

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

Minutes from meeting held on 7 February 2023 at 9.30 am in person

Present: Mr P Grover (Chair), Mrs A Boaler, Mr T Fettes, Mrs J Griffith, Miss S Harding (in part), Mr J Sharland

Not Present: Ms D Ogunbawo, Mrs J Taylor

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

	1460/23s Welcome and Apologies for Absence Mr Grover welcomed Governors to the meeting. He noted that apologies had been received from Ms Ogunbawo and Mrs Taylor and these were accepted.
	1461/23s Declaration of Business Interests None declared.
	1462/23s Minutes from Previous Meeting <i>The minutes</i> from the last meeting held on 12 October 2022 had been distributed; these were agreed for signature as a true record.
	1463/23s 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 most items had been completed or on the current agenda. Mrs Boaler noted that she would be submitting a report of her Maths Governor visit. Action: AB to provide report of Maths Governor visit
	a) Appoint Governor lead for attendance Mrs Griffith noted that with statutory guidance changing in September 2023, the Education Welfare Officer provided by the Borough would no longer be available and the school would have to pick up this role. The Attendance Policy would need to be updated and Senior Leaders would need to conduct follow up visits with families. Processes for this would need to be developed and overseen by a Governor. Mr Sharland put his name forward to take on this role, his nomination was agreed. Action: JS take on role of Governor lead for attendance

	1464/23s Outcomes for Pupils a) Data Analysis Two papers Autumn Data 22 Group Analysis and Autumn 22 Progress and Attainment had been distributed prior to the meeting . Mrs Boaler thanked Miss Harding for putting together all the data.
	i) Catch up Support Groups Miss Harding noted that the catch up premium was being used to provide a specialist dyslexia teacher to focus specifically on those children who were not quite at ARE. Good progress was being made and the teacher would continue with a group from Years 2 and 3.
	She noted that additional support was also being provided in Years 1 and 2 with a daily personalised focus phonics session per identified child. Focus here was on the ELS programme (Essential Letters and Sounds). It was noted that some children in Year 4 were also accessing this support.
	ii) Data Headlines Mr Grover enquired if there were any concerns. Miss Harding noted that they were currently monitoring Year 3 writing however as it was early in the academic year it was expected that the data would show improvement by the Spring.
	Mrs Griffith noted that school were benchmarking themselves against other local schools and Years 2 and 3 were on track in writing.
	Mr Sharland enquired how the new reading book scheme was being received. Mrs Griffith noted that there had been some initial reluctance from parents who were used to the old scheme, but these parents were now seeing the benefit.
	Mr Fettes suggested that positive feedback and thanks be given to parents for their support. Action: JG include feedback on reading scheme to parents in newsletter
9.56	Miss Harding left the meeting
	1465/23s Effectiveness of Leadership and Management a) Governor Visits Mrs Griffith noted that visits had been conducted on SEN, Early Years and RHSE. She noted that the SIAMS inspection criteria had changed and an RE visit would be scheduled to look at this. Action: RE Governor visit to be scheduled (BA)
	She also noted that Geography and Art visits would be arranged. Action: Geography (JSt) and Art (JSh) Governor visits to be scheduled
	Mrs Griffith noted that the Local Authority had conducted a Safeguarding audit now that CPOMs was in use and it was proving to have lots of potential and be very useful. She noted that staff training was required on the Child on Child abuse tool kit.
	Mr Grover recommended that a training reminder be flagged up at the next Full Governing Board meeting. Action: FGB agenda to cover Governor training
	b) Staff Well-being Mrs Griffith noted that the heating had not been working since early December there had been 4 staff family bereavements, serious behaviour and safeguarding issues to deal with, including one suspension, plus the team

	were managing with one long term absence due to ill health and one vacancy. Additionally, the strike situation was unsettling. Despite all these factors she noted that the staff were getting through.
	Mr Grover enquired if there was anything that Governors could do to support the staff. Mrs Griffith noted that giving the staff reassurance that things were under control and that action was being put in place. Action: TF to communicate Governors thanks to staff and keep them updated on progress re heating
	c) Triangulation back to F&RC It was agreed that the Committee recommend to the F&R Committee that the vacancy and the long term sick gaps both needed to be plugged. Advertising had not resulted in any suitable applicants and filling the gap via an agency would therefore have cost implications. Action: Recommend to F&R both staffing gaps needed to be filled
	1466/23s Preparation for Ofsted – Holy Trinity Curriculum a) Subject Leader monitoring and skill development Mrs Griffith noted that following the school's session with the Local Authority reviewing the curriculum on 3 November, a comprehensive Holy Trinity Curriculum had now been produced by the Heads Team for each subject detailing progression and sequencing of the curriculum from Early Years to Year 6. This would enable each subject leader to have a clear overview of their subject right across the school. It would form the focus for Governor visits and also be available on the school website. Governors would also have the opportunity to discuss this in detail with the subject leaders on their Curriculum Visit day on 18 May.
	Mrs Griffith noted that Helen Daniels (LA Link Adviser) would be visiting after half term to see what actions had been put in place following the November session.
	All agreed that this was most excellent work and noted the huge amount of time and effort that had gone into producing the revised Holy Trinity Curriculum.
	1467/23s Changes to SIAMS Mrs Griffith noted that SIAMS had brought in changes to their inspection framework, they described these as "radically different and radically the same". Grading would change to 1 or 2. The focus remained on Christian distinctiveness and RE.
	It was noted that Mrs Barnes would be attending a two day course in Oxford on these changes and she would be accompanied by the Governor RE lead.
	1468/23s Safeguarding, Child Protection and Prevent Mrs Griffith noted that she had just issued a 3 day fixed suspension and there was currently an on-going serious child protection case.
	1469/23s Health and Safety The heating issue had previously been raised.
	1470/23s Policies Four policies had been circulated to the Committee on 11 January and comments had been requested by 31 January. a) Governor Behaviour Principles b) Internet Safety Policy c) Governor Visits Policy and Procedures d) Positive Handling Policy
	All four policies were agreed and would be presented for ratification at the Full Governing Board meeting on 14 March

	1471/23s Impacts as a result of this meeting • Attendance Governor Lead appointed • Attendance Policy to be updated • Reviewed school data • Focus of catch up to be on phonics • Share feedback with parents on reading scheme • Reassure staff action being taken to resolve heating • Curriculum development plan reviewed • Governor Visits agreed • 4 policies reviewed • Staffing discussed • Feedback for F&R identified • Updates on safeguarding received
	1472/23s Any Other Business No matters were raised.
	1473/22s Date of Next Meeting 9.30 am Tuesday 20 July.
10.40	Meeting concluded