

Shirley Community Primary School Governing Body

Minutes of the meeting of the Standards Committee held on Tuesday 14 November 2017 at 4.00pm at Shirley Community Primary School

Members of the Committee:

Reverend Ruth Adams
Philip Henderson
Sarah Joomun
Angela Leach/Hannah Kidney (Co-Headteacher)
Louisa Meynell (Committee Chair)
Jennifer Thomas (Committee Vice Chair)
Nicole Went

Invited attendees (non voting):

Suzanne Wernham (Deputy Headteacher)
Clerk: Harriet Owen

Visitors (non voting):

Iain Smith

Present: Reverend Adams, Philip Henderson, Sarah Joomun, Hannah Kidney (Co-Headteacher), Louisa Meynell, Jennifer Thomas, Nicole Went.

Visiting: Suzanne Wernham (DH). In attendance: Harriet Owen (Clerk).

1. Statutory responsibility

• Apologies

Iain Smith (away from Cambridge). **Mrs Went proposed, Mrs Thomas seconded the apologies are accepted. Agreed by all.**

• Declaration of interest

No interests in the agenda items were declared.

• Approve minutes of the last meeting (9 October 2017)

Mrs Went proposed, Mrs Thomas seconded the minutes are accepted. Agreed by all.

• Actions arising

ACTION: Mrs Kidney said Presentations to this Committee would link to the SDIP.

ACTION: A Governor will be invited to this Committee in Spring A to discuss secondary transition.

The Food Policy will come to this Committee in Spring A; the Drugs Policy is expected to come to the Committee in Spring B.

ACTION: The SLT will ask staff whether judgements should be included for teacher observations. Mrs Kidney said observations looked at a teacher's performance and a range of broader issues, including pupil progress.

2. Presentation

Mrs Kidney gave a presentation using FFT aspire data, including an analysis of last year's data. The Committee noted the headline points within the areas to investigate:

- KS2 progress trend: Mathematics progress was in the top 20% for at least two years for all pupils, middle prior attainers.
- KS2 attainment: In 2017, reading attainment of the expected standard was at or above national for the middle prior attainment group.
- KS1 attainment: In 2017, attainment in mathematics was below average and in the lowest 10%.
- Reading, writing and mathematics attainment was in the bottom 20% for at least two years for all pupils.
- Phonics in 2017: Fewer than 70% of pupils met the expected standard in Phonics in Year 1. The average mark for pupils not meeting the Phonics expected standard in Year 1 was 12.

Mrs Kidney explained the figures are based on cohorts of more than 10 pupils. The electronic scatter graphs are only used by teachers, as they can identify children. Mrs Kidney said it is very important that Governors understand how progress is calculated. Progress trends are based on at least six pupils in each year. The Committee discussed the school's positioning within the 2017 quintile, in relation to the percentage of EAL, FSM, SEND pupils and the deprivation indicator. The Committee agreed it would be helpful for Governors to understand progress to have a context e.g. SEND; this would also enable Governors to look deeper, as highlighted in the last Ofsted report. The Committee agreed that looking at multiple barriers to learning in more detail would be helpful to inform Governors' understanding. The Committee noted areas of strength, and areas for development, and discussed the trends over time in both key stages. A Governor asked how areas that are identified for development are being addressed by the school. Mrs Kidney said data is used to inform the RAPs and is helpful when working on closing the gaps especially for vulnerable groups. The Committee discussed how 2015 data (on the old levels) could now be scored in terms of new levels. Mrs Kidney said 100 is the expected standard and the school is significantly above in scaled scores in Reading, Writing and Maths i.e. 104.9 in 2017. Individual areas were discussed: 1.3 in terms of progress was good in Writing; progress in Maths is positive; SPaG is strong. The Committee noted the new curriculum and attendant higher standards and how this had impacted on attainment. The expected standard in Writing (81% in L4 in 2015) had subsequently dropped to 69%. Mrs Kidney discussed this with the Committee, noting that the school believed it is linked to the new curriculum and higher expectations. The SLT had asked whether the teacher assessments for this area had been too rigid; however, Mrs Kidney said the school needed results that could be verified. A Governor noted the 2017 results would evidence the two years that pupils have now had of the new curriculum. In answer to a Governor's question, Mrs Kidney said Science is within the new curriculum and is teacher assessed. A Governor noted that the school's GRT pupils are not separated into a group and asked if this should be addressed, as the school has a high level of GRT pupils. The Committee discussed the movement within both Key Stage cohorts. In answer to a Governor's question about attainment at KS1, Mrs Kidney said high attainers are pupils who achieve a Level 3; middle

