

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

Minutes from meeting held on 6 October 2020 at 9.30 am via Microsoft Teams

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

In Attendance: Mr P Grover, 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

	1369/20s Welcome and Apologies for Absence Dr Lomax welcomed Ms Ogunbawo to her first meeting and Mr Grover as an observer.
	1370/20s Declaration of Business Interests None declared.
	1371/20s Minutes from Previous Meeting <i>The minutes</i> from the last meeting held on 4 February 2020 had been distributed; these were agreed and signed as a true record.
	1372/20s 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 several items had been completed whilst others would be covered by the current agenda.
	1373/20s Outcomes for Pupils a) SDP/3 year plan update Mrs Griffith noted that mental health had been added to physical health as a focus area following discussion at the Full Governors meeting.
	She also noted that the fuller document detailing the implementation and impact for each area was currently under development.

	She reported that planning was underway for parent evenings, further training was in place on the use of Microsoft Teams and staff were constantly responding to the changing and developing situation.
	b) Data Analysis <i>Papers showing Spring Data 2020 and Class Target</i> Tracker had been circulated with the agenda. Mrs Griffith shared her screen showing the Spring Data. She noted that there was no national comparison. Data had been uploaded to the Fischer Family Trust site but this had not proved very helpful.
	She noted that school were doing their own tracking and were focusing on catch up and making sure children were in the right place.
	She noted that the catch up funding of £80 per pupil was being provided in three waves. Holy Trinity had used this to employ two experienced teachers known to the school. A document sharing good practice with regard to catch up work had been shared around the local schools. Some schools were using the extra teaching capacity to cover the class whilst the teacher carried out the catch up work. However Holy Trinity had decided that the best use of the resource would be for the extra teachers to work across the school with different groups focusing on key skills. Each class teacher had identified those needing this support. Groups were not large, around 5/6 per year group who were working just below average.
	Mrs Griffith also noted that the biggest identified effect was amongst the new Reception cohort who had missed out on their last term at preschool and the usual transition arrangements. Increased support was being put in place for this group.
	She reported that so far £11.5K of the £18K would be spent by March 2021
	Mrs Moss asked how these support teachers would be working. Mrs Griffith confirmed that one focused on EYFS and KS1 and one on KS2. Children were being kept within their usual bubbles and the teachers were observing stringent hand hygiene and cleaning procedures between groups.
	Dr Lomax asked if there were requirements on how the funding should be used and if this had to be reported on. Mrs Griffith responded that the way it was used was discretionary however she expected that Ofsted would want to see full details about how it had been utilised.
	Mrs Moss asked if there were specific performance indicators that could be tracked. Mrs Griffith noted that the teachers had identified those children needing support in English, Maths and Reading and this would then be tracked and progress measured.

	Mrs Moss suggested that this group should be added to those that the SAC Committee monitored. Action: Catch Up Support Groups to be added to those tracked by SAC at future meetings
	Mrs Moss suggested that this could also be tracked via the Governor visits on English and Maths.
	Mrs Griffith noted that the relationship between the class teacher and the support teacher was key and there was constant two way feedback between these two.
	Mrs Griffith noted that the Year 2 phonics test that they didn't take in Year 1 would be carried out and this would take place after half term. Any children not achieving the threshold would be able repeat the test next term.
	Mrs Boaler asked how the children were expected to fare in the phonics test. Mrs Griffith noted that in Year 1 the reading and phonics were beyond where they were expected to be and there was a similar situation for Year 2, however they were not quite so advanced and appropriate support had therefore been put in place.
	Mrs Moss asked which areas required most support. Mrs Griffith noted writing across the school and for reception children their speech and language was significantly below where it would normally be.
	As far as mental health was concerned Mrs Griffith noted that most children had fared well.
	Dr Lomax asked how the on-going situation with mental health could be monitored. Mrs Griffith noted that the school's strength was that it was small and that the teachers know all the children, changes in behaviour could therefore be picked up quickly. Staff also had a good relationship with parents.
	Ms Ogunbawo noted that having a named member of staff in school at all times that the children know they can go to would be of benefit. She also suggested that if children were asked to write down their emotions that this could often reveal otherwise hidden issues.
	Mrs Griffith noted that currently attendance was 95.5% compared to the Local Authority rate of 90%. She noted 2 pupils were currently in quarantine and 8 had been tested but none had tested positive. Two were self isolating due to a household member with a positive test and 2 were awaiting test results, whilst one was absent due to notification from track and trace.

