

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

**Minutes from meeting held on 9 February 2021 at 9.00 am via Microsoft Teams**

**Present:** Dr M Lomax (Chair), Mrs A Boaler, Mrs J Griffith,  
Mrs B Moss, Ms D Ogunbawo, Mrs J Taylor

**In Attendance:** Mr P Grover, Mrs C Elsasser (Clerk)

**Not Present:** Mr T Fettes

| 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>1380/21s Welcome and Apologies for Absence</b><br>Dr Lomax welcomed Governors to the meeting                                                                                                                                                                                                                                                                                                                                                              |
|  | <b>1381/21s Declaration of Business Interests</b><br>None declared.                                                                                                                                                                                                                                                                                                                                                                                          |
|  | <b>1382/21s Minutes from Previous Meeting</b><br><i>The minutes</i> from the last meeting held on 6 October 2020 had been distributed; these were agreed for signature as a true record.                                                                                                                                                                                                                                                                     |
|  | <b>1383/21s 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 the F&R Committee had taken on board the recommendation from SAC to consider funding to enable support for Mrs Griffith to be in place before the double class moves on. F&R had noted that this would not be possible this year but would be factored in the following year. |

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|  | <p><b>1384/21s Outcomes for Pupils</b><br/> <b>A Summary Report for SACC</b> and the <b>3 year Strategic Plan</b> had been distributed with the agenda.<br/> <b>a) SDP/3 year plan update</b><br/> Dr Lomax thanked Mrs Griffith for the Summary Report, noting that Governors appreciated how busy she was at this time.</p>                      |
|  | <p>Mrs Griffith asked Governors if they wanted clarification on any of the items covered by the report.</p>                                                                                                                                                                                                                                        |
|  | <p>Mrs Moss asked if there was anything Governors could do to support staff well-being and workload.</p>                                                                                                                                                                                                                                           |
|  | <p>Mrs Griffith noted that the Assistant Heads had their class teaching as a priority during this period of remote provision and their leadership responsibilities had been placed on hold and would be picked up when school reopened.</p>                                                                                                        |
|  | <p>She also noted that none of the usual monitoring was able to be carried out at present.</p>                                                                                                                                                                                                                                                     |
|  | <p>She noted that years 5 and 6 were working much better remotely than other year groups and if a phased return was proposed, and if schools were able to decide which year groups should return first, then Holy Trinity would prioritise Reception, Years 1 and 4.</p>                                                                           |
|  | <p>She reported that some areas were more difficult to provide remotely such as music and these areas would be focused on when school reopened.</p>                                                                                                                                                                                                |
|  | <p>Mrs Griffith noted that if there was a phased return the critical worker bubble would also need to continue and this was currently staffed by two TA teams alternating weeks with support given to class remote learning when they weren't in school. It would probably be necessary for all TAs to be in school during a phased reopening.</p> |
|  | <p>Dr Lomax noted that many of the younger children might well need support in socialising and how to play with others.</p>                                                                                                                                                                                                                        |
|  | <p>Mrs Griffith noted that the Reception class were those who were furthest behind in speech and language. She also noted that this was on top of the new Early Years framework which would be introduced in September.</p>                                                                                                                        |
|  | <p>She noted that progress was being seen across the rest of the school in all areas.</p>                                                                                                                                                                                                                                                          |

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|  | She reported that no standard assessments would be going ahead this year, however the Local Authority were offering to carry out assessments. In discussion with other local schools it had been decided that Holy Trinity would buy into this service (£150) which would enable comparison of results with other schools across the Borough. |
|  | Mrs Moss noted that this would be a useful resource and would help alleviate parental concerns about progress.                                                                                                                                                                                                                                |
|  | Mrs Boaler noted that if OFSTED were to visit, this assessment would check that a school is providing education rather than how engaged the children were.                                                                                                                                                                                    |
|  | Mrs Griffith noted that Ofsted would want to see what impact Covid had had and how any concerns were being addressed.                                                                                                                                                                                                                         |
|  | Mrs Griffith reported that the consultation on Relationships and Sex Education was another area that was not able to move forward at present.                                                                                                                                                                                                 |
|  | Dr Lomax asked if there would be any benefit in revisiting the SDP. Mrs Griffith noted that the paper circulated highlighted the areas which had been achieved so that in September priorities for the next year could be readjusted to pick up those areas which had been left behind.                                                       |
|  | Mrs Moss noted that there might also need to be new priorities added around the Early Years.                                                                                                                                                                                                                                                  |
|  | Mrs Boaler asked for an update on the catch up funding. Mrs Griffith noted that the funding previously promised was guaranteed and would be available to continue to fund support once school reopened.                                                                                                                                       |
|  | She noted that feedback from the work that had been carried out prior to lockdown had been very positive and was shown to be effective support. Writing across the school had been identified as the area in most need of catch up support.                                                                                                   |
|  | <b>b) Data Analysis</b><br><b>A paper showing Autumn Data 2020</b> had been circulated with the agenda.                                                                                                                                                                                                                                       |
|  | Mrs Griffith noted that the SACC Summary Report contained a section on SEND which showed that most SEN children were engaged in remote provision. All those with EHCP were having some one-to-one support. She noted that TAs and SENCO had been brilliant in supporting SEN remote provision.                                                |

