

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

Minutes from meeting held on 24 June 2025 at 9.30 am in person

Present: Mrs A Boaler (Chair), Mr T Fettes, Mr D Gingell, Mrs J Griffith, Mr J Sharland,

Not Present: Mrs J Steel

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

	1564/25s Welcome and Apologies for Absence Mrs Boaler welcomed Governors to the meeting.
	She noted that apologies had been received from Mrs Steel, these were accepted.
	1565/25s Declaration of Business Interests None declared.
	1566/25s Minutes from Previous Meeting <i>The minutes</i> from the last meeting held on 28 January 2025 had been distributed with the agenda. These were agreed as a true record of the meeting and would be signed.
	1567/25s 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 there were no outstanding matters.
	1568/25s Outcomes for Pupils a) Data Analysis Seven data papers (<i>Summer data 2025 group analysis, Summer 2025 Progress and Attainment, Class Target Tracker 2024-25, EYFS analysis, EYFSP meeting each strand 2025, Reading results from NTS assessments national average comparisons Autumn and Spring, Results from Autumn and Sprint NTS assessments maths comparison</i>) had been circulated with the agenda.
	i) Early Years Data Mrs Griffiths noted that due to concerns about the Early Years data additional analysis had been done to drill down into the individual areas of learning to look at the Early Learning Goals. It was noted that one or two pupils were tipping the data, some were struggling with reading and writing and others with self-regulation, both emotional control and resolving conflict. It was noted that this was a lower attaining year than usual and as a result when they move into Year 1, they would remain on the Early Years curriculum initially.

	Mr Fettes enquired if there were any other interventions that would be of assistance. Mrs Griffith noted that there would be a full time TA allocated to Year 1.
	Mr Sharland asked if there was a particular reason behind the data for this year group. Mrs Griffith noted it was believed to be due to a number of factors: one less staff member, less support from home, lack of contact with others during COVID in their formative years, as well as some potential SEND needs that were being investigated.
	Mrs Griffith confirmed that they would be tracking this cohort closely.
	ii) Year 4 and 5 data Mrs Griffith noted that the data showed that Year 4 were making huge gains in reading and slightly less so in writing.
	She also reassured Governors that pupils were tracked individually; however this data could not be shared with Governors as it would be possible to identify individual pupils from it.
	iii) Summer Data The number of SEN/disadvantaged pupils was noted and Mr Fettes commented that this confirms the school's need for a highly qualified staff team. Mrs Griffith noted that this was especially needed now that there were less support staff.
	Mrs Griffith noted that Miss Harding produced the data that had been presented to Governors with the support of Mrs Fargher. Governors asked for their thanks to be passed on to them.
	Mrs Griffith reminded Governors that Ofsted would focus on the disadvantaged and SEN groups.
	Mrs Griffith noted that currently free school meals were not available to those on Universal Credit, however the Government might be extending them to this group, if this happened this would further increase the school's disadvantaged figures. Mrs Griffith noted that school already reached out to those families they were aware of on Universal Credit.
	Mrs Griffith noted that the NTS assessment data for Year 3 to Y5 now included a national comparison and it was interesting to note that Year 4 were scoring above the national average. This data would continue to be examined.
	Mrs Griffith enquired if a Governor might be able to help school to input the data. Mrs Boaler volunteered to do this. Action: AB assist school with statistical data inputting
	Mr Gingell noted that school appeared to be very strong on Maths and asked how this was celebrated. Mrs Griffith noted that school took part in local competitions and Mr Fettes noted that when Year 6 moved into Charters many were allocated to the higher Maths streams.
	Mr Fettes noted that in the past Holy Trinity pupils had not been well prepared for transition into secondary school, however this had changed. Mrs Griffith noted that parents had been involved in development of the school's vision and independence, nurture and pastoral aspects were all of high priority.
	Mr Fettes reported that he had been most impressed by a Year 6 pupil who had confidently spoken in front of a group of new parents and Mr Sharland reported that on a recent Year 5 Science trip he had observed that the pupils were engaged, enthralled and interested.
	b) Actions/priorities going forward It was noted that planning for staffing in September had taken account of the needs of the future Years 1 and 5.

