

# HOLY TRINITY CE PRIMARY SCHOOL SUNNINGDALE

## STANDARDS, ACHIEVEMENTS AND CURRICULUM COMMITTEE

### Minutes from meeting held on 30 January 2024 at 9.50 am in person

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

**Not Present:** Mr P Grover, Mr J Sharland

**In Attendance:** Mrs C Elsasser (Clerk)

| Key         |                                                                                                           |
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| 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 |

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|  | <b>1505/24s Welcome and Apologies for Absence</b><br>Mrs Boaler welcomed Governors to the meeting. She noted that apologies had been received from Mr Grover and Mr Sharland, these were both accepted.                                                                                                                                                                                                                                                                                                                                                                                                                            |
|  | <b>1506/24s Declaration of Business Interests</b><br>None declared.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|  | <b>1507/24s Minutes from Previous Meeting</b><br><i>The minutes</i> from the last meeting held on 17 October 2023 had been distributed with the agenda. These were agreed as a true record of the meeting and would be signed.                                                                                                                                                                                                                                                                                                                                                                                                     |
|  | <b>1508/24s Matters Arising</b><br><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 this showed that the majority of actions had been completed. Two Governor visits were due to be scheduled after half term: Science (Mr Fettes) and Art (Mr Sharland) and a Maths visit report was awaited from Mr Holt, following the joint visit with Mrs Boaler.<br><br><p style="text-align: right;"><b>Action: TF and JSh to schedule Governor visits on Science and Art after half term.<br/>NH to submit Maths Governor visit report.</b></p> |
|  | Mrs Griffith reported that science links with other schools were being explored. St George's School was very keen to get involved and had also offered assistance with transport. She noted that St George's hosted several recent events and workshops which Holy Trinity pupils had attended.                                                                                                                                                                                                                                                                                                                                    |
|  | Mrs Griffith noted that the school had invested in Kapow resources for Science and were planning a Science Day when they would focus on diversity of scientists and the whole school would immerse itself in Science.                                                                                                                                                                                                                                                                                                                                                                                                              |

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|  | <p><b>1509/24s Outcomes for Pupils</b></p> <p><b>a) Data Analysis</b></p> <p>Three data papers (<b><i>Class Target Tracker 2023-24, Autumn data 2023 group analysis and Autumn 2023 Progress and Attainment</i></b>) had been distributed prior to the meeting.</p>                                                                                        |
|  | <p>The Governors asked that thanks to be passed onto Miss Harding who had prepared these reports and who had been unable to join the meeting due to teaching commitments.</p>                                                                                                                                                                              |
|  | <p>It was noted that Year 3 were being closely tracked and this group were receiving reading and writing support under the Recovery Premium Tutoring plan. It was noted that there were 32 in this class and that there was a high number of SEN pupils and one very high needs child in this cohort.</p>                                                  |
|  | <p>It was noted that the data showed that writing was going in the right direction with progress being made and that this group were stronger in Maths.</p>                                                                                                                                                                                                |
|  | <p>It was also noted that Year 4 writing was being closely monitored.</p>                                                                                                                                                                                                                                                                                  |
|  | <p>Mrs Griffith demonstrated to Governors (whilst concealing any personal identifying information) how the progress of individual pupils was being monitored, noting support, interventions and any barriers to learning. She noted that the most common barrier identified was time.</p>                                                                  |
|  | <p>It was noted that progress was as important to track as attainment and using this tracking system school were able to spot those pupils who hadn't made any progress quickly and identify reasons and put in place interventions.</p>                                                                                                                   |
|  | <p>It was noted that when compared to the national data the school's KS1 writing data was broadly in line and that KS2 had scored higher than the national figure.</p>                                                                                                                                                                                     |
|  | <p>Mr Fettes observed from a parent point of view on writing that sometimes homework worksheets had to be copied into the exercise books and sometimes just filled in.</p>                                                                                                                                                                                 |
|  | <p>Mrs Griffith reported that homework across the school was currently being examined and that it was likely that there would be a wider focus to include geography and science topics within homework rather than just English and Maths.</p>                                                                                                             |
|  | <p>Mrs Griffith noted that Mrs Neale had just attended the Borough's training on the KS2 SATs.</p>                                                                                                                                                                                                                                                         |
|  | <p>Governors agreed that overall the school was holding its own on data both when compared to the Borough and nationally. Science in KS1 was noted as a concern to be monitored.</p>                                                                                                                                                                       |
|  | <p>Mrs Griffith noted that the school was currently exploring the national quality science mark.</p>                                                                                                                                                                                                                                                       |
|  | <p><b>i) Data for groups of pupils (SEND, Disadvantaged)</b></p> <p>It was noted that progress over time was evidenced for these groups of pupils and that they were constantly on the school's radar.</p>                                                                                                                                                 |
|  | <p>It was noted that there were now fewer EHCPs in school with only 4 currently and that one of these was likely to move on shortly and another two would be moving on at the end of the school year. Two more EHCPs were being processed. It was noted that the school's number of disadvantaged pupils was always below the national average figure.</p> |

