

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

Minutes from meeting held on 20 June 2023 at 9.30 am in person

Present: Mr P Grover (Chair), Mrs A Boaler, Mrs C Barnes, Mrs J Griffith, Miss S Harding, Ms D Ogunbawo, Mr J Sharland

Not Present: Mr T Fettes,

In Attendance: Mrs J Taylor, 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

	1474/23s Welcome and Apologies for Absence Mr Grover welcomed Governors to the meeting. He noted that apologies had been received from Mr Fettes and these were accepted.
	1475/23s Declaration of Business Interests None declared.
	1476/23s Minutes from Previous Meeting <i>The minutes</i> from the last meeting held on 7 February 2023 had been distributed. It was noted under 1465/23s a) Governor Visits that a pastoral visit had been noted, however this had been an RHSE visit. The minutes would be amended and they were then approved for signature as a true record. Action: Clerk to correct minutes and present for signature
	1477/23s 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 Mrs Boaler had submitted the Maths Governor visit report.
	Mr Sharland noted that he would be setting up a visit in his role as LINK Governor for Attendance. Action: JSh to set up attendance Governor visit
	It was noted that the staff vacancies discussed at the last meeting had been filled and that there were currently no vacancies.
	1478/23s Outcomes for Pupils a) Data Analysis Two papers <i>Summer Data 2023 Group Analysis</i> and <i>Summer 2023 Progress and Attainment</i> had been distributed prior to the meeting.

	i) Data Headlines Miss Harding noted that compared to last year's data both writing and maths figures had risen and reading was similar to the previous year.
	She noted that there were still some gaps arising from Covid and this was impacting writing but the figures were moving in the right direction. Catch up premium was being used to help address these gaps. Confirmation was awaited on the amount that would be provided this year, however Mrs Griffith noted that school would top it up if required.
	Mr Grover requested that the F&R Committee be asked to ensure funds were available to top up the catch up Premium, if needed. Action: SACC to ask F&RC to ensure funds available to top up Covid recovery if required
	Mrs Boaler noted that it was wonderful to see the improvement in writing and maths.
	ii) Catch up Support Groups Miss Harding noted that 90% of the Year 2 group benefitting from the catch up premium had made expected progress in Writing and 70% were making ARE whilst for year 3, 82% had made expected progress but only 27% had made ARE. More focus would therefore be put on the Year 3 group.
	Mrs Boaler enquired if this figure related to the make up of this particular cohort. Miss Harding noted that it was mainly due to the work they had missed due to Covid.
	Mr Grover asked if other schools in the cluster or Borough were finding similar results from their Year 3. Miss Harding noted that data was not available, however at cluster moderation, other schools felt they were in a similar situation.
	Mrs Barnes noted that the Phonics screening results were looking good and if the pass rate remained the same as before then 93% would have passed and 77% achieved 38 plus.
	Mrs Griffith noted that if the data was nationally validated in October then this would be shared.
	She flagged up that due to the high SEN needs in KS2 it was likely that the results in KS2 SATS would not be as good as last year.
	Mrs Griffith noted her thanks to the EYFS and Y1 team delivering the new phonics programme of work as there had been big changes over the last year and she was proud of the team and impressed with the results achieved.
	iii) Tracked Groups Miss Harding noted that Mrs Fargher was pleased with the progress made by SEN children who were all making expected progress. Age related progress was still low for this group but it was noted that many in this group also had difficulties with English so this was not unexpected.
	Mrs Boaler noted that it was fantastic to see progress across all groups and this above the national average.
	b) Actions/Priorities going forward It was noted that there would be a continued focus on writing. Additionally, Year 2 would be brought in line with the phonics programme and the focus for year 3 would be on catch up.
	Miss Harding noted that new reading resources had been brought in, produced by an English consultant John Murray, for use with year 2 upwards. There were three groups of books specifically designed for: those struggling with comprehension skills; the core group; and books to push the more able readers.
	Mrs Griffith noted that next year school was hoping to get the Inclusion Mark, in recognition for their work with SEN, to bring in assessment of the curriculum subjects, and to focus on tracking those whose attendance was of concern.

