



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 13th November 2018 at Shirley Primary School

Present: Ruth Adams (RA), Martin Campbell (MC – arrived at 4.10 p.m.), John Cattermole (JC - Headteacher), Phil Henderson (PH – left at 5.00 p.m.) Sarah Joomun (SJ), Louisa Meynell (LM), Caoimhe Murton (CM), Jennifer Thomas (JT), 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 – left the meeting after item 3), (Deputy Headteachers)

Actions

1 Standing Items

1.1 Apologies for absence

Apologies were received and accepted from Iain Smith (IS).

1.2 Declaration of interests

There were no declarations of interests pertaining to items on the agenda for this meeting.

2 Minutes of the last meeting (9th October 2018)

The minutes of the last meeting were agreed and approved as being a true and correct record. Proposed NW, seconded CM and agreed unanimously.

2.1 Matters Arising

2.1a PH had attended the KiT data visit.

2.1b A date had been arranged for a visit to NCA to find out more about their attendance monitoring and reporting system.

2.1c NW reported that the paths in Laxton Way had been cleared as part of a community payback scheme.

3 Inclusion and Behaviour Update (note change of order of items on agenda)

Copies of a SEND report for Governors Autumn 2018, compiled by SW, were tabled. SW noted the following points:

- Comparison with national figures had been added to this report.
- Figures for the number of children with SEND were likely to increase in January in pre-school and reception.
- EHCP reviews have been taking place this term and an application for a pre-school child is due to be submitted shortly.
- The year 1 and 2 pupils who are receiving highly personalised provision are supported by four TAs and the school receives no additional funding in respect of these children.
- The new sensory room is now in use and is being used as a de-escalation space for children to calm down when upset. In addition to this room the core area is also used similarly. Staff are being advised about the use of these spaces. The need for the sensory room was identified by staff at the whole school vision session at the beginning of the autumn term.

Actions

- The Emotional Health and Wellbeing team which is currently supporting two Shirley children offers support both in school and in the child's home.
- It is planned to roll out and share the strategies learned from the Angry Children training (which has thus far been focussed on KS1) to KS2 as will be the findings of SW and Fiona Horne's visit to the Grove school regarding their success in applying for EHCPs.
- TA appraisals are due to begin later in November. SW noted that the TAs appreciate their opportunity for appraisal and find the process of observing one another useful.

Governors questioned the significant difference between the percentage of Shirley children with SEN Support and on the SEND register compared to the national average, and why given this disparity, the number of children with ECHP plans was lower than average? SW explained that Shirley school had a high number of children with Social, Emotional and Mental Health needs for whom Pastoral Support Plans (PSPs) are in place, but who do not meet the thresholds for EHCP applications.

4 Presentation by Mrs Kidney

Governors had been asked to read the Primary School Accountability document ahead of the meeting so that they would be aware of how progress is monitored and reported. HK explained that for the purpose of reporting to governors, average progress scores were used with comparisons to the floor scores for each curriculum area. (Further information about floor scores and national comparisons being available in the aforementioned document.) HK noted the following points:

- There were positive scores for Pupil Premium which are better than expected
- Scores for Home Grown pupils from year 2 are disappointing in reading and maths. However monitoring of this group enables interventions introduced to be assessed as pupils progress.
- Governors questioned the use of confidence intervals when comparing with national averages, which allow for 5% standard error of measurement. Some felt this method of reporting may be preferable and there was discussion regarding the use of confidence intervals. HK to seek advice from the school's Primary Adviser regarding reporting this way.
- HK noted that the school had seen a high level of mobility within the home grown pupil numbers and that results can be affected by factors which are not measured meaning that context was not applied when interpreting data.
- By monitoring home grown pupils it is possible to track children from early years through to the end of KS2.
- When the FFT reports are available later in the term it will be possible to view different graphs.
- The results presented were not representative of a general pattern and those for previous years had been more positive, raising the question of how much other influences e.g. behaviour are reflected in the whole group results?
- PH to undertake a Governor data visit early in January when he will have the opportunity to question pupil progress with school leaders.

PH

5 Monitoring of Standards**5.1 Attendance and punctuality**

HK added the following comments regarding her report:

- Since the introduction of changes to the beginning of the school day comments from parents and carers regarding the new start times and arrangements had been positive.
- The changes had meant there was some queuing to enter school at the beginning of the scheme with an increased workload for office staff.
- Attendance and punctuality were being tracked with telephone calls being made to parents/carers (content being noted) of absent children, and letters being sent to parents of children who are late for school and who take unauthorised leave. In cases of exceptional unauthorised absence rates penalty notices are issued.