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|  | <p><b>ii) Recovery Premium Tutoring Plan</b></p> <p>Focus for the Recovery Premium was on Year 3 with some top up for Year 4. Writing for this cohort with high needs had always been a concern, but this had been magnified due to Covid. The type of support offered was varied and could be one to one or group work, being flexible to meet the needs. School had found this fluid approach more effective, however it was more difficult to track.</p> |
|  | <p>Year 4 were receiving writing support one afternoon per week.</p>                                                                                                                                                                                                                                                                                                                                                                                        |
|  | <p>Mrs Griffith reminded Governors that all this information was available on the website in the Pupil Premium Statement.</p>                                                                                                                                                                                                                                                                                                                               |
|  | <p><b>b) Actions/Priorities going forward</b></p> <p>It was noted that Year 3 support needed to be three mornings a week rather than an hour a day to have the most impact.</p>                                                                                                                                                                                                                                                                             |
|  | <p>Governors requested that the F&amp;R Committee be asked to ensure that this support could continue and be underwritten even if the external funding was to be reduced in the future.</p> <p style="text-align: right;"><b>Action: SACC recommend to F&amp;RC that the Tutoring Plan be underwritten so it can continue even if external funding is reduced in future.</b></p>                                                                            |
|  | <p><b>1510/24s Behaviour</b></p> <p>Mrs Griffith noted that there had been an escalation in low level behaviour issues with child on child pushing, shoving and kicking. There had also been several suspensions and one exclusion.</p>                                                                                                                                                                                                                     |
|  | <p>She noted that the School's old focus within the Behaviour Policy on the Golden Rules was not memorable enough. Staff had been involved in developing the new policy which focused on Be Respectful, Be Responsible, Be Kind and Be Safe.</p>                                                                                                                                                                                                            |
|  | <p>It was noted that the new Policy had been circulated to all Governors on 24 January, input and comments were requested by 26 February.</p>                                                                                                                                                                                                                                                                                                               |
|  | <p>Mrs Griffith noted that the whole policy had been thoroughly reviewed and all staff and each class were being involved as well as the head boys and girls so there would be whole school ownership of this new approach.</p>                                                                                                                                                                                                                             |
|  | <p>Mrs Griffith reported that she was aware that all schools were currently struggling with behaviour issues, in particular low level problems and disruptive behaviour.</p>                                                                                                                                                                                                                                                                                |
|  | <p>She noted that the recent exclusion of a pupil from Year 5 had impacted the whole class.</p>                                                                                                                                                                                                                                                                                                                                                             |
|  | <p>Governors agreed that this new draft policy was a very good piece of work.</p>                                                                                                                                                                                                                                                                                                                                                                           |
|  | <p><b>1511/24s Attendance</b></p> <p>Mrs Griffith noted that Mr Sharland had conducted a recent Governor visit focusing on attendance and his Visit report had been uploaded to the website.</p>                                                                                                                                                                                                                                                            |
|  | <p>Mrs Griffith showed Governors the DfE attendance portal which tracked all schools. It showed that the current figure for Holy Trinity was 96.4% and that Holy Trinity was ranked 8<sup>th</sup> out of the 46 schools in RBWM. This portal showed figures for persistent absence, authorised and unauthorised absences.</p>                                                                                                                              |
|  | <p>It was noted that the portal updated the data every 2 weeks and it was suggested that it would be useful to print this out regularly in order to be able to maintain a longer tracking record.</p>                                                                                                                                                                                                                                                       |

