



SHIRLEY COMMUNITY PRIMARY SCHOOL AND PRE-SCHOOL

Minutes of the Meeting of the Standards Committee

held at 4pm on Tuesday, 29 January 2019

at Shirley Primary School

Governors Present: Nicole Went (Chair) (NW)

Louisa Meynell (LM)

Caoimhe Murton (CM)

Jennifer Thomas (JT)

John Cattermole (JC) (part)

Also Present: Iain Smith – (IS) (Chair of Governors and Visiting Governor)

Hannah Kidney – (HK) Deputy Headteacher

Sophie Harris (SH) Teacher (Agenda Item 4)

Andrew Pulham (Clerk) (CK)

The meeting was quorate throughout

1. Statutory Responsibility

Apologies

Apologies had been received from:

- Rev. Ruth Adams – absence authorised
- Sarah Joomun – absence authorised
- Phil Henderson – absence authorised

Apologies had not been received from:

- Martin Campbell – absence not authorised

Declarations of Interest

There were none

Minutes of the Meeting on 13 November 2018

These were signed, unamended, by the Chair.

Matters Arising

In respect of the four action points summarised in the 13 November minute:

- HK confirmed the Governor data visit had been completed.
- HK confirmed that adoption of the modified Attendance Policy to be discussed later in this committee would achieve this action.
- JC confirmed the School Improvement Plan Summary has now been adopted in the form of the 'Shirley Seven'.
- JC confirmed no further action was required in respect of this action.

2. Preparation for Transition to Secondary Schools

JC advised the committee of a meeting he had attended recently with other cluster heads, at which NCA and Chesterton Community College were represented. It was gratifying that all schools, including the secondary schools, could agree the same transition days of 1 & 4 July 2019.

JC had also raised at that meeting the importance of senior members of staff from both NCA and Chesterton coming into Shirley to take note of the level of attainment of Year 6 pupils as they approach the end of the academic year. It was suggested this would help ensure they start Year 7 secondary school moving forwards academically from day one. JC confirmed that both heads are considering his proposal for such visits.

Governors asked a number of questions relating to Shirley's preparations for transition:

Q. Apart from the above, what else does Shirley do to facilitate the transition process?

JC – Shirley arranges a number of opportunities for pupils about to transition to familiarise themselves with their successor school. These include crossover visits, attendance at assemblies, sports events and music lessons. JC reminded governors that the secondary schools also hold open evenings towards the actual time of transition, to which pupils and their parents are invited.

Q. – Has the school considered an exchange of Teaching Assistants between Shirley and the secondary schools to allow the latter to gain a better knowledge of individual pupils?

HK – Discussions with Martin Campbell in particular (North Cambridge Academy) had identified that this was not practicable; however better use of PLPs will enable successor schools to better prepare to welcome incoming pupils.

Q. – Can evidence gathered from the EHCP be passed on to the secondary school?

HK – This was not known and HK undertook to provide clarification governors on this point.

Action: HK to investigate and advise on above point.

3. Headteacher's report

JC gave an update against his previously circulated report.

In respect of the first two items on the report, some teaching staff had expressed reservations about having their classes observed by other teachers as part of their CPD; however these concerns had been largely allayed. The initiative is going well and is an important element of the raising standards

agenda. JC advised thanks are due to HK for the work she had done to prepare and manage this initiative. Governors expressed their thanks to HK, their support for the initiative and their support for the use of resources to fund the initiative.

In respect of the Cambridgeshire Health Related Behaviour Survey, JC advised the survey of Year 5 and 6 pupils had led to the production of a sizeable report, of which the table presented in JC's report was only an extreme summary. Whilst some of the areas of deficiency identified by the survey are outside its strict remit, the school has a clear role to play in influencing behaviours and the findings of the survey and comparisons against the figure for Cambridgeshire as a whole will inform the school's planning in a number of areas.

Principal areas where the school proposes to take action were identified by JC as:

- Safety around cycling

It was agreed that due to her specialist knowledge and involvement in the issue, CM will be invited to speak with Year 5 and 6 pupils about the importance of cycle helmets and the awful effects of traumatic brain injuries.