	However she noted of more concern was that so far this term there had been 35 days of staff absence, mainly due to a bug. It was hoped that staff absences would lessen now this had passed around the school. One staff member had been off for two days awaiting a test result.
	Dr Lomax asked if there were any other measurements that should be done. Mrs Griffith noted that happiness and well-being were key.
	Mrs Griffith noted that the annual Safeguarding Report to Governors had been completed and would be circulated to Governors and it was clear from this that referrals had increased.
	Mrs Boaler asked if the staff well-being survey conducted during lockdown would be repeated. Mrs Griffith noted that they were looking at ways of seeking this information without it being another paper exercise.
	c) Vision Priorities Mrs Griffith noted that the contingency plan had been shaped around the school's vision priorities.
	She noted that they had received 91 responses from parents to the on line questionnaire about remote learning which equated to half of all families. The main theme was an appreciation of the work done during lockdown and the level of communication with parents.
	It has also come to light that some families were without internet access at all. She noted that the DfE could provide funding for the purchase of hardware for families but this could only be requested once a bubble was forced to isolate at home.
11.38	<i>Mr Grover left the meeting.</i>
	Mrs Griffith noted that collective worship was taking place each day in the class rooms.
	She reported that staff were feeling quite isolated as they were having to remain in their bubbles and stagger break times. She noted that to tackle this they were having socially distanced staff and TA meetings in the school hall. She also reported that staff also felt guilty about having any kind of social life outside school and were being extremely strict about contact due to the impact this could have if they were to contract Covid or need to isolate.
	Dr Lomax stressed that staff should be encouraged for their own mental health to ensure they had some level of social life.

	Mrs Boaler noted that Governors had discussed carrying out a visit to measure the vision, but it was unclear how could this be done.
	Mrs Griffith suggested that the best way would be to talk with the children, but clearly this could not be done at present. Action: Set up a Governor visit to explore the school vision with pupils when possible
	Mrs Boaler also noted that the parent survey could be used to shape the visit to examine vision.
	Mrs Moss asked if parents should be informed about the catch up funding and measures in place. Mrs Griffith noted that there was not a requirement to do this and might not be a good idea to draw attention to it as it was based on teacher assessment rather than parental request.
11.45	<i>Mr Fettes left the meeting</i>
	Ms Ogunbawo asked what provision there was nationally and locally to support staff well being. Mrs Griffith noted that there were a range of webinars available, however the biggest issue for teachers was time and trying to ensure that they had family time away from school especially as the online parent evenings would eat into this more than usual.
	Mrs Griffith noted that staff had taken the initiative and set up a fitness group which met up once a week.
	She also noted that two staff members were trained as mental health first aid trainers and all staff were aware of their availability.
	Mrs Griffith noted that she was keeping track of staff working patterns and their workloads and especially that of the two new Assistant Heads.
	1374/20s Effectiveness of Leadership and Management a) Governor Visits Mrs Griffith noted that staff were aware that these visits would take place via Microsoft Teams. She suggested that Governors could make email contact direct with the staff member or she could pass on information.
	b) Training (Staff and Governor) Needs Ms Ogunbawo had received copies of the slides from the Borough's Looked After Children training session which had been cancelled due to lockdown.

	Mrs Griffith noted that staff training was focusing on enabling remote learning. She also reported that there was now a need for staff training in positive restraint training and this would be an additional unbudgeted cost as the child currently had no funding. An EHCP was being put together but these usually take 20 weeks to process. Emergency funding options were being investigated. Walkie talkies had been purchased as the child was at risk of leaving the school site.
	Mrs Griffith noted that preparation for remote learning was more advanced than other local schools. Children needed to be taken through the process and use Teams in school so that they would be familiar with it and parents would then be brought up to date too. The remote learning policy would be shared with parents before half term.
	Mrs Griffith noted there were two quite distinct scenarios for home learning. If a bubble closed then the staff and TAs would also have to work from home and this is when Teams would be used for registration, small groups etc. However if an individual had to isolate at home Teams would not be used and work would be set via the class pages.
	She noted that it was a legal statute that from 22 October remote learning should be provided.
	c) Broad Curriculum Mrs Griffith noted that Ofsted focus continued to be on a broad curriculum, so the contingency plan had to focus on providing this. This would take the form of English and Maths plus one other subject per day. She noted that they were very mindful of the manageability for parents of the work set. All the class pages would have a remote learning sub page being simple to use and easier to signpost.
	Mrs Moss noted that it was useful that homework was being set using these areas so children and parents were getting used to finding the information.
	Mrs Griffith noted that children self isolating would be supported with a weekly phone call and whilst at home might be invited to join a specific project online.
	d) SEN Mrs Griffith noted that there are currently 5 children on EHCP, an additional 21 SEN and one looked after/adopted, these figures were down on last year. One Reception child has been identified early as needing an EHCP. 21 children are in receipt of free school meals. There are 43 children on the vulnerable list which has increased since last year and referrals were up with one Child in Need and 5 on early child provision.