Actions

- The school follows the LA procedures for attendance management including sending attendance letters to parents/carers where attendance is a concern. Parents/cares are requested to provide medical evidence where children are absent from school for medical reasons. Parents are also advised of four week attendance targets for their child(ren) and the impact of these strategies will be reported in the spring term.
- Parents are required to ask permission for 'exceptional' leave for their children. 27% of these requests this academic year have come from GRT families.
- Governors noted that attendance for reception classes was good, however this was likely to drop over the year as the number of children on the persistent absence list (currently 12%) is likely to increase. That said the school is aiming to have less than 20% of children on its persistence absence list at the end of the summer term.

HK

5.2 Headteacher's Report

JC commented on his written report:

- Having Deputy Headteachers spending more time teaching in the classroom was having a positive effect on teaching and learning. Governors questioned whether this allowed Deputy Heads sufficient time to fit in their other work? JC explained that the non-teaching time for other phase leaders may be increased in order to support the work of the SLT.
- The half day of teaching which CF had been undertaking will be taken on by Guy Fisher, a Y5 class teacher when CF goes on to maternity leave shortly.
- Staff meetings have been changed with the introduction of more than one focus at each meeting.
- Following a visit to the Grove School to look at their approach to whole class teaching of reading, changes are being introduced which will be evaluated at Christmas with a view to how to move forward at Shirley. The evaluation will include feedback from children via pupil voices and observation. The changes, which include whole class access to teacher/TA input, aim to enthuse children to develop an enjoyment of reading which can in turn link to writing.
- The School Improvement Plan (to be presented to the FGB in December) will have six main priorities which will incorporate the recommendations from the last Ofsted report. The plan will be shared with the whole school community.
- Figures from the latest school census show that numbers on roll are down and this will need to be addressed. There has been a high rate of mobility with children who have moved house. Governors questioned what could be done to attract more families to Shirley whilst noting that the demographic make up of Shirley's catchment area was different to that of most schools. Governors also noted that one local primary school has no catchment area. Funding is linked to the January census and it is important to work to increase numbers by then. The pre-school was experiencing a high level of demand for places with 12 new children due to join after Christmas.
- The introduction of the 'Daily Mile' had been a success. Time and space limitations meant that it was only possible at first to offer this to years 5 and 6, however it has now been extended to include years 3 and 4.

JC

6 Update from Data Governor

For future meeting

7 Improvement Plan

Included within Headteacher's Report

8 International Primary Curriculum Update

Governors noted the topics to be covered during the second autumn half term. Governors questioned the creation of 'knights helmets and lady's hats' as part of the year 1 Castles topic, noting that it did not appear to demonstrate gender equality.

Actions**9 Statutory Responsibilities****Review of Anti-Bullying Policy**

The policy is based on a model, which has been updated with several changes. JC advised that the definition of bullying as given in Section 1b is used as a basis within Shirley. Staff have talked about the definition with children in order to help them to be able to identify when behaviour becomes classed as bullying. Anti-bullying week was taking place with a theme of 'Choose Respect'. Governors questioned how accessible the policy is to parents, as parents may also find it useful to understand the definition of bullying when referring to children's behaviour and relationships? Policy to be added to school website. Within school the School Council has reviewed the bullying charter which will be displayed in all classrooms and signed by all children, the Headteacher and the Chair of the Standards Committee. NW proposed that the revised policy be accepted and adopted. This was seconded by RA and agreed unanimously.

JB

10 Any Other Business

There was no other business

Date of Next Meeting

- 11** 4.00 p.m. on Tuesday 15th January 2019 at Shirley School.

The meeting closed at 5.52 p.m.

Summary of action points

Agenda item	Summary of action	By whom
4	PH to undertake a Governor data visit early in January when he will have the opportunity to question pupil progress with school leaders.	PH
5.1	The school follows the LA procedures for attendance management including sending attendance letters to parents/carers where attendance is a concern. Parents/cares are requested to provide medical evidence where children are absent from school for medical reasons. Parents are also advised of four week attendance targets for their child(ren) and the impact of these strategies will be reported in the spring term.	HK
5.2	The School Improvement Plan (to be presented to the FGB in December) will have six main priorities which will incorporate the recommendations from the last Ofsted report. The plan will be shared with the whole school community	JC
9	Anti-bullying week was taking place with a theme of 'Choose Respect'. Governors questioned how accessible the policy is to parents, as parents may also find it useful to understand the definition of bullying when referring to children's behaviour and relationships? Policy to be added to school website.	JB

Glossary

EHCP	Education and Health Care Plan	KS1/2	Key Stage (One/Two)
FFT	Fischer Family Trust	NCA	North Cambridge Academy
FGB	Full Governing Body	PSP	Pastoral Support Plan
GRT	Gipsy, Roma Traveller	SEND	Special Educational Needs and Disabilities
KiT	Keeping in Touch (meeting)	TA	Teaching Assistant

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 _____