Action: HK and CM to liaise over dates and times.

- RSE (formerly PSHE)

It was agreed that the school will look at ways of better informing parents about the role and contents of the RSE agenda and that Nici Roe (RSE Lead) should be asked to attend a future meeting of this Committee to discuss her RSE Action Plan.

Action: CK to organise.

- Food quality and quantity

JC and HK advised that not all pupils eligible for a free school meal actually consumed them and that many packed lunches brought in by pupils did not appear to be suitably healthy. The insufficient *quantity* of school meals had already been identified as a problem by some older pupils. JC indicated his wish to introduce a number of 'healthy eating' initiatives across the school.

Action: JC and SMT to progress.

- Physical activity

A focus on health, including healthy eating and exercise, will be an important element of the school's agenda for the summer term.

Governors supported these proposed actions – and in particular the need to improve catering provision at the school.

JC pointed out the positive survey findings in the area of anti-bullying where Shirley compares very favourably to the county-wide position. Governors commended the school for the work it is doing in this area.

In respect of safeguarding, JC and others had received additional training in this area. A number of minor issues had been identified as a result of the visit and as a result:

- The school complaints policy will be amended.
- A communications protocol for the school will be developed and publicised.

4. Monitoring of Standards

Attendance

HK took governors through her Attendance and Punctuality Report, which had been circulated earlier. HK identified pupils' poor punctuality as summarised on page one of her report as an area where the school must improve and advised this is where a lot of attention is being devoted.

Attendance figures as summarised on page two of HK's report were discussed. It was agreed that the school is not always achieving the national standard for attendance (formerly 95% and now 96%). Analysis of the classification of absences confirms that *persistent* absence is a particular problem at the school. HK advised also that the school's EWO has suggested that, due to these figures, the school should be issuing more penalty notices than at present and the challenges/sensitivities surrounding this approach were acknowledged by governors.

The school is predicting that persistent absence will be high in the 2018/19 academic year due mainly to a number of extended trips and to Traveller activity. As indicated on pages three and four of HK's report, governors noted the clear link in the tables between persistent absence and those pupils with SEN or in receipt of Pupil Premium. HK confirmed the school's intention to further break down and analyse these figures as this has not been attempted at Shirley before.

HK discussed with governors the operation of the school's current, interim policy as outlined on page four of her report. It was noted that senior leaders seem to be taking on more and more of the functions that in the past the EWO might have discharged.

Governors agreed that in the light of the advice given by the school's EWO as recounted earlier in the meeting, the school should be taking more active measures to bear down on the problems of punctuality and non-attendance and this may involve the need to issue more penalty notices.

Governors asked a number of questions as follows:

Q. – Has the school engaged with parents whose child's attendance has improved to 96% or above following intervention by the school, to commend them on that improvement?

JC/HK – No action is currently taken in this specific area due to the capacity of those leaders focussing on non-attendance; however it is something the school would be happy to look at.

CM – Does the school track the reasons given for poor punctuality and absence?

Q. – this is tracked as far as it can be, using the standard monitoring codes in use.

Governors recognised and congratulated HK (and Katharine Cooper) on the amount of work that is being and will be, committed to this important area.

Curriculum Update

SH presented her Curriculum Report which had been previously circulated and the topics of study for each year group were discussed.

Key points arising from SH's update were as follows:

- As planned, SH had met with NW and Mark Abbas (governor) to discuss the Curriculum Action Plan and NW is in the process of writing up her report.

- ‘Pupil Voice’ work has been used to feed into the evaluation of topics and the delivery of lessons and this will be shared with staff.
- SH had met the IPC lead at St Laurence’s on 28 January and will discuss the outcome of that meeting at a future meeting of this Committee.
- The planned staff meeting to focus on science remains scheduled for February.
- SH and NW are looking to a date in March for a governor monitoring visit in this area.

Governors asked a number of questions as follows:

Q. – How did SH feel that the meeting with the IPC lead at St Laurence’s had gone?

SH – Their approach is very similar to our current approach. There were some minor differences in approach and format and these were being considered for their suitability for implementation at Shirley.