	e) Staffing Mrs Griffith noted that school was fully staffed. As staff were working within their bubbles any staff absence had a huge impact on the workload of others within the bubble.
	She noted that both Assistant Heads had started very well, they were extremely busy with one day a week out of their class. She reported she was very mindful of overloading them.
	Ms Ogunbawo noted that it was essential to monitor Mrs Griffith's workload and work towards ensuring that the Assistant Heads could support her more.
	Mrs Boaler noted that once the double class had moved through the school this would enable Mrs Griffith to have full time support. However Mrs Moss noted that this was still two years in the future. Ms Ogunbawo asked if it would be possible to advance this.
	It was agreed that the F&R Committee should be asked to investigate if funding could be made available to support Mrs Griffith earlier. Action: F&R Committee to investigate if funding available to support Mrs Griffith before double class moves on
	Mrs Griffith noted that having an extra staff member to help cover when needed was missed since Mrs O'Brien's departure.
	Mrs Boaler asked what impact no volunteers in school was having and wondered if a few key people could be used for support. Mrs Griffith noted that the parent readers were greatly missed but at the moment those in school already felt vulnerable and so didn't want to open it up to more people.
	Mrs Griffith noted that no visits or school trips was also having an impact, however Year 3 had been visited by Chertsey Museum and Year 6 would be visiting Holy Trinity churchyard for a history lesson.
	f) Church School Mrs Griffith noted that in addition to daily collective worship, Revd Hutchinson was also preparing virtual material and was working closely with Mrs Barnes.
	She noted that Harvest food collections were being done as usual although the Harvest service in church could not take place. It was hoped that it might be possible to hold class bubble Christingles later in the year.
	She also reported that the school were taking part in One Life Retreat, a virtual event for an afternoon aiming to allow the school to come

	together virtually and spend time reflecting on what makes us all 'Unique and Valuable'.
	g) Community Mrs Griffith noted that the Local Authority were organising virtual coffee morning catch ups for Headteachers.
	She noted that Mr John Fletcher, the new Head Teacher at Charters was keen to get involved with the cluster schools. Cluster meetings were virtual and a socially distanced visit to Savill Gardens will be arranged.
	She reported that parents had responded brilliantly to the new staggered drop off and pick up regime with social distancing and masks and staff felt very supported. The sense of community was strong although a bit disjointed.
	Mrs Boaler noted that the Local Authority was organising a virtual meeting for Chairs of Governors and Heads and she would feedback to Governors.
	h) Feedback for F&RC Mrs Griffith noted that there had been a donation from a parent which had enabled 4 new laptops to be purchased, however more were needed. The Committee asked F&R to look into emergency funding to make pupil laptops available as the DfE funding would only be available once a class bubble had closed.
	Mrs Griffith reported that a parent had donated 30 headsets which would be very helpful to support home learning.
	1375/20s Safeguarding, Child Protection and Prevent There were no issues to report. Mrs Griffith noted that the Annual Safeguarding Report for Governors had been prepared and would be distributed to Governors shortly.
	Mrs Griffith noted that she had asked RBWM to carry out an independent audit of the case of the new child in year 6 who had been placed by Bracknell Forest. She had done this as she wanted to ensure that due diligence had been met.
	1376/20s Health and Safety a) Health and Safety Executive questionnaire Mrs Griffith noted that HSE could call at any time to ask the questions, she was confident that all were covered by the current risk assessment. Details of the questions would be sent out to all Governors. Action: JG circulate HSE questionnaire

	1377/20s Policies Mrs Griffith noted that the Sex and Relationships Education Policy had been renamed Relationships and Health Education as all sex education for primary age children would be covered by the Science curriculum.
	It was noted that a number of policies would be circulated to Governors to review and agree prior to the November Full Governing Board meeting when they could then be ratified.
	1378/20s Impacts as a result of this meeting • Feedback to F&R Committee agreed • Well being of staff and children had been discussed • Well being of Mrs Griffith had been discussed • Plans for catch up funding outlined and ways of tracking agreed • Remote learning plans discussed • Staff training needs discussed • Agreed that the vision was reflected in the contingency plan
	Mrs Moss noted that this had been a very long meeting and if possible, it would be better to cap the meetings at an hour. It was noted that all the content was good but there was a lot to get through. Action: JG/Chair review agenda of future meetings and consider paper updates
	1379/19s Date of Next Meeting 9.30 am, Tuesday 9 th February 2020.
12.30	<i>Meeting concluded</i>