	She noted that the SDP for 2023-24 was in production and would be available for the Full Governors meeting in July.
	Mr Grover noted that there was a strong platform of work done this year on which to move forward from.
	1479/23s Attendance Mrs Griffith noted that attendance was currently 96.1% which was above the national average and persistent absence was well below national average. She reported that of the schools using the Fischer Family Trust programme, Holy Trinity was in the top 25 for attendance.
	Mrs Griffith noted that Mrs Lawson would show Mr Sharland the new Arbor system and how the information is tracked and updated daily when he makes his Governor visit.
	It was noted that holidays taken during term time had crept up again.
	Mr Grover enquired about the nationwide fining programme that was due to be introduced. It was noted that information was still awaited and it was expected that this would take the form of statutory fining which the school would be required to enforce. It was unclear at present however who would receive the funds.
	1480/23s Effectiveness of Leadership and Management a) Governor Visits Mr Grover noted that the Curriculum visit for all Governors in May had been excellent and very informative. Thanks were extended to Mrs Barnes for introducing the session and overseeing all the subject leads.
	Mrs Boaler added her thanks to all staff, noting how useful it had been to meet and talk to each of them about their subjects and to meet and talk to the children.
	Mr Grover noted that it was very useful to do this annually. Mrs Griffith asked Governors if they had found a marked difference to the previous year. Mr Grover noted that the curriculum appeared to be more embedded, there was obvious progress across the board and consistency of approach was apparent.
	Mrs Griffith added her thanks to the staff team for all the work they had put in.
	b) Staff Well-being Mrs Barnes noted that there was a culture amongst the staff of helping one another and she was currently helping a number of staff with things that were going on outside school.
	Mr Grover enquired if the Governors could be of assistance and Mrs Barnes noted that Revd Hutchinson and Mr Fettes had been involved.
	c) Staffing Going Forward It was noted that school was fully staffed for September.
	d) Triangulation back to F&RC As previously discussed in the meeting the F&R Committee would be asked to ensure funds were available to top up the catch up Premium, if needed.
	Additionally it was agreed that the F&R Committee be asked to be aware that investment might be required to support the Early Years and Year 2 phonics and Early Reading curriculum.
	1481/23s Preparation for Ofsted – Holy Trinity Curriculum a) Subject Leader monitoring and teacher's skill development Mrs Griffith noted that an inspection was imminent. Governors should be aware of the kind of questions that might arise. She noted that all the curriculum information was available on the website and it was currently being updated to make sure that work with regard to SIAMS was clear.

	She noted that they would be wanting to hear about Governor monitoring.
	Mr Grover noted that this should be flagged up at the Full Governing Board meeting in July. Action: Clerk to ensure Ofsted preparedness covered on FGB July agenda
	1482/23s Changes to SIAMS - CPD Mrs Barnes noted that she had completed two days CPD training with the Oxford Diocese on the new SIAMS framework. She noted this would be implemented in September and that all grading had been removed from the judgement criteria and a school was either "through its vision and practice, the school is living up to its foundation as a Church school and is enabling pupils and adults to flourish" or "the school's vision and practice are not enabling it to fully live up to its foundations as a church school".
	She noted that there were seven non-negotiable strands: ○ Theologically Rooted Christian Vision (TRCV) ○ Curriculum reflects vision ○ Worship enables spiritual flourishing ○ Pupils and adults are treated well ○ Culture of justice and responsibility ○ Provision profile and priority of RE ○ Quality of RE teaching and learning (Voluntary Aided Schools)
	She reported that this information would be made clearly available on the school website and would be embedded into the school's culture.
	She noted that Marion Standing, the Diocese schools adviser, would lead a stakeholder voice session next year for the school.
	Mrs Barnes also noted that the SIAMS inspection would not take place in 2024 so there was time to self-evaluate and embed the non-negotiables strands into the school and ensure all stakeholders were included.
	1483/23s Safeguarding, Child Protection and Prevent Mrs Barnes noted that one family was on child protection and there were several Section 17s reporting into the Borough about three children. There had also been a safeguarding concern with a member of staff, but this had been dealt with.
	Mrs Barnes reported that Revd Hutchinson had met with her and had monitored the single central register and viewed the new CPOMS system as well as speaking with a sample of teachers and support staff with regard to its use.
	1484/23s Health and Safety Mrs Barnes noted that there had been two Health and Safety accident reports. A child had fallen awkwardly and broken their elbow and another child had got stuck in the rabbit hutch in the Early Years playground. The hutch had now been removed.
	1485/23s Policies Four policies had been circulated to the Committee on 12 June and comments had been requested by 19 June. a) Complaints Policy and Procedures b) Collective Worship Policy c) Religious Education Policy d) Staff Mental Health and Wellbeing
	All four policies were approved for ratification at the July Full Governing Board meeting.
	1486/23s Impacts as a result of this meeting • Reviewed school data

	• Catch up groups reviewed • Visit reports reviewed • Attendance reviewed • Monitored curriculum • Ofsted preparedness discussed • New SIAMS framework discussed • Safeguarding reviewed • Health and Safety reviewed • 4 policies agreed • Staffing discussed • Feedback for F&R identified • Staff well-being reviewed
	1487/23s Any Other Business a) Thanks to Leadership Team Mr Grover thanked the leadership team for stepping in during Mrs Griffith's absence from school. Mrs Griffith added her thanks to that of the Governors.
	b) Governor Visit Report Feedback Form Mrs Barnes noted that the visit report had been revised to include focus on SIAMS. Action: Clerk to upload new Governor Visit Report Form to the website
	c) Thanks to Mrs Taylor Mrs Boaler noted that this would be Mrs Taylor's last meeting as her term of office had now ended, she was thanked for all the effort and time she had put in during her time as Governor and this was echoed by the Staff team. Mrs Boaler noted that a gift and card from the Governors would be delivered to her shortly. Mrs Taylor thanked the school and noted that being a Governor had been an enriching experience for her.
	1488/22s Date of Next Meeting The date of the next meeting will be set at the September 2023 FGB Admin meeting.
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