



SHIRLEY COMMUNITY PRIMARY SCHOOL AND PRE-SCHOOL

**Minutes of the meeting of the Standards Committee of the Governing Body
held at 4.00 p.m. on Tuesday 9th October 2018
at Shirley Primary School**

Present: Ruth Adams (RA), Martin Campbell (MC), John Cattermole (JC - Headteacher), Sarah Joomun (SJ), Louisa Meynell (LM), Caoimhe Murton (CM – arrived at 5.05 p.m.), Iain Smith (IS), Jennifer Thomas (JT – arrived at 4.20 p.m.), Nicole Went (NW), Jo Bouttell (JB – School Business Manager and Acting Clerk).

The meeting was quorate.

Visiting (non-voting): Hannah Kidney (HK), Suzanne Wernham (SW), (Deputy Headteachers)

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| 1 | Standing Items | | |
| 1.1 | Apologies for absence Apologies were received and accepted from Philip Henderson (PH). Apologies were also received from Caoimhe Murton who would be attending, but arriving late. | | |
| 1.2 | Declaration of interests There were no declarations of interests pertaining to items on the agenda for this meeting. | | |
| 2 | Procedural items for the beginning of the academic year 2018-2019 | | |
| 2.1 | Election of Chair and Vice Chair The Clerk had not received any nominations for the positions of Chair and Vice Chair in advance of the meeting, therefore invitations were invited from those present. Louisa Meynell nominated Nicole Went for the post of Chair, this was seconded by John Cattermole and agreed unanimously. It was agreed to return to the election of the Vice Chair later in the meeting when it was hoped that Jennifer Thomas and Caoimhe Murton would also be in attendance. | | |
| 3 | Minutes of the last meeting (3rd July 2018) It was noted that the final sentence on page 1 under item 2. Co-Headteachers' Report should read "The meeting thought this number to be low" – not "high". With the amendment noted, the minutes of the Standards Committee meeting held on 3 rd July 2018 were agreed and approved as being a true and correct record. Proposed NW, seconded MC and agreed unanimously. | | |
| 3.1 | Matters Arising 7. Statutory Responsibilities – A governor questioned what had happened regarding succession planning following the retirement of Mrs. Cook. HK advised that a Level 3 Teaching Assistant (TA) role had been created to cover the first aid and medical conditions aspects of Mrs. Cook's work. There had been an initial review meeting with the TA who had taken on the role and a further review meeting will follow in December. SW was supporting the TA and had met with JC to discuss induction, training and support. 8. Equality and Diversity – LM reported that Jane Taylor was preparing an Equalities Statement. | | SW Ongoing Jane Taylor |

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| | <p>Data – Governors requested that entry level data be included in reports including the monitoring of progress from reception to the end of Key Stage 1, and the entry to exit of Key Stage 2 in order to be able to monitor progress at different ages and stages of education. It was suggested that Phil Henderson meet with HK and CF to look at this, as well as monitoring children eligible for Pupil Premium. Phil Henderson to attend the KIT data visit on 15th October.</p> <p>Ruth Adams mentioned Cogwheel trust as a possibility for supporting children with counselling.</p> | <p>PH/HK/CF PH</p> |
| <p>4</p> | <p>Jennifer Thomas arrived at this point.</p> <p>Data HK talked through the data report. The following points were noted:</p> <ul style="list-style-type: none"> • Reception – the average score of 32 was below the national average of 34.5. The predicted target of 52-59% was met as 55% of pupils attained a GLD. National average is 73%. This year group included a number of vulnerable children who had now moved on to year 1. • For the Autumn B meeting governors will be presented with a Fischer Family Trust (FFT) report including breakdown of data for particular groups. • Key Stage 2 – data taken out for 3 children who were late arrivals to the school and for whom English is an additional language. • Governors questioned the difference between actual scores and teacher assessment scores for Key Stage 2. HK explained that differences can arise depending on how well children performed in the particular tasks for maths and reading. • Monitoring Home Grown progress allowed teaching and learning within school to be measured and demonstrated the level of mobility of children. • It was noted that there had been a high number of children with SEND in last year's KS2 cohort. • FFT data showed progress to be lower than in previous years. • A governor queried the floor standards. For 2017, the information is: <p><i>In 2017, a primary school will be above the floor if they meet either of the following standards:</i></p> <ul style="list-style-type: none"> • <i>At least 65% of pupils meet the expected standard in all of reading, writing and maths</i> • <i>The school achieves sufficient progress scores in all of reading, writing and maths</i> <p><i>The 'expected standard' for the attainment measure is a pupil achieving a scaled score of 100 or more in reading and maths, and a teacher assessment in writing as 'working at the expected standard' (or working at a greater depth). For the progress element, the 'sufficient scores' are at least -5 in reading, -5 in maths and -7 in writing.</i></p> <p>The school will achieve above the floor standards above. The information for 2018 is still to be confirmed with the November results (these are the confirmed results).</p> <ul style="list-style-type: none"> • Data from mock SATS is evaluated to identify where groups/children need interventions in order to increase scores. Schemes can then be put in place to facilitate this. A number of children need assistance to manage time in respect of tests and questions, as well as being taught strategies to help them manage the process of undertaking tests. Current strategies that have been introduced included the 'daily mile' and the introduction of revision books. Consideration/review of different approaches to guided reading was taking place with staff visiting the Grove School. Liaison with NCA re. transition work was being organised. • Shirley children to be expected to make progress of 24 steps – years 3 – 6 (these are in house targets) i.e. 6 steps each year. This was different to previous expectations and placed a greater fairness on teachers. To be included as targets for teachers at appraisal. • Governors noted that the data they receive may indicate progress and attainment in specific learning areas, but does not give an overview of development of the whole child including e.g. organisational and life skills, which are not measured. It was felt that some | |