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|  | Mrs Moss noted that as a parent she could confirm that teachers were doing an amazing job.                                                                                                                                                                                                                                                                                       |
|  | Mrs Griffith noted that areas such as homework might well continue to use Teams and teachers would investigate other ways of incorporating Teams into the classroom to build on the positive experiences learnt by all.                                                                                                                                                          |
|  | She noted that teachers had been very anxious before starting to use Teams and had been a great support to each other.                                                                                                                                                                                                                                                           |
|  | <b>1385/21s Effectiveness of Leadership and Management</b><br><b>a) Governor Visits</b><br>Dr Lomax noted that it was not feasible or appropriate at the moment to carry out visits.                                                                                                                                                                                             |
|  | Mrs Griffith noted that as many Governors were also parents it would be useful to give first hand feedback on how remote provision was being delivered and the effective use of Teams. Mrs Moss agreed to produce a report with input from other Governors.<br><br><b>Action: BM/other Governors with children in school produce “visit” report on remote learning provision</b> |
|  | Dr Lomax suggested that a list of key visits should be drawn up for the summer term.<br><b>Action: JG/All draw up list of key Governor visits</b>                                                                                                                                                                                                                                |
|  | <b>b) Training (Staff and Governor) Needs</b><br>Mrs Griffith reported that many staff had been doing online training. She noted that although staff continued to gather weekly they were not currently adding training into these sessions.                                                                                                                                     |
|  | She noted that one of the Assistant Heads should take an oversight of the new Early Years framework so that they could offer appropriate support to the staff introducing this.                                                                                                                                                                                                  |
|  | It was noted that four Governors (Mrs Boaler, Dr Lomax, Ms Ogunbawo and Mrs Taylor) would be taking part in the RBWM training ‘Breadth and Depth: governors’ curriculum responsibilities’ being held on 24 March.                                                                                                                                                                |
|  | <b>c) Feedback from F&amp;RC</b><br>It was noted that nothing had been raised for SACC at their October meeting.                                                                                                                                                                                                                                                                 |

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|  | <p><b>d) Feedback for F&amp;RC</b><br/>The Committee agreed to continue to flag up the staffing support required and the need for the two Assistant Heads to share a class.</p>                                                                                                                                                                        |
|  | <p>Mrs Taylor asked if Early Years would also need extra support. Mrs Griffith noted that it was likely that both Reception and Year 1 would need extra support. She also noted that SEN numbers continued to grow and for Governors to note the pressure this put on staff if they did not bring additional funding with them.</p>                    |
|  | <p><b>1386/21s Safeguarding, Child Protection and Prevent</b><br/>Mrs Griffith noted that there were no issues to report.</p>                                                                                                                                                                                                                          |
|  | <p>She reported that one child was on Child Protection and one on Child in Need whilst others were receiving early help and support. She also noted that there were more cases flagged up since the last lockdown and the 4 DSLs were working hard to take something round to these children (books, work, food parcels etc) in order to see them.</p> |
|  | <p>Ms Ogunbawo noted that there were bound to be more issues arising as children return to school.</p>                                                                                                                                                                                                                                                 |
|  | <p>Mrs Griffith noted that school were aware and mindful of the huge parental pressures created by having children at home all the time.</p>                                                                                                                                                                                                           |
|  | <p><b>1387/21s Health and Safety</b><br/>Mrs Griffith noted that the Health and Safety Policy was currently being reviewed. She noted that the biggest issue faced by school was the heating and the supply of oil, she suggested alternative options might need to be considered.</p>                                                                 |
|  | <p>She also noted that the Covid risk assessment was in place and all bar two staff had opted into the twice weekly lateral flow testing now offered.</p>                                                                                                                                                                                              |
|  | <p>Mrs Boaler noted that she had met with Richard Pelly, Chair of Governors of Manor Green Special School who were currently drawing up a vaccination policy and that he was willing to share this with Holy Trinity once it was agreed.</p>                                                                                                           |
|  | <p><b>1388/21s Policies</b><br/><b><i>The Governors' Behaviour Principles Policy</i></b> had been circulated for review prior to the meeting. It was agreed that this would be reconsidered and recirculated.<br/><b>Action: JG revise and recirculate Governors' Behaviour Principles Policy</b></p>                                                  |

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| 10.00 | Mr Grover left the meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|       | <p><b>1389/21s Impacts as a result of this meeting</b></p> <p>Dr Lomax noted that the summary report had been very helpful and asked if it was too much work to do this for each meeting. Mrs Griffith noted that it did take time and there was a lot of additional work at present and suggested that in ordinary times the committee just be provided with data as before. It was agreed to review the committee's requirements when the next meeting's agenda was being drawn up.</p> <p><b>Action: JG/ML review papers required for next meeting</b></p> |
|       | <ul style="list-style-type: none"> <li>• Discussion of SDP and impacts</li> <li>• Moderation from the Local Authority discussed</li> <li>• Priorities for Governor visits to be set</li> <li>• Agreed 'visit' from parent Governors</li> <li>• Online engagement discussed</li> <li>• New Early Years curriculum/staffing structure flagged up</li> <li>• Catch up funding reviewed.</li> <li>• Policy reviewed</li> </ul>                                                                                                                                    |
|       | <p><b>1390/21s Any Other Business</b></p> <p>Mrs Boaler noted that Governors were meant to be monitoring implementation and impact of the school vision, but that this was not possible currently and would be done once life returned to normal. Mrs Griffith noted that the Head Teacher's report would look at the vision delivery.</p>                                                                                                                                                                                                                    |
|       | <p><b>1391/19s Date of Next Meeting</b></p> <p>9 am, Tuesday 22<sup>nd</sup> June 2021.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 10.15 | Meeting concluded                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |