morning a week in KS2.
	She also noted that school had signed up for the Fischer Family Trust Reading Recovery Programme for years 1-4 to support 40 pupils every day for 6 weeks. Unfortunately, the tutor provided had been unsuitable, a replacement had not been forthcoming and now the funding has been withdrawn and so it was not possible to go ahead with this.

	It was noted with disappointment that schools were not receiving the support that had been promised by Government.
	Mrs Griffith reported that format for the Pupil Premium report had changed this year and it would be ready to be submitted by 31 December.
	iii) EYFS Baseline Mrs Griffith noted that the current Reception class baseline had been done within 6 weeks of their start and the current class had been found to be very confident and able to communicate.
	However it was noted that the current Year 1 were still needing extra support and many were still being taught the Early Years curriculum with teaching being tailored to individual needs until they were able to move onto the KS1 curriculum.
	b) Impact of Covid legacy on school life Mrs Griffith reported that on the negative side: • Well-being of all had been affected • Attendance during Covid had been good however an impact was now being seen with staff and children • Support and access to online learning had been challenging • Communication, language and literacy gaps had developed for current Year 1 • Highly stressful on staff • Curriculum gaps had developed in music, investigative science and PE • Accessibility difficult for some pupils • The very nature of remote learning • Online feedback was challenging and all aware that this is a huge factor in progress
	On the positive side she reported: • It has been eye opening to see the impressive levels of independence shown by the older children • Now the ability to switch between remote and face to face teaching/meetings as required was in place • IT provision for all children was now available • Live online teaching was successful • The staff team had pulled together and the TAs had played a key role in both pupil engagement and attendance. • Most of the time 100% attendance (compared to 60-70% nationally) • Relationships with the community had developed
	Dr Lomax suggested that it would be helpful to record all of this in a document. Mrs Griffith suggested this should be kept with the Covid risk assessment, contingency plan and Home Learning Policy in the Covid file. Action: JG place record of Covid impact in Covid file
	It was noted that going forward out of the pandemic close attention needed to be paid to the current Year 1, all EAL children throughout school and staff well-being.
	Mrs Griffith noted concern that if restrictions needed to be reinstated and the enhanced and additional cleaning at lunch time needed to resume then this would present the school with a challenge as Mr Hill was unable to return to work.
	Dr Lomax noted that Public Health England expected a great many other viruses over the winter and therefore a high level of absences could be expected.

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	Mrs Griffith noted that all Covid related absences still needed to be reported to the DfE daily and weekly to the Borough. She noted that the easier availability of PCR tests was positive. National advice was that children did not have to remain away from school whilst awaiting PCR results, however school asked that they should do so.
	Mrs Boaler asked if children could access online teaching if they had to be absent. Mrs Griffith confirmed that material was available remotely.
	Mrs Griffith noted that there had been 4 positive cases amongst pupils this term.
	Mrs Griffith noted that from personal experience she was concerned about potential recovery time and would like to ensure that should this be the case for a member of the teaching staff then a supply teacher could be brought in. It was agreed that this should be raised with the F&R Committee.
	Mrs Taylor asked what could be done to support Year 1 in their catch up. Mrs Griffith noted that to keep them working on the Early Years curriculum was the best approach but that this did involve stretching the teaching staff. It was also noted that the TA in Year 1 would be going on maternity leave later this term and it would be key to find the right replacement cover.
	Mrs Boaler asked if there would be a longer term impact. Mrs Griffith noted that there were other factors than just Covid that affected the attainment of this cohort and it was key that this story behind the figures was well documented.
	1410/21s Effectiveness of Leadership and Management a) Subject Leader Monitoring and skill development Mrs Griffith noted that training on the November Inset Day would focus on subject leader development. She noted that the biggest barrier to fulfilling this role was time available.
	She noted that the plan for Governor visits to focus on deep diving into these subject areas was a good idea and would help support these teachers.
	b) Governor Visits <i>The Governor Visit Protocol and a paper giving an overview of the Governor visits that had taken place</i> were circulated in advance of the meeting.
	Mrs Griffith enquired if there were any comments on the protocol, there were none. She noted that this document would be shared with staff at the November Inset Day. She noted that staff would need to initiate the visits with Governors and take responsibility for doing this.
	c) Feedback from F&RC Feedback from the F&RC meeting on 1 July noted that Contingency Committee Funding had been sought and received for the SEND child now in year 6 and the caretaker provision had been under continuous review. Mrs Griffith noted that Mrs Hill was now back at work and fulfilling her duties, however her husband who had been doing some maintenance, decorating etc was unable to return to work due to ill health.
	d) Feedback for F&RC Congratulations on successfully receiving funding from the Contingency Committee Fund to cover support for the pupil.
	Request to consider contingency funding be put in place to enable school to employ a supply teacher to cover staff absences.
	Consider options to cover enhanced cleaning role/maintenance issues which used to be provided by Mr Hill.

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	1411/21s Safeguarding, Child Protection and Prevent Mrs Griffith noted that there were no incidents to report.
	She noted that she would be meeting the Safeguarding Governors after half term. Action: JG/JH/DO set up meeting with Safeguarding Governors
	She noted that there were no children currently on Child Protection or Children in Need, however a number were on early stages support.
	1412/21s Health and Safety Mr Fettes noted that there was nothing to report.
	Mrs Boaler enquired if the gates by Reception were now working. Mrs Griffith would double check this had been remedied. Action: JG check Reception gates working
	1413/21s Policies Six policies had been circulated to the Committee on 22 September and comments had been requested by 4 October: a) Attendance Policy b) Remote Learning Policy c) Looked After Children Policy d) Managing Allegations against other Pupils Policy e) Prevent Policy f) Accessibility and Disability Scheme
	All six policies were agreed.
	Mrs Boaler suggested that the procedure and framework on how to process Parent Governor elections should be put down in writing. Mrs Griffith noted that next time voting should be done using Google forms and distributed via email. Action: JG/TF produce document detailing procedure for Parent Governor elections
	1414/21s Impacts as a result of this meeting • Reviewed process of deep dive in Governor visits • Frequency of Governor visits on writing increased • Chair succession planning underway • Impact of Covid positive/negative discussed • Ofsted Report reviewed and discussed • Subject Leader training discussed • Updated on Recovery premium • 6 policies agreed • Recommendations to F&RC agreed
	1415/21s Any Other Business a) Assistant Heads Mrs Griffith noted that she had been unable to return to school over the last month post Covid and the Assistant Heads had stepped up and the pupil's education had not been affected. She thanked them for their work.
	b) Parents Meetings Mrs Griffith noted that Parents meetings would be conducted face to face this term, and it had been the teachers choice to do them this way.

	c) PTA Events Dr Lomax noted that the Scouts had raised £4K at their quiz night held at Holy Trinity Church. Mrs Griffith noted that discussions were underway with the PTA re a Christmas event which might take the form of a market which could all be held outside. She noted that despite Covid restrictions the PTA had successfully raised approximately £20K through their virtual events.
	1416/19s Date of Next Meeting 8 February at 9 am – it would be decided nearer the time if this would be held virtually or face to face.
10.26	<i>Meeting concluded</i>