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|  | Mrs Griffith also noted that she was now receiving push back from parents when she was challenging their requests for term time holidays, this had never occurred before.                                                                                                                                                                                                                 |
|  | Mr Fettes noted the close correlation between a drop in attainment and absence and that parents needed to be made aware of this. Mrs Griffith noted that she produced a personalised response to every request to show the impact to their own child.                                                                                                                                     |
|  | It was noted that the Department for Education Moments Matter, Attendance Counts campaign was being flagged up to parents in the weekly newsletter.                                                                                                                                                                                                                                       |
|  | It was suggested that FGB should review the option of fining parents for term time holidays at the March meeting.<br><br><b>Action: FGB to discuss option of fining parents for term time holidays</b>                                                                                                                                                                                    |
|  | <b>1512/24s Effectiveness of Leadership and Management</b><br><b>a) Governor Visits – topics and schedule</b><br>Recent visits noted were on Safeguarding, Ms Ogunbawo noted that the breadth of this visit by herself and Revd Hutchinson encompassed all areas of school life.                                                                                                          |
|  | It was noted that the CPOMS system was proving extremely useful and staff were finding it easy to input data. Governors requested feedback be given to staff about how essential their input was to this system to give the full picture of situations and this had proved extremely helpful in supporting the Governor Panel after the recent exclusion.                                 |
|  | As mentioned earlier in the meeting – an Attendance visit had been completed; the report of the Maths visit was awaited and two visits were due to be set up on Science and Art.                                                                                                                                                                                                          |
|  | It was also noted that Mrs Steel had conducted a Geography visit and would be conducting a SEND visit.                                                                                                                                                                                                                                                                                    |
|  | <b>b) Focus for May Governor Group Visit</b><br>Mrs Griffith asked Governors to consider what they would like their group visit to focus on and asked if they might want more of a pupil voice this time.                                                                                                                                                                                 |
|  | Governors agreed that this would be discussed at the March FGB meeting. The Clerk was asked to check Governor availability for the visit to take place on Tuesday May 21 <sup>st</sup> , Wednesday 5 <sup>th</sup> June or Thursday 6 <sup>th</sup> June.<br><br><b>Action: Clerk to check Governor availability for Group Visit<br/>FGB to discuss focus for visit at March meeting.</b> |
|  | <b>c) Staff Well-being</b><br>Mrs Griffith noted that there had been 5 TA resignations since September and this was having an impact on staff well-being as it was very unsettling.                                                                                                                                                                                                       |
|  | It was noted that Mrs Steel was conducting exit interviews with all for consistency and to see if any concerns were being raised. To date none had been raised, all were leaving the profession mainly for financial reasons.                                                                                                                                                             |
|  | Mrs Griffith noted that there had been a significant change in the TA role recently and this could be a contributory factor. She also noted that advertising for vacancies was currently in place.                                                                                                                                                                                        |
|  | She noted that next year it was expected that EHCP funding would be reduced due to pupil movement.                                                                                                                                                                                                                                                                                        |
|  | Mr Fettes enquired about staff absences. Mrs Griffith noted that absences were being tracked and they were closely following and applying the policy with 3 monthly reviews. She noted that these absences also impacted on the well-being of other staff.                                                                                                                                |

