

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

Minutes from meeting held on 28 January 2025 at 9.30 am in person

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

Not Present: Mr T Fettes

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

	1549/25s Welcome and Apologies for Absence Mrs Boaler welcomed Governors to the meeting and Mr Gingell to his first SACC meeting.
	She noted that apologies had been received from Mr Fettes, these were accepted.
	1550/25s Declaration of Business Interests None declared.
	1551/25s Minutes from Previous Meeting <i>The minutes</i> from the last meeting held on 15 October 2024 had been distributed with the agenda. These were agreed as a true record of the meeting and would be signed.
	1552/25s 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 all had been completed.
	Mrs Boaler reported that she had attended the Attachment Aware training for staff which had been very informative. Mrs Griffith noted that there would be a follow up session and Governors would be invited to this too.
	Mrs Boaler noted that Mrs Griffith had circulated a letter from Clive Haines, RBWM's Deputy Director of Education, congratulating Holy Trinity on its EYFS and KS2 results.
	1553/25s Attendance Mrs Griffith noted that attendance had dipped just before Christmas. Nine persistent absentees were being closely monitored and the Education Welfare Officer would be contacting two families that school had been unable to have success with.
	She noted that one family had received a letter from the Borough re a fine due to absence for a term time holiday.

	She reported that two children were of concern with regard to their attendance for safeguarding reasons, however school did have a good relationship with both these families.
	Mr Sharland noted that he would conduct his Attendance Link visit towards the end of the term. Action: JSh conduct Attendance Link Governor Visit this term
10 am	Mr Sharland left the meeting
	1554/25s Outcomes for Pupils a) Data Analysis Four data papers (<i>Class Target Tracker 2024-25, Autumn 2024 Progress and Attainment, NTS Analysis and Pupil Progress Overview Autumn 2024</i>) had been circulated with the agenda.
	The Fischer Family Trust dashboard KS2 was tabled at the meeting and it was noted that Holy Trinity were scoring significantly above the national average. The paper would be distributed electronically. Action: JG circulate FFT KS2 dashboard to SACC
	Mrs Griffith noted that writing was the weakest area, and that this was reflected nationally. She noted that she was hoping the Borough might be able to moderate across all schools. It was noted that there was a need to focus back on hand writing and transcription skills at the early stages and to embed phonic skills before starting to develop writing.
	Mrs Griffith suggested that the next Governor group visit day might focus on writing across the curriculum.
	Class Tracker: It was noted that the EYFS data was not directly comparable to Year 1, so school had set their own targets for these children.
	Mrs Griffith noted that the Year 4 continued to be a cohort of concern, that it was a low achieving, high needs group. However it was noted that they were on track, that there were no surprises in the data and all were receiving intervention support.
	Mrs Griffith noted that the NTS analysis for assessments taken by Y3 – Y5 showed a different way of presenting the data which was very useful and could be compared against the national average and also enabled details to be drilled down into.
	Mrs Griffith reported that school had introduced a more flexible approach to TA intervention support which was more reactive.
	Mrs Steel asked how school could ensure that the small Year 4 group who were at ARE or above could continue to have their needs met. Mrs Griffith confirmed that all the knowledge and topics being taught was Year 4 work but tasks and support/scaffolding given were adapted to meet pupil needs.
	Mrs Steel noted that in 2 years time this cohort would be taking their SATS. Mrs Griffith predicted that 3 within this cohort would probably not be able to access the SATS. She noted that tracking the Year 4 story showed that they had all made progress over time.
	Mrs Griffith noted that they were currently considering moving the teacher up with them to Year 5 as this might be of benefit to this cohort.
	Mrs Griffith noted that the main barrier to learning for current Year 6 was the lack of constant TA support, especially in Maths. She noted that there were high ADHD numbers in this class, as a result it had been decided to offer an extra 4 weeks of booster sessions this year with 11 weeks in total leading up to the SATS focusing on reading, maths and SPAG.