attainers achieve a Level 2b/2c; lower attainers 2c. The number of Pupil Premium (PP) pupils was discussed and where this group was positioned within the data sets. Closing the gap between PP and non-PP pupils was noted: Mrs Kidney said the school was 2% below on expected achievement. The overview gives the trends. A Governor noted the gap in pupil progress in boys and girls and asked if the school was to focus on reducing the gap between boys (6%) and girls (20%). Mrs Kidney said a considerable proportion of this gap is attributed to Writing. The meeting discussed gaps in other areas; Mrs Kidney said the gaps in FSM and non-FSM were being identified. FSM and SEND were being identified to be focussed on and close the gaps. The SLT are looking at ways to close these gaps. Similarly, PP and SEND pupils will be individually analysed, so expected progress can be evidenced. The meeting agreed it was particularly important to keep a careful analysis of SEND pupils and for the progress of these pupils to be reported back during the SEND monitoring group visits; outcomes from visits should be fed back to the Standards Committee and FGB. Mrs Kidney said whilst some pupils with ECHPs may have made individual progress, the progress of the group as a whole needs to be analysed, broken down, and discussed. A Governor noted that the most important factor is that a pupil with FSM and SEND is enabled to achieve their maximum potential. If the SEND factor was removed from the data set, the pupil would end up with a higher average point score. The meeting agreed SEND is a theme that is evident in the data sets. Mrs Wernham (SEND Inclusion Manager/Deputy Head) said that SEND needs to be broken further down, into categories of e.g. social and behavioural issues, attendance, speech and language etc. The SEND RAP gives a full breakdown of vulnerable groups. The Committee agreed the data presented had provided adequate information at this point in time.

3. Monitoring of Standards (Co-Headteachers' Report)

Mrs Kidney said this report had been sent out with papers for this meeting and discussed updated points with the meeting. The proposed teaching arrangements for Yr 5 were discussed. In answer to a Governor's question, Mrs Kidney said parents are advised of changes to the teaching profile for the following term, 3-4 weeks before the end of the current term. There were no changes expected in any other year groups. In answer to a Governor's question, Mrs Kidney said the SLT are aware that a staff well-being survey is to be carried out in the New Year: the details are being worked on by the SLT at the moment. The meeting discussed the constraints of workload on many staff, across many areas.

Safeguarding: Mrs Kidney said Mrs Mason-Bell visited the school to monitor the SCR on 18 October 2017. Mrs Leach met with Reverend Adams and Mr Grenz on 2 November to agree the annual safeguarding programme of monitoring visits from Autumn B 2017 to the end of the summer term 2018. Safeguarding Governors monitoring visits 2017-18 will include the following across a wide range of areas:

- Scrutiny of school policies and procedures
- Safer recruitment processes and record keeping: child protection record keeping – annual audit
- Interviews with children
- Interviews with staff

Future visits include: Mr Grenz will visit on 23 November to look at the school's procedures for keeping children and staff safe if a child's behaviour becomes very challenging: Mrs Mason-Bell will visit on 29 November to carry out an audit of the child protection record keeping.

Attendance figures for the Autumn term will be available in Spring A, when the attendance officer has all information. Initial feedback indicates the attendance for Autumn A is pleasing, with 95.5% statutory whole school age. The school has a new EWO in post that will provide the new national averages at her first meeting with Mrs Kidney next week.