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|  | Mrs Boaler asked if Governors could be of any help. Mrs Griffith noted that the email and gift from Governors at the end of term were appreciated.                                                                                                                                                                                                       |
|  | Mr Fettes noted that there was now a small fund put aside that could be awarded to recognise and thank staff.                                                                                                                                                                                                                                            |
|  | <b>d) Triangulation back to F&amp;RC</b><br>As previously discussed in the meeting SACC recommend to F&RC that the Tutoring Plan be underwritten so it can continue even if external funding is reduced in future.                                                                                                                                       |
|  | SACC also wanted F&RC to consider the focus for the group Governor Visit in May/June.                                                                                                                                                                                                                                                                    |
|  | The Committee recommended that F&RC agree the process that needs to be followed to access the small fund put aside to award to staff and any criteria that needed to be met.                                                                                                                                                                             |
|  | <b>1513/24s Safeguarding, Child Protection and Prevent</b><br>Mrs Griffith noted that three Governors still needed to complete their Prevent training and a link would be sent as a reminder to them.<br><b>Action: DO, NH and JSt to complete the Prevent online training</b>                                                                           |
|  | Mrs Griffith noted that there were no children on Child Protection and one was on a looked after care interim order.                                                                                                                                                                                                                                     |
|  | <b>1514/24s Health and Safety</b><br>Mrs Griffith noted that there had been a case of Scarlet Fever and a letter would be issued to parents alerting them of the symptoms.                                                                                                                                                                               |
|  | Mr Fettes noted that the Diocese had conducted another survey of the boiler and had agreed in principle to fund its replacement. They were currently receiving quotes and doing investigative work. The plan, assuming the current system held on, would be to replace it during the school holidays.                                                    |
|  | On the car park extension, it was noted that the Parish Council required more evidence of need including a consultation involving parents before releasing any funding. Photographic evidence was currently being collected and the wording for a survey of parents would be drafted.<br><b>Action: TF/JG draft parent consultation on car park need</b> |
|  | <b>1515/24s Policies</b><br>Two policies had been circulated to the Committee on 9 January requesting comments by 26 January:<br>a. Exclusion and Suspension Policy<br>b. Anti Bullying Policy                                                                                                                                                           |
|  | Mrs Boaler noted that links embedded in the Exclusion and Suspension Policy needed to be double checked.                                                                                                                                                                                                                                                 |
|  | Governors agreed that these policies should be presented for ratification to the March FGB.                                                                                                                                                                                                                                                              |
|  | The Behaviour Policy had been discussed earlier in the meeting.                                                                                                                                                                                                                                                                                          |
|  | Mr Fettes enquired if there had been any increase in bullying identified and Mrs Griffith confirmed that there had not been, just low level behaviour issues.                                                                                                                                                                                            |
|  | Mrs Griffith noted that the current Complaints Policy had 4 stages however the new framework to follow now only had 2 stages. The school's policy would be reviewed, revised and recirculated to reflect this new framework.<br><b>Action: JG revise and recirculate Complaints Policy</b>                                                               |

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|       | <b>1516/24s Impacts as a result of this meeting</b> <ul style="list-style-type: none"> <li>• Data reviewed</li> <li>• Writing interventions in Year 3 discussed</li> <li>• Behaviour reviewed, new policy discussed</li> <li>• Attendance reviewed</li> <li>• Staffing and staff well-being discussed.</li> <li>• Safeguarding visit confirmed processes effective</li> <li>• Topic for Group Governor visit under consideration</li> <li>• 2 policies agreed</li> <li>• Policies confirmed to be working and constantly reviewed</li> <li>• F&amp;RC recommendations agreed</li> <li>• Governor visits scheduled</li> </ul> |
|       | <b>1517/24s Any Other Business</b><br>No items were raised.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|       | <b>1518/24s Date of Next Meeting</b><br>9.30 am, Tuesday 25 June 2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 11.37 | Meeting concluded                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |