

Shirley Community Nursery and Primary School Governing Body

Minutes of the meeting of the Standards Committee held on Tuesday 17 January 2017 at 4.00pm at Shirley Community Nursery and Primary School

Members of the Committee:

Reverend Ruth Adams
Philip Henderson
Angela Leach
Louisa Meynell (Committee Chair)
Nicole Went
Jennifer Thomas
Sarah Joomun

Visitors (non voting):

Iain Smith

Invited attendees (non voting):

Hannah Kidney (Deputy Headteacher)*on maternity leave
Suzanne Wernham (Deputy Headteacher)
Clerk: Harriet Owen

Present: Angela Leach (Headteacher), Louisa Meynell (Committee Chair), Nicole Went, Reverend Ruth Adams, Philip Henderson, Sarah Joomun, Jennifer Thomas.

Visiting: Iain Smith (GB Chair), Suzanne Wernham (Deputy Headteacher)

In attendance: Harriet Owen (Clerk).

1. Statutory responsibility

• Apologies

Iain Smith (visitor to the Committee). Apologies were agreed to be accepted by the Committee.
Jennifer Thomas and Sarah Joomun were welcomed as members of the Committee.

• Declaration of Interest

No interests were declared.

• Approve minutes of the last meeting (15 November 2016)

Two points were requested for clarification at the next meeting: page 4 point 2 (SEND RAP) which groups of girls are referred to, and point 4, PP is not broken down into groups. The Head she would seek clarification for the Committee.

Ms Meynell proposed, Mrs Went seconded the minutes be accepted, Agreed by all.

• Actions Arising:

Promotion of music tuition was discussed. The school will mention this opportunity in the next newsletter and the fact that subsidised tuition is available for pupils whose parents are in receipt of certain benefits. The school's music teacher makes the Head aware of any pupils showing particular musical talent.

The Marking Policy will come to the next meeting: Mrs Marsters is collating the appendices.

The Attendance Policy and Inclusion Policy will come to the next meeting.

2. Head's Report: monitoring of standards

The Head highlighted points in her Report that had been circulated before the meeting.

The roll has had significant movement. A considerable number of pupils have left the school in the Autumn term due to parents moving. It was noted that the numbers of pupils arriving from Eastern European countries has slowed down during the past few months. Consequently, the whole school roll number has reduced in size: the census in January 2017 had 409 pupils on roll. In January 2016, there were 434 pupils on roll.

The Resources Committee is looking closely at Nursery funding. Currently, there are 22 children in Nursery, out of a maximum capacity of 56. There are many pre-school providers in the area. The school's financial advisor has met with the Head to discuss the best way forward, bearing in mind the Government's 30-hour a week childcare offer from September 2017. A Governor noted the school is committed to giving pre-school children the best possible start before they join Reception. The meeting discussed the costs of offering a Nursery education that includes the EY curriculum. Other pre-school providers have the same funding income as the school. The Headteacher said this is a key issue for the school, as the school wants children to go into Reception equipped with a wide set of skills and the school is committed to this aim. However, the need is to present a balanced budget and Governors will need to consider all options carefully. The Nursery currently is being led by a Lead Practitioner: this is a temporary arrangement until a member of staff returns from maternity leave.

Attendance: the Headteacher said that from the Autumn B 2016 analysis, groups of pupils are being highlighted to improve their attendance. SEND, GRT and PP and non-PP pupils are being signposted for particular attention. The attendance buddy scheme is up and running and working well. The Headteacher said that at this time, the school is expecting to meet end of year targets but it is too early in the academic year to be 100% certain targets will be met. In answer to a Governor's question, the Headteacher said statutory age children, are those attending school in the term after their fifth birthday. In answer to a Governor's question, the Headteacher said that Eid is not recognised as an authorised absence; however, the school removes this particular absence from its

overall attendance figures. The Headteacher discussed how the school advises parents, whose children are fasting, on the best ways to accommodate this so children can attend school e.g. to allow children to drink water. The attendance of Year 5 pupils has increased. The Sports Coach initiative is working well with this year group.

On 1 February, forty children and four members of staff will travel to Hilltop in Sheringham for the two-day annual residential trip.

The meeting discussed pupil progress (end of term 2016) and the 2017 targets for both key stages. The Head explained that last year saw the first year's use of Target Tracker. The expected progress is six steps a year i.e. a rough guide is two steps per term. Progress in Target Tracker is demonstrated as children move through bands. All statements in a band have to be achieved before a pupil can move to the next band. There is a triangulated approach to judging progress i.e. through lesson observations, drop ins and work scrutinies. The Head said the SLT have seen good workbooks, good teaching and good progress. The meeting discussed the structure of the bands within Targets Tracker. Some pupils cannot move onto the next band in writing until they can use capital letters and full stops consistently across a range of work. Teachers need to have evidence of achievement before indicating that band statements have been met.

The Head said that teachers and SLT feel that the KS1 cohort is on course to achieve the end of year projected attainment levels and that gaps between non-disadvantaged and advantaged pupils are small.

The Head said KS2 teachers and the SLT agree that the projections for summer 2017 are achievable. In Reading and Writing, gaps in progress between boys and girls and FSM/PP and non FSM/PP are being addressed. Progress in writing is variable; evidence must be seen before a teacher can move a pupil to the next band. Progress in Mathematics is pleasing across all the groups. Mock SATs are taking place w/b 23 January; outcomes from these will inform future planning.

The meeting discussed the interventions that are taking place in Year 6. Sound Training that starts in February: this is a six-week programme targeting PP children to improve reading, word comprehension and spelling, including looking at root words within reading words. This will include 20 PP children who are taught in groups of four at a time. The school had this training last year: it is a programme that is bought in and was judged to be very effective. There will be additional teacher support to target small groups e.g. from Mrs Wernham. In answer to a question from a Governor, the Headteacher said if the targets are met, the school would be placed in the top 5% of schools nationally (using FFT estimates). Only writing in greater depth would be slightly below FFT 20. Target outcomes depend on a significant number of children making accelerated progress in all three areas during the year but are still deemed to be realistic.

The meeting discussed how accurately Target Tracker reflects actual progress, if moving through bands depends on a number of statements been achieved. The Headteacher said this did present challenges for teachers: teaching is good, pupils are making good progress, but not seen to be making the whole bands progress within Target Tracker. The Headteacher said that despite this, there is no cause for concern, when progress is assessed by other means of analysis. A Governor asked that if teaching to Target Tracker bands of attainment, drove the content of lessons. The Headteacher said that all statements on Target Tracker are national curriculum targets and that this helps to drive the closure of gaps. A Governor asked if a similar concern about accuracy of progress was reflected in the teacher assessments for writing. The Headteacher said teacher assessments were continually being analysed. In answer to a Governor's question, the Headteacher said the school was satisfied with Target Tracker and that overall it is a testing time for schools to feel confident with data. In answer to a Governor's question about how the abilities of more able children are being met, the Head said this is addressed by identifying the academically more able pupils as a group; these pupils have different abilities to those pupils classed as gifted and talented. In Target Tracker, more able pupils are shown as working at greater depth. A Governor asked about the difference in last year's results compared to this year's projections. The Head said the SLT are expecting improvement but need the evidence to show pupils are working at the expected standard. The 2016 evidence list is not published until March and, without evidence, the school cannot give assessments with absolute accuracy. However, looking at a wide range of evidence, the SLT is confident that meeting projections is possible.

A Governor discussed negative progress in Target Tracker. The Head said teachers could untick a statement, if they disagree with a judgment made by a previous teacher. In answer to a Governor's question about progress starting at a low point and then accelerating towards the end of an academic year, the Head said a term is a reasonable amount of time to measure progress in Target Tracker; however, generally there is a jump in progress. A Governor suggested that additional functionality within Target Tracker software could help to show progress in more detail and asked if two steps progress could represent a false target. The Head said that the school knows that the expected progress is reflected differently in Target Tracker but, when taking an aggregate of progress, the school feels confident that its projections are accurate. The meeting noted that the number of pupils projected as working at greater depth in writing (6) is lower than last year; the Head said that last year's cohort had a larger number of more able children within it. However, most children are expected to achieve the national standard.

The Head discussed the focus for staff meetings this term that are concentrating on objectives and actions outlined in the RAPs. In particular, the staff are very positive about the training delivered by an LA Advisor for Maths on a training day in January. Teachers will follow up this training and teaching approaches outlined in this session.

Parent workshops have been well attended this term. The focus has been on supporting your child's learning in Mathematics. The school had a planned Invacuation Drill on 10 January. Parents were informed in advance of this exercise. It went well. A planned fire drill will take place after half term.

A revised Health and Safety Policy is due to go to the Resources Committee shortly. The Schools Nursing Service is changing the ways in which it provides training for school staff. Instead of visiting schools to provide training on conditions such as diabetes, anaphylaxis, asthma and epilepsy, schools must now register and arrange for the relevant staff to access the training online. The Head said she is grateful to Mrs Cook who is coordinating this process on behalf of the school.

In answer to a Governor's question, the Head said the majority of the school's sport premium funding is spent on employing a qualified sports coach every lunchtime. The coach supervises football - this ensures a high level of physical participation and has a very good impact on the behaviour of PP boys. The Head outlined the sports competitions the school is taking part in this year. On 20 January, Kate Richardson-Walsh, a gold medal Olympian is expected to visit the school. The Head said she was delighted to host this visit. The school is one of six chosen to be visited in Cambridge.

Curriculum and topic events were highlighted by the Head. The IPC leader, Sophie Harris, has recently attended an IPC leadership course and staff meeting time has been allocated for sharing knowledge gained on this course to the teaching staff.

The Chair thanked the Head for her report.

3. Report/Update from the Data Governor

Mr Henderson said the Raiseonline (unvalidated report) national averages are not broken down by category. The final version of the report is due out in February. Mr Henderson will base his next report on the final version and will revisit formats if required.

4. Safeguarding

Reverend Adams (Safeguarding Governor) is to meet with Mr Frett (IT Leader) and a group of pupils regarding Esafety. Mr Grenz (Safeguarding Governor) is to revisit the Acceptable Use Policy with particular regard to the safeguards used in technology. The Head said Mr Grenz has two planned meetings, to monitor the school's safer recruitment practices. Keeping Safe Week is to be held 6-10 February: this includes National Esafety day on 7 February. On 9 February, the school is holding an Esafety talk for parents: Governors are invited to attend. Angela Mason-Bell (Safeguarding Governor) completed the annual CP record keeping audit on 23 November 2016. This will go to the GB in due course. As reported at the GB, an LA Officer, Chris Meddle, completed a Safeguarding Audit on 2 December and gave a positive report. The ECPS offers a free independent CP audit: the Head has invited one of their staff to visit the school to carry out this audit on 9 February.

5. Inclusion: verbal update

Mrs Wernham gave a verbal update to the meeting. At present, there are 87 pupils on the SEND register: 14 pupils have Statements/EHCPs, with 73 on SEND support. Mrs Wernham described the Statement to EHCP transfer process, noting the amount of supporting evidence that is required. Two cycles of evidence are required for every ECHP: one cycle equals one term's evidence. PLP consultations are being held in the last two weeks of January. It is hoped there will be a high uptake by parents. These are essential meetings for parents. The Spring term update with the Specialist Teaching Service will take place with a phone conversation to discuss children's priorities. The Inclusion Team are currently looking at ways to support closing the data gaps of SEND children across various year groups. In answer to a Governor's question, Mrs Wernham said a close analysis of how to accelerate the progress of SEND support children is needed. Interventions start this week and the effectiveness of these interventions will be closely monitored. In answer to a Governor's question, Mrs Wernham confirmed it is SEN/EAL girls in Year 2 that had made two steps progress.

The Governors' Maths Monitoring Group met with Mrs Wernham this week. A report will follow. The group noted differentiations were scrutinised and more resources would be helpful.

6. Equality and Diversity

A Governor Monitoring Report of a visit made on 17 November was discussed. Ms Meynell discussed the Equality and Diversity Policy with Mrs Taylor and noted the equality objectives 2015-18. Discussions included changes to the school's demographic, following another Primary school starting in the area three years ago, the role of the ESOL café, and the number of visitors to the school that highlight 'community cohesion'. Ms Meynell said she found this an informative visit and had discussed the 9 key equality principles in the Equality Policy, discussing how the school worked to meet each principle. The meeting discussed outcomes. The Head said when it opened, the new Academy Primary had to have the same admission criteria as this school: therefore, it was parental choice that deemed which school children attended.

7. Parent Group

Mr Meynell said the numbers of parents attending the Parent Group meetings is low and she will discuss possible ways of raising attendance at these meetings with the Head e.g. holding a meeting after a Family Assembly.

8. Statutory Responsibilities

The policies that were due to be presented will be held over to the next meeting. These are the Marking Policy, the Inclusion Policy and the Attendance Policy.

9. Date of the next meeting: Tuesday 28 February 2017 at 4pm. The meeting ended at 5.25pm.