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| | <p>contextual information would add meaning to scores. It was suggested that this could be included within the IPC reports.</p> <ul style="list-style-type: none"> Governors questioned what measures would be in place to support teaching and learning where children were found not to be achieving the expected progress steps. Support would include regular pupil progress meetings, possible additional interventions, CPD for staff. <p>CM arrived at this point</p> <ul style="list-style-type: none"> Governors to be presented with Arbor Reports (another reporting dashboard, using data from FFT) For the next meeting governors are to be presented with an overview of the aims for the current year (following KIT visit) Phil Henderson to attend KIT data visit on 15th October. JT to also attend for part of the meeting. | Deputy Heads Deputies/SJ |
| 5 | Policy Reviews | |
| | <p>5.1 Attendance Policy Update</p> <p>JC reported that the CB4 group headteachers were jointly considering attendance and attendance policies. A working party has been set up to draft a shared policy which would see consistency across schools in the area.</p> | |
| 6 | <p>Report/Update from Data Governor</p> <p>No report had been submitted and the Data Governor was not present. Agenda item to be carried forward to the next meeting.</p> | |
| 7 | <p>International Primary Curriculum Update</p> <p>Governors acknowledged the information provided in the report submitted from Sophie Harris which outlined activities arranged to support learning and help enthuse children in their learning. Sophie Harris to be invited to the next meeting.</p> | SH to attend meeting |
| 8 | <p>Attendance for past academic year</p> <p>A report detailing attendance data for 2017-2018 had been circulated to governors. The following points were noted:</p> <ul style="list-style-type: none"> The school was considering cultural influences and attendance, the number of extended absences which result in children being taken off role and dual registration of pupils who travel. The Traveller Liaison Officer had looked at comparisons between attendance data for Shirley School and Cottenham Primary School, which also has a high number of Traveller children on role. It was found that comparisons were not meaningful as the Travellers attending Cottenham were from a different cultural group of Irish Travellers compared to the GRT children attending Shirley. The Traveller Liaison Officer is working with the school to improve attendance from this group of families. Clarity had been given to what could actually be deemed to be 'travelling' i.e. it must relate to work. There is a limit of 100 days permitted for travelling per year as set by the LA. It was acknowledged that there may be differences in Traveller cultures regarding activities that would be deemed as authorised absences. E.g. some groups traditionally attend fairs and in this instance absence would be authorised for one day. MC suggested that Shirley School look at an attendance monitoring and reporting system used by NCA, which integrates with SIMS and allows different reports to be extracted. JC to follow up. The work of the EWO had been changed and they will no longer be attending parent contract meetings. This will now be facilitated by schools, who will also decide when it is appropriate to apply for penalty notices for low attendance. Changes have been made to the start of the school day and the way children come into school. So far this has been working well and has been generally well received by parents. There continue to be some children arriving late. JC has spoken to children about the | JC |