Q. – The use of ‘Pupil Voice’ is to be commended and suggests pupils are engaged, but how can you measure just how engaged they are?

SH – Tools to measure this vary from year to year. For younger pupils the mechanism for assessing this may be more picture-oriented, whereas for older pupils it may be more word based. In all cases the results of this process are fed back to the relevant teachers.

Q. – As suggested in the report, are you bringing in parents of Year 5 pupils to look at the models and other display items created by pupils?

SH – This is taking place and pupils are enthusiastic about showing their work to their parents.

Governors commended the curriculum work currently going on in the school and recognised that the International Primary Curriculum, which had been in place at Shirley since 2012, had clearly bedded in well.

Pupil Premium Update

HK advised that following discussions, LM and PH would each take on a clearly defined role in monitoring and managing this area.

PH will concentrate on monitoring, analysing and evaluating Pupil Premium related data, which is appropriate given that he is the appointed governor for data. LM will remain the lead governor for Pupil Premium and will major on the implementation of the Pupil Premium Plan on the ground.

Actions:

HK to meet LM to further develop her role along the above lines.

HK to update PH on this agreed extension to his role as data governor.

5. Report from Data Governor

Due to PH’s absence from this meeting, there was no report.

6. Policies for Review

Attendance Policy

As the revised policy had only been circulated among governors the day before the meeting, HK highlighted the areas of change. The new policy reflects the new approach discussed in agenda item 4 and in particular the school's more assertive approach to the management of these problem areas. This was welcomed by governors.

Governors requested that consideration be given to providing all parents with a very clear, simplified version of the rules regarding punctuality and poor attendance. HK undertook to consider this suggestion.

It was proposed by CM, seconded by NW and agreed by all governors present that the Attendance Policy + appendices, as amended, be adopted.

Governor Visits Policy

JC introduced the Governor School Visits Policy and associated recording sheet. The policy both formalises and standardises the approach governors should take to this important aspect of their role.

It was agreed that once the school's Improvement Plan has been agreed at the start of each academic year, a schedule of governor visits will be created to reflect the priorities set out in that Plan and that visits will commence from the autumn half term onwards. The process of arranging and facilitating a visit will be function of a member of the SLT and the individual governors collaborating to ensure maximum benefit is derived.

It was proposed by NW, seconded by CM and agreed by all governors present that the Governor School Visits Policy be adopted.

7. Statutory Responsibilities

There were no items or policies for consideration.

8. Governor Visit Reports

JT ran through her report on her maths visit on 23 January which had been circulated to the governors in advance of the meeting. It was agreed by those present that the report was generally positive and that the comments and suggestions would be taken on board.

9. Date and Time of Next Meeting

Tuesday, 26 February, 4.00 pm.

The meeting closed at 6.00 pm.

Summary of actions (not part of minute)

Agenda Item	Action	Lead
2	Establish whether information from a pupil's Education and Health Care Plan can and should be shared with secondary schools to aid in their transition to secondary school.	HK

3	CM to deliver talks on the importance of pupils wearing cycle helmets, at sessions to be organised by HK.	HK
3	Nici Roe to be asked to attend a future meeting of Standards to discuss her RSE Action Plan	CK
3	JC and other members of the SMT to further develop and deliver initiatives around healthy eating, to include evaluation of the current school meal provision.	JC
4	HK to meet LM to further develop her role as lead governor for Pupil Premium	HK
4	HK to advise PH of the extension of his data governor role to include analysis of the available statistics and management information relating to Pupil Premium	HK

Glossary of Terms Used in Meeting

NCA – North Cambridge Academy

PLP - Personalised Learning Plan

EHCP - Education and Health Care Plan

CPD – Continuing Professional Development

PHSE – Personal, Health, Social and Economic

RSE – Relationships and Sex Education

SEN – Special Educational Needs

IPC – International Primary Curriculum

SMT – Senior Management Team

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

Signed _____

Position _____

Date _____