

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

Minutes from meeting held on 17 October 2023 at 9.30 am in person

Present: Mrs A Boaler (Chair), Mrs J Griffith, Mr P Grover, Mr J Sharland

Not Present: Mr T Fettes, Ms D Ogunbawo

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

	1489/23s Welcome and Apologies for Absence Mrs Boaler welcomed Governors to the meeting. She noted that apologies had been received from Mr Fettes and Ms Ogunbawo these were both accepted.
	1490/23s Declaration of Business Interests None declared.
	1491/23s Minutes from Previous Meeting <i>The minutes</i> from the last meeting held 20 June 2023 had been distributed with the agenda. These were agreed as a true record of the meeting and would be signed.
	1492/23s 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 all actions had been completed.
	It was noted that all Governors should be advised that the new Governor Visit response form had been uploaded to the website which now including a prompt re SEND focus. Action: Clerk to email Governors to advise
	1493/23s Outcomes for Pupils a) Data Analysis Five papers (<i>Class Target Tracker 2022-23, Cluster Comparisons 2023, Data headlines, RBWM KS1 and KS2 comparison data September 2023 and All Subjects standards</i>) had been distributed prior to the meeting.
	i) RBWM and national comparisons A deep dive was undertaken of the circulated papers and Governors asked questions and Mrs Griffith outlined highlights.
	Mr Sharland enquired why the school had a low figure for 'disadvantaged' but was high for SEN. Mr Grover noted that the school had a reputation locally for handling children with additional needs extremely well.

	Mrs Griffith reminded Governors that the data presented compared disadvantaged against 'all' children. She noted that school tracked many different groups free school meals, looked after, previously looked after etc.
	ii) Inspection Data Summary Report The IDSR was circulated at the meeting noting that this was based on 2022 data. It was agreed this would be circulated to FGB. Action: AB to scan report for Clerk to circulate to FGB
	It was noted that the figures relating to science were based on teacher assessment and were not moderated with other schools. The main focus for science was to enable retention of essential knowledge. It was agreed that a science Governor visit should take place as soon as possible. Action: TF arrange Science Governor Visit
	Mrs Boaler asked if there was any moderation of science teaching at cluster level. Mrs Griffith noted that the LA set up Science Leadership meetings.
	It was noted that the science national curriculum was specifically set out what should be taught in each year.
	It was agreed that the teaching resource Kapow used by school needed to be expanded to include science.
	Mr Sharland enquired if there was an after school science club. Mrs Boaler recommended that links with other schools, especially Charters should be explored. Action: JG explore science links with other local schools
	iii) Recovery Premium Tutor plan It was noted that the focus for recovery would be on the current Year 3. SACC wished the F&R Committee to be aware that school wanted to go forward with the catch up tutoring plan for phonics and writing which it had previously recommended to F&RC and which F&RC had agreed to at their June meeting. It was intended that this would be implemented after half term. Action: Clerk to provide feedback to F&RC
	b) Actions/priorities going forward • Recommend to F&RC tutoring programme should go ahead. • Expand Kapow to include science resources. • Set up a Governor science visit. • Moderate science teaching. • IDSR data report to be shared with FGB.
	1494/23s Parent Survey Mrs Griffith noted that 66 families had returned surveys which equated to a 60% response rate. The data was reviewed and comments discussed.
	Mrs Griffith noted that more information on the curriculum would be made available to parents along the lines of the recent Governor workshop.
	With regard to a comment received on bullying and behaviour, the policies would be reviewed. Action: JG review bullying and behaviour policies
	It was agreed that the parent survey discussion would be shared with the FGB at their 7 November meeting. Action: Clerk add Parent Survey to FGB agenda under SAC Committee agenda item
	1495/23s Attendance

	Mrs Griffith showed Governors that school were individually tracking all pupils who had less than 90% attendance as well as tracking the attendance of all disadvantaged pupils.
	It was agreed that Mr Sharland should schedule an Attendance Governor visit before Christmas with Mrs Griffith, Mrs Lawson and the EWO. Action: JSh schedule Attendance Governor Visit
	1496/23s Effectiveness of Leadership and Management a) Governor Visits – topics and schedule Visits should be scheduled before the end of term on: • Science (TF) • Attendance (JSh) • Art (JSh) • Geography (JSt) • Maths (AB) Action: TF, JSh, JSt, AB to schedule Governor visits
	b) Staff Well-being It was noted that much Covid was going around, but generally staff well being was good.
	Mrs Griffith noted that the Speech and Language TA had left and the EYFS TA was leaving shortly, recruitment was underway. Other TAs would be taking on the Speech and Language area. It was also noted that another TA had been ELSA trained.
	Mrs Griffith noted that staff and TAs would comment that they were understaffed but that school could not afford to employ more staff. As a result there had needed to be a shift in emphasis in TA work to more specialised work or one to one focus with high needs children.
	Mrs Griffith reported that the birthday half day leave given to staff was much appreciated and that staff retention reflected the general well being.
	Mrs Boaler enquired if there was anything that Governors could provide to increase staff well being, JG noted that biscuits in the staff room were always welcome.
	c) Triangulation back to F&RC As previously discussed in the meeting SACC would confirm school wished to go forward with the catch up tutoring plan for phonics and writing previously recommended to and agreed by F&RC at their June meeting and it was intended that this would be implemented after half term. SACC could also like to recommend expansion of the Kapow resources to support the teaching of Science.
	1497/23s Preparation for Ofsted – Holy Trinity Curriculum and Holy Trinity Way a) Subject Leader monitoring and teacher's skill development Mrs Griffith noted that school were using the book series Teaching Walkthrus by Tom Sherrington and Oliver Caviglioli which would develop 'the Holy Trinity Way'. It was noted that performance appraisals and the school development plan would all also be based on this approach.
	She noted that they were currently using 'signal – pause – insist'.
	1498/23s Changes to SIAMS - CPD It was noted that this discussion would be carried forward to the next SACC meeting.
	1499/23s Safeguarding, Child Protection and Prevent Mrs Griffith reported that there were no children on child protection and one child was in care.

	Mrs Griffith noted that Charters were no longer able to provide IT support which included all safeguarding filtering and monitoring set up. She reported that the local cluster were jointly seeking a replacement provider. Mr Sharland offered assistance overseeing proposals if required.
	1500/23s Health and Safety Mrs Griffith noted that on 16 October the heating was switched on. The two pumps needed looking at and there were some leaks. She also reported that the roof work had now been completed.
	1501/23s Policies Seven policies had been circulated to the Committee on 19 September and another on 3 October: a. Intimate Care Policy b. Monitoring and Evaluation Policy c. Remote Learning Policy d. Attendance Policy e. Homework Policy f. Teaching Learning and Curriculum Policy g. School SEND Policy h. School SEN Information Report
	No comments had been received so all eight were approved for ratification at the November Full Governing Board meeting.
	1502/23s Impacts as a result of this meeting • Data reviewed with a deep dive • Attendance monitoring reviewed • Parent survey results discussed • Governor visits scheduled • Teaching Walkthru series reviewed • F&RC recommendations agreed • Science teaching discussed • Staff well being reviewed • 8 policies agreed • IT support solution discussed
	1503/23s Any Other Business No items were raised.
	1504/22s Date of Next Meeting 9.30 am, Tuesday 30 January 2024
11 am	Meeting concluded