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| | <p>importance of arriving at school on time. It was noted that the changes had been welcomed by some working parents as they gave them more time to get to work. The impact on traffic and parking outside the school was being monitored. There had been some problems stemming from inconsiderate parking including an instance when a child coming to Shirley School on a scooter had been hit by a car mounting the pavement to park. It was hoped that the changes might reduce the number of cars being used by parents bring children to school.</p> <ul style="list-style-type: none"> • Letters had been sent to parents prior to the introduction of the changes to the start of the school day. • Governors questioned whether the changes to the school day had impacted on children's behaviour and readiness to learn? This will be monitored. • It was noted that some paths in the Laxton Way area were overgrown and this was making it difficult for parents and children to navigate them safely on their way to and from school. Responsibility for the clearance of the pathways fell to two different housing associations. The school will approach the housing associations and ask that the paths be cleared. | JC |
| 9 | <p>Inclusion Update</p> <p>A SEND Headlines report for Autumn 2018 was tabled at the meeting. Governors noted that there had been movement of children with EHCPs, with some leaving the school. Shirley continued to have a high number of children on the SEND register (28.6%) compared to the national average of 14.6%. CPD was taking place for staff on processing an EHCP. There have been two successful EHCP applications, however the circumstances of the children concerned mean that the school will not receive funding as this will go to their current education providers.</p> <p>A programme of CPD is planned for the autumn term (listed in report).</p> <p>Governors questioned whether there had been any exclusions this term. Unfortunately there has been a small number of short term exclusions.</p> | |
| 10 | <p>School Review</p> <p>The committee revisited JC's report of the whole school review session which had taken place on 4th September and that had been reported to the full Governing Body. Consideration was now being given to how some of the points and suggestions listed could be approached, including how to broaden use of the forest school area, how to incorporate lifeskills learning, how to develop learning beyond the classroom (including lifelong learning for e.g. parents). The children were also being asked for their thoughts about what they would like the school to look like/be and JC invited governors to look at a display in the new hall which represented and reflected these ideas and thoughts. Governors discussed possible changes to school timetables which would allow time for extra-curricular learning, including collaboration with other organisations e.g. CRC or NCA.</p> | |
| 11 | <p>Statutory Responsibilities</p> <p>The agenda for Standards Committee meetings usually included a list of policies which fall under the committee's remit for review and monitoring. JB, IS and JC had met and looked at the policy review timetable. It had been decided to review and consolidate the school's policies to make their monitoring more manageable, whilst complying with statutory requirements. Policies will be listed on the agenda for the Autumn B meeting.</p> | JB IS JC Clerk |
| 12 | <p>Any Other Business</p> <p>Election of Vice-Chair – Louisa Meynell nominated Jennifer Thomas for the role of Vice-Chair. This was seconded by Ruth Adams and agreed unanimously.</p> | |
| 13 | <p>Date of Next Meeting</p> <p>4.00 p.m. on Tuesday 13th November 2018 at Shirley School.</p> <p>The meeting closed at 5.55 p.m.</p> | |

Summary of action points

| Agenda item | Summary of action | By whom |
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| 3.1 | Further review meeting with Tessa in December. SW was supporting the TA and had met with JC to discuss induction, training and support. 8. Equality and Diversity – LM reported that Jane Taylor was preparing an Equalities Statement. Data – Governors requested that entry level data be included in reports including the monitoring of progress from reception to the end of Key Stage 1, and the entry to exit of Key Stage 2 in order to be able to monitor progress at different ages and stages of education. It was suggested that Phil Henderson meet with HK and CF to look at this, as well as monitoring children eligible for Pupil Premium. Phil Henderson to attend the KiT data visit on 15 th October. | SW SW JC Jane Taylor PH HK CF PH |
| 4 | <ul style="list-style-type: none"> • Governors to be presented with Arbor Reports (another reporting dashboard, using data from FFT) • For the next meeting governors are to be presented with an overview of the aims for the current year (following KIT visit) | Deputy Heads Deputies/SJ |
| 7 | Governors acknowledged the information provided in the report submitted from Sophie Harris which outlined activities arranged to support learning and help enthuse children in their learning. Sophie Harris to be invited to the next meeting. | SH to attend meeting |
| 8 | <ul style="list-style-type: none"> • MC suggested that Shirley School look at an attendance monitoring and reporting system used by NCA, which integrates with SIMS and allows different reports to be extracted. JC to follow up. • It was noted that some paths in the Laxton Way area were overgrown and this was making it difficult for parents and children to navigate them safely on their way to and from school. Responsibility for the clearance of the pathways fell to two different housing associations. The school will approach the housing associations and ask that the paths be cleared. | JC JC |
| 11 | It had been decided to review and consolidate the school's policies to make their monitoring more manageable, whilst complying with statutory requirements. Policies will be listed on the agenda for the Autumn B meeting. | JB IS JC Clerk |

Glossary

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| CPD | Continuous Professional Development | KIT | Keeping in Touch (meeting) |
| CRC | Cambridge Regional College | KS1/2 | Key Stage (one/two) |
| EHCP | Education and Health Care Plan | LA | Local Authority |
| EWO | Education Welfare Officer | NCA | North Cambridge Academy |
| FFT | Fischer Family Trust | SEND | Special Educational Needs and Disabilities |
| GB | Governing Body | SIMS | Schools Information Management System |
| GLD | Good Level of Development* | TA | Teaching Assistant |
| GRT | Gypsy Roma Traveller | | |

*meaning that a child met the expected standard in 12 areas of the EYFS curriculum

I confirm that at a meeting of the Full Governing body held on _____ these minutes were approved and agreed as being a true and correct record.

Signed _____

Position _____

Date _____