	Mrs Griffith noted that they were seeking a final year student who would be able to be in Year 6 as support. She noted this was something that school had done in the past and, although it takes time for the teacher to monitor them, it was felt that it would offer worthwhile support.
	Mrs Griffith noted that they would be meeting as a cluster next week to monitor writing.
	Pupil Progress Meetings data sheet: Mrs Griffith noted that twice a year she held meetings with teachers to discuss all their pupils; the positives, any barriers, pupil premium, interventions and this paper summarised common themes arising from these meetings with anonymised data.
	She noted that vertical groupings of pupils for interventions with children across the year groups but at the same level and requiring the same support was proving effective.
	Mrs Steel asked if there were any social issues arising from mixing year groups. Mrs Griffith confirmed that these mainly focused on Years 3 and 4 and that there had been no negative comments from pupils or parents.
	Mrs Griffith noted that this document also summarised the barriers to learning on the last page.
	Mrs Griffith noted that 3 EHCPs had been granted and one accepted for assessment, in addition two further EHCPs were in draft and starting the process.
	Mr Gingell asked if school supported home schooling. Mrs Griffith noted that two children were on reduced timetables due to high needs. She noted that she was able to approve off site educational provision from specified providers.
	1555/25s Attachment Aware Schools Bronze Award Mrs Griffith noted that this scheme was designed to support LAC and PLAC children and focused on their trust and attachment trauma. The school's approach was based on the school's vision and how this was communicated to the children with positive language and supportively. The aim being to increase the feeling of safety. It was noted that these children created a shame shield to protect themselves.
	She noted that she was working with all staff on their stress levels and identifying signs of stress and how to support each other, raising self-awareness and resilience levels. Generally, the scheme encouraged openness and sharing and was relevant and useful for all, not just LAC and PLAC children, but all children and adults.
	1556/25s Behaviour Mrs Griffith noted that there had been no suspensions or exclusions.
	She reported that Kindness Ambassadors had been appointed within each year group and this initiative was being led by the children with support from the Year 6 Spiritual Leaders.
	Mrs Boaler enquired about the challenging behaviour that had previously been noted in Reception. Mrs Griffith noted that this had improved but was still a challenging cohort due. Mrs Tomes had noted that as a result all areas were behind where she would expect a new intake to be and she was focusing on getting basic skills in place before moving on. This includes the phonics programme.
	Mrs Griffith noted that this cohort included an elective mute and 2 PLAC and was a very complex class. She reported that the TA who had been allocated this class originally had been moved to part-time in Reception as the role had proved too stressful. In previous years school had been able to employ 2 TAs for this class and was now only able to have one.
	Mrs Steel noted that she would conduct an EYFS visit this term. Action: JSt conduct EYFS Governor Visit this term

	1557/25s Effectiveness of Leadership and Management a) Governor Visits – topics and schedule Mrs Boaler reminded Governors of the list of visits that Governors had agreed to conduct before Easter, she would send an email reminding Governors of these visits and to contact the relevant teaching lead. Action: AB circulate reminder to Governors re list of visits to set up
	b) Staff Well-being Mrs Griffith noted that following the staff well-being questionnaire the EYFS TA timetable had been altered so that she was only in EYFS part time.
	She noted that rather than formal appraisals with TAs, informal well-being catch ups were conducted and proved to be more useful and purposeful. She noted that part of the teachers performance appraisal contained a well-being element.
	She noted that from these discussions with TAs, they all shared that in their opinion staff morale had improved since September. However less TA support and the high needs intake had caused some stress, as had the heating issue. She noted that currently small things had the potential to cause tipping points.
	Mrs Griffith noted her concern about the Assistant Heads lack of leadership time. Both the Assistant Heads had high needs classes and large areas of responsibility outside their class teaching. She noted that this could be addressed with additional TA support but that this would need to wait until there was availability within the budget.
	Mrs Steel suggested that Governors could hold a surgery for staff where they could raise well-being or other issues. Mrs Griffith suggested that this might take place at 8.30 to 9 am or 3.30 to 4 pm. It was agreed that Mrs Boaler would take this forward. Action: AB to explore setting up a Governor surgery for staff
	c) Staff Deployment Mrs Griffith noted that one teacher would be going on maternity leave and school would be advertising for a teacher to cover this leave for 3 days per week.
	d) Triangulation back to F&RC It was agreed that F&R should be asked to give consideration in the next budget to additional TA support for EHCP and leadership time and a TA with Early Years experience.
	It was noted that there had unfortunately not been any improvement in internet provision as it had been discovered that a section of fibre needed to supply school was missing. This on-going situation was affecting staff morale and well-being.
	1558/25s Safeguarding, Child Protection and Prevent Mrs Griffith noted there one child was on Child in Need, one on a Child Protection plan. There had been no reports to Prevent and all new staff had been inducted.
	She noted that the filtering and monitoring process was of concern as it was still not possible to receive any reports. Firewalls were in place but it was not possible to see what children or staff might be trying to access. This issue would be fixed once the new internet was provided as the company would also provide internet filtering and monitoring reports.
	1559/25s Health and Safety There were no new issues to report. It was noted that the pipework should soon be rerouted and then the boiler would be able to be used for the heating.
	1560/24s Policies a) Two policies had been circulated on 15 January with comments requested by 27 January:

	• Governor Behaviour Principles • Complaints Policy and Procedures
	A few minor comments on wording and links within the documents were noted and with these changes the Committee was in agreement that they should both be presented to the next FGB meeting for ratification.
	1561/25s Impacts as a result of this meeting • Data reviewed • Writing interventions discussed • New tool to analyse data reviewed • Fischer Family Trust data reviewed • Attendance reviewed • Attachment Awareness scheme discussed • Governor visits scheduled • Kindness Ambassadors discussed • 2 policies agreed • Staff well-being discussed • Governor surgery for well-being to be set up • Boiler and internet issues discussed • Behaviour reviewed • F&RC recommendations agreed
	1562/25s Any Other Business a) ELSA Mrs Griffith noted that ELSA training for one of our TAs was on-going and that the "worry monster" now resided in the Headteacher's office for any pupils how needed someone to talk to.
	b) PTA Library Designs Mrs Griffith shared the three design options the BookSpace company had put forward for the library and noted that Ascot Roundtable would be approached to assist PTA with funding this development.
	1563/25s Date of Next Meeting Date of next meeting: 9.30 am 24 June 2025
	<i>Meeting concluded at 11.45</i>