	1569/25s Attachment Aware Schools Bronze / Silver Award Mrs Griffith noted that school had met the project plan and would be awarded a certificate and plaque recognising attainment of the Bronze Award. The project had involved raising awareness of the language used and how emotional regulation is achieved.
	She noted that to move on to the Silver Award would involve offering parents this training too. She also noted that all the training has been provided free by Achieving for Children.
	1570/25s Behaviour Governors were reminded of the discussion around Year 5 behaviour and bullying at the last Full Governing Board meeting. It was noted that one child had since left this year group and another might possibly be moving on.
	Mrs Griffith noted that there had been many conversations with parents, there was heavy monitoring of this group at play, with the support of Governors, and opportunities had encouraged pupil voice and various avenues to share. It was noted that the situation was under control and no further incidences of bullying had been reported.
	She also reported that staffing of this group when moving into Year 6 had been carefully considered and Miss Harding would be allocated to this year group, having previously taught them in Year 4.
	Mrs Griffith noted that behaviour of a child in Year 1 was a cause for concern. The pupil had initially been on a part time timetable but was now on a full time one with alternative provision. It was noted that the EHCP had gone through but funding was still awaited.
	1571/25s Attendance Discussion took place on the need for a termly Governor visit on Attendance and it was agreed that the Attendance lead should conduct one visit per year (in March) to see if the processes were working effectively and their impact on parents. An ad hoc visit could be requested if needed.
	1572/25s September Staffing Mrs Griffith reported that the school was fully staffed for September. An experienced teacher had been recruited for Year 2 for 3 days, this teacher had leadership experience and was known to the school.
	She noted that Mrs Tones would be reducing to 4 days from full-time and Melissa Lawrence would be in Reception class on a Friday. She was being employed for 1.5 days so that she could have handover with Mrs Tones.
	She reported that the phase leads and subject leads would be unchanged however Mrs Griffith would be taking on an additional subject as the new teacher was not yet being asked to take on a subject.
	She noted that they would continue to be reactive with support staffing, focusing this where required.
	Mrs Boaler noted that Mrs Steel had enquired if a final year student would be sought to support Year 6. Mrs Griffith noted that this year's potential student had unfortunately taken a placement elsewhere. This would not be pursued next year as the Year 6 staff would not be able to take on the required mentor training.
	Mrs Griffith reported that Mrs O'Neill had completed ELSA training and was doing this support with pupils in the afternoons, which was working well. She also noted that a teaching assistant in Year 1 was also ELSA trained and was focusing on the pupil in that class needing one to one support.

