HOLY TRINITY CE PRIMARY SCHOOL SUNNINGDALE

STANDARDS, ACHIEVEMENTS AND CURRICULUM COMMITTEE

Minutes from meeting held on 25 June 2024 at 9.50 am in person

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

Not Present: 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

1519/24s Welcome and Apologies for Absence
Mrs Boaler welcomed Governors to the meeting. She noted that apologies had been received from Ms Ogunbawo, these were accepted.

1520/24s Declaration of Business Interests
None declared.

1521/24s Minutes from Previous Meeting
The minutes from the last meeting held on 30 January 2024 had been distributed with the agenda. These were agreed as a true record of the meeting and would be signed.

1522/24s Matters Arising
A table listing a summary of the matters arising and status of action points had been distributed with the agenda. It was noted that this showed that the majority of actions had been completed. Mr Sharland was due to schedule an Art Governor visit and Mr Fettes to submit his report on the recent Science visit.

Action: JSh to schedule Governor visits on Art.
TF to submit Science Governor visit report.

Mrs Steel noted that she would be conducting a follow up Geography visit the next day and would be scheduling a SEND follow up visit.

Action: JSt submit report of Geography Governor visit and schedule SEND Governor visit

1523/24s Staffing for September
Mrs Griffith noted that the Business Plan consultation had now concluded, three staff had come forward offering to take voluntary redundancy therefore there was now no need to go to a redundancy selection process. Those who had come forward equated to 2 full time staff and one 0.8 staff, two of which were lunch time controllers.

	She also reported that for next year, Year 2 would have three teachers, two covering two days each and one doing one day. She noted that this was not the ideal solution, but all staff were known quantities and therefore presented the best option for school.
	She noted that the teacher leaving was doing so as she had been unable to sort her own childcare issues.
	She reported that support staff for next year had been allocated based on the needs within each class. Early Years, years 1 and 2 would have full time support (bar one session in year 2). Years 3-6 would not have full time cover with sessions based on the need within each class.
	She noted that staff would need to adapt to this new way of working. She reported that staff recognised that this was not an ideal situation but were willing to work with it.
	Mrs Griffith noted that one additional lunch time controller would be needed and this would be raised with the F&R Committee. She also noted that there was no contingency in place to cover any staff sickness.
	Mrs Griffith noted that the pinch point would be Reception, the new intake would be a full 30 children and previously there had been 2 support staff at all times.
	Mrs Steel asked if these staff changes would impact standards. Mrs Griffith assured Governors that it was hoped that teaching standards would be maintained. She noted that there would be no Government catch up funding going forward. All SEN interventions and catch up groups would carry on and the main focus would be on the year 3 and 4 catch up children.
	Mr Fettes noted that core education provision would not be affected. Governors agreed the staff were all experienced as were the TAs.
	Mrs Griffith noted that the needs of the new intake would not be known until September, once these were ascertained the planned provision would be reviewed.
	Mrs Boaler asked how parents and Governors could offer support. Mrs Griffith noted that the teachers would identify the support they would each need, such as trips, school fairs etc.
	Mrs Boaler asked if there had been any feedback from parents. Mrs Griffith noted that there had been a few questions at the gate mainly focusing on fundraising.
	Mrs Boaler thanked Mrs Griffith for her handling of the whole process.
	1524/24s Outcomes for Pupils **a) Data Analysis** Two data papers (***Class Target Tracker 2023-24*** *and* ***Data Headlines 2024***) had been distributed prior to the meeting.
	The papers were reviewed and discussed. It was noted that KS1 data was teacher assessed and figures were significantly above national and RBWM figures.
	It was noted that 93% passing the phonics test was a brilliant result. Mrs Griffith noted the Ofsted comment about phonics related to the rest of the school where the phonics information also had to be embedded.
	Mr Grover enquired about the science figure which seemed to be significantly increased on previous years. Mrs Griffith noted that this was due to the introduction of Kapow and that Holy Trinity now moderated their science teaching with other local schools.
	It was also noted that the recent change in the school's curriculum had had a huge impact with more time now dedicated to science and recapping and reinforcing essential knowledge.