	1573/25s Effectiveness of Leadership and Management a) Governor Visit Day It was noted that the group visit on 11 June had been a most successful and interesting visit examining writing. Mrs Boaler would be writing up a visit report on behalf of the Board. Governors had also experienced the school's Collective Worship. It was noted that the focus for the next group visit needed to be determined. Action: AW write up Governor Visit Day report AB to write up Collective Worship visit report
	b) SIAMS / Collective Worship Mrs Griffith noted that the SIAMS inspection was expected to take place next year and school would be given 5 working days notice.
	Mrs Griffith noted that school would be reframing RE as Religion and World Views. She noted that there was a great deal of information on the school website under the Church School tab that Governors should be aware of. Action: JG/CB flag post Governors to Church School information on the website.
	She noted that global links were being explored via the church's links with Sri Lanka.
	Mrs Griffith noted that Mrs Barnes would contact Mr Aherne and Mr Gingell re setting up an RE visit. Action: CB set up an RE Governor visit with BA and DG.
	c) Governor Visits Mr Fettes noted that he had conducted a Science visit examining pupil voice and he had observed reinforcement of knowledge across the year groups. Mrs Griffith noted that the Kapow programme that school had taken on had positively impacted teacher knowledge of science. Action: TF write up Science Visit report
	Mr Sharland noted that he had conducted History and Art visits. Action: JSh write up History and Art Visit reports
	GDPR and English visits had also been conducted. Mrs Boaler undertook to remind Governors of visits and their reports. Action: AB remind Governors re outstanding visits or visit reports
	d) Governor Training Mrs Griffith recommended that Governors engage with the Oxford Board of Education online training particularly the SIAMS and RE training. Action: Clerk remind Governors of OBE training on SIAMS and RE
	e) Staff Well-being Mrs Boaler reported that she had held a Governor surgery for staff, which one staff member had attended. Feedback from other staff confirmed that it was good for them to know that the Governors would be available for staff if needed. It was agreed that staff should be reminded of the email address of the well-being Governor. Action: JG remind staff of email address for well-being Governor
	Mrs Griffith noted that the main concern raised by staff via their appraisals had been the laptops and the internet but that these had now been resolved. She also noted that if future cohorts were similar to the current Reception cohort then this would be likely to impact staff well-being. It was also noted that the behaviour of parents to staff had changed with boundaries being pushed.

	Mrs Boaler noted that Mrs Steel had asked for an update on attachment awareness. Mrs Griffith noted that staff were checking up on each other. She reported that Mrs Lawson's absence had impacted Mrs Poulter, Mrs Barnes and herself and they were supporting each other.
	f) Feedback from last F&R Committee The F&R Committee had reported back that the internet issues had been resolved and costs were being investigated to enable additional TA support.
	g) Triangulation back to F&RC The SAC Committee requested that the F&R Committee continue consider increasing TA support as soon as this becomes financially possible. The Committee also requested that training be funded as soon as possible for Early Years staff in speech and language, phonics and paediatric first aid.
	1574/25s Safeguarding, Child Protection and Prevent Mrs Griffith noted there one child was on Child in Need.
	Mrs Boaler noted that Mrs Steel had enquired if the issue with the filtering and monitoring reporting system had been resolved. Mrs Griffith confirmed that she now received a daily report on everything a child or adult searches for on Google. She noted that the children were aware that this was happening. No concerning searches had been carried out to date.
	1575/25s Health and Safety Mr Fettes noted that he had recently reviewed health and safety with Mrs Poulter. Issues included the need to resurface the car park and lighting and decoration of the hall. It was noted that it might be possible to apply for a grant for LED lighting.
	It was noted that a Year 5 child had broken their wrist last week falling onto the rubber matting as they were walking on the slide, no other children had been involved. This has been reported to RIDDOR.
	It was noted that the risk assessments for the Circus visit on Saturday had been reviewed and plans had been put in place to keep children safe during the library refurbishment.
	1576/25s Policies a) Five policies had been circulated on 23 April with comments requested by 2 June: • Anti Bullying Policy • Extra Curricular Policy • EYFS Policy • Outdoor Education Policy • RHSE Policy
	b) One policy had been circulated on 5 June with comments requested by 16 June: • Looked After and Previously Looked After Children Policy
	All 6 policies were approved for presentation to the Full Board at their next meeting.
	1577/25s Impacts as a result of this meeting • Data reviewed • Reception and Year 4 data discussed in detail • Interventions and staffing plans discussed • Attendance visit frequency reviewed • Attachment Awareness scheme discussed • Governor visit programme discussed • Governor training on SIAMS/RE recommended • 6 policies agreed • Staff well-being reviewed • Pupil behaviour concerns reviewed

	Health and safety reviewed
	1578/25s Any Other Business No matters were raised.
	1579/25s Date of Next Meeting The date of the next meeting will be set at the September FGB Admin Meeting.
	<i>Meeting concluded at 11.27</i>