	Mrs Griffith noted that the circulated KS2 data could change as it was currently based on teacher assessed data, with external results due to be received on 9 July.
	Mrs Boaler asked Mrs Griffith to congratulate all staff on this data.
	On the class target tracker it was noted that the positive impact of adopting the Write Stuff four years ago could now be seen in the writing data.
	Mrs Griffith noted that Maths continued to be a strong subject.
	She reported that the Heads team were looking at ways of tracking data between Early Years and year 1, currently the figures could not be directly correlated due to the different curriculum.
	Mrs Griffith shared data showing how science was being tracked. She noted that year 3 were currently visiting St George's school to experience sessions in their labs and the Science leads in other schools had also offered opportunities and that July 10 was Science Day at Holy Trinity.
	Mrs Griffith noted that next academic year there would be no subject leader time available for staff and instead it would need to be built into the staff meeting programme.
	Mrs Boaler asked ifScience Day was a good use of resources. Mrs Griffith noted that there was no external input so no extra costs were involved. Mrs Steel suggested that parents should still be asked to contribute £5 for involvement.
	b) Actions/Priorities going forward **i) SDP Reflection** Mrs Griffith noted that the SDP focus was on early reading skills and ensuring all years could deliver this. Support staff would work with vertical groups of children with similar needs.
	ii) Teaching Walkthrus Mrs Griffith noted that the policy of focusing on core techniques was ongoing.
	Mr Grover left the meeting
	1525/24s Behaviour Mrs Griffith noted that next year school would be working towards gaining Attachment Awareness Accreditation, a 3 year programme which followed on from the school's behaviour policy.
	She noted that there had been no suspensions. Behaviour was responding to the consistent approach and children were owning the new policy and even nominating each other for the Bee stickers.
	1526/24s Attendance Mrs Griffith noted that school would be directed by the Borough on how to handle implications of the new legislation and fining.
	She noted that there had been a dip in attendance recently, due to illness and many term time holidays. She noted that school were working closely with some families.
	She also noted that there was a lot of lateness and as a result reports had been changed to indicate if attendance or punctuality was of concern providing a yes/no response and a space for a comment rather than just a percentage figure being included.
	She noted they found that the most effective remedy was an offer to help and work with the families, building relationships rather than anything more challenging.

	1527/24s Effectiveness of Leadership and Management **a) Governor Visits – topics and schedule** Visits had been discussed previously in the meeting under matters arising.
	b) Staff Well-being Mrs Steel suggested that recording staff wellbeing should be included as part of the Governor visit form and ensure that staff are aware that they have people that they are able to go to for support. **Action: JG adapt Governor visit for to include a check on staff well-being**
	c) Extracurricular Costs A paper setting out options to address extracurricular costs had been circulated by Mr Holt on 12 June. It was noted that no-one wanted to reduce the offering provided but instead look at ways to fund this without the school making a loss.
	It was noted that currently Parent Pay items expired quite quickly and extending the time limit might be helpful. **Action: JG explore extending expiry dates on Parent Pay items**
	It was reiterated that parents could not be asked to assist with paying towards staffing costs but a wish list could be developed giving details of pricing options for various resources and parents could voluntarily contribute towards these if they wished.
	Mrs Griffith noted that a letter to parents would be drafted and agreed by the F&R Committee endorsed by FGB and distributed by September setting out extracurricular costs, payment options and instalment opportunities. **Action: NH draft letter to parents for discussion by F&R and endorsement by FGB**
	The Committee's thanks to Mr Holt were noted.
	d) Reschedule Group Governor Visit Mrs Griffith noted that this would be rescheduled to take place in the Autumn Term.
	e) SIAMS Vision Mrs Griffith noted that Marion Standing from the Oxford Diocese had indicated that the school's SIAMS vision was too wordy and should be revisited.
	It was suggested that considering this could become the focus of the Autumn Term Group Governor visit.
	f) Triangulation back to F&RC It was agreed that: • SACC recommend that F&RC consider approving the employment of one lunchtime controller from September. • SACC endorse the paper circulated by Mr Holt on 12 June and do not wish to see any extracurricular provision cutback but wish to expand payment options for parents.
	1528/24s Safeguarding, Child Protection and Prevent There was nothing to report and no incidents.
	1529/24s Health and Safety Mr Fettes noted that there was nothing to report. The boiler work was on-going and would hopefully be completed by September.
	1530/24s Policies a) Three policies had been circulated on 29 April with comments requested by 4 June: a. Assessment Marking and Feedback Policy

	b. Relationships, Health and Sex Education Policy c. Extra Curricular Policy
	b) One policy had been circulated on 5 June with comments requested by 21 June: a. Attendance Policy
	c) One policy had been circulated on 18 June with comments requested by 24 June: a. Religious Education Policy
	Mrs Griffith noted that no comments had been received on any of the above policies. The Committee were in agreement that they should therefore all be presented to FGB for ratification.
	1531/24s Impacts as a result of this meeting • Data reviewed • Staffing discussed • Need for a lunch time controller identified • Science provision examined • Staff wellbeing considered • Behaviour discussed • Attendance reviewed • 5 policies agreed • Extracurricular provision discussed • Review of SIAMS vision identified • Governor visit programme agreed • F&RC recommendations agreed
	1532/24s Any Other Business No items were raised.
	1533/24s Date of Next Meeting Date of next meeting would be agreed at the September FGB Admin meeting.
	Meeting concluded at 11.25