The numbers transferring to secondary school was discussed and how Primary schools can contribute to making this transition as successful as possible for its pupils. The Committee agreed it would be helpful to ask a Governor to attend the Spring A meeting, to discuss the transition process in more detail.

The focus of staff meetings was discussed. CPD for staff was noted. The appraisal process for teachers and TAs is underway. A pupil progress monitoring programme is underway this term. Observations are continuing. A Governor asked if observations were carried out on supply teachers. Mrs Kidney said that whilst formal observations were not carried out, members of the SLT could drop in to classrooms at any time. If there are any concerns, the SLT will go straight back to the supply teacher's agency. In answer to a Governor's question, Mrs Kidney discussed the release time given to subject leaders to work on the SDIP, often alongside class teachers, and how this approach drives the commitment to learning for all teachers. Planning support meetings are excellent for supporting teachers' workload. Target setting is taking place; this is a time when the focus of the school is on assessment. Targets will come to the FGB. Teachers are aware of which pupils are PP and those who are not. Mrs Kidney discussed the curriculum beyond the classroom e.g. the trip by the Choir to the Royal Albert Hall in March 2018; the Perse enrichment programme, and Perse Science mentor programme. In answer to a Governor's question, Mrs Kidney said PP pupils are considered primarily for programmes of enrichment.

ACTION: A Governor asked that feedback from parents, is presented to this Committee in Spring A. Mrs Kidney said 25 responses had been received from parents who completed the Year 6 exit questionnaire in July 2017. The SLT had been disappointed that 6 parents had stated 'don't know' or 'disagreed' about how effectively the school dealt with bullying, as the school does so much work on this

area. The Governor said this needed discussion by the Committee, as this was higher than should be recorded.

4. Report from Data Governor

The Data Governor said he would produce a report in due course and referenced data presented earlier in the meeting.

The Committee discussed the performance of pupil groups; a Governor noted that pupils with high SEND needs will flow through to KS2 and that the SLT needed to be mindful of this, given the context of the data sets. The meeting then discussed the attainment of pupils on entry. Mrs Kidney said the school tries to improve the progress of each pupil from the day they join the school, so that by the end of KS2, all pupils are near the national averages. A Governor noted that KS1 is linked to EY data. In answer to a Governor's question about the school providing a broad and balanced curriculum, Mrs Kidney said the IPC demonstrates the school has a broad and balanced curriculum; it gives a real context for Writing, as the IPC links topics e.g. to Writing in English.

5. Safeguarding

Reverend Adams noted there would be further updates to be given to FGB in December. Mrs Kidney said updates would be included in the Co-Headteachers' Report to the FGB in December. There were no further updates to give to this meeting, other than those included in the Co-Headteachers' report given to this meeting. The meeting agreed the FGB was fortunate to have three Governors who have taken on responsibility for Safeguarding, on behalf of the FGB, this is a most important area and sharing the workload is undoubtedly of benefit for all in the school community.

6. Pupil Premium Review 2016-17 and Sports Premium Plan 2017-18

Mrs Kidney presented these two reports to the Committee.

Mrs Kidney said the confirmed Pupil premium for 2017-18 is £186,180, compared to £194,640 budgeted. As requested by Governors, areas in which funding was allocated was RAG rated, to show the efficacy of the interventions funded by Pupil Premium money. The meeting discussed what had worked well and also why these areas had worked well. The meeting noted the numbers of pupils who are Pupil Premium (32%). Mrs Kidney said Blue Smile works well in this school and is a great help in supporting specific needs of some pupils. Specific interventions free up time in the learning map so TAs can work with clarification processes, to enable learning to move on. In answer to a Governor's question, Mrs Kidney said instant feedback makes an impact.

The Sports Premium has increased this year. Sports Premium funding for 2017-18 is expected to be £19,450 (2016-17 was £9,725). The increase is due to increased funding from the 'sugar tax'. The school welcomed this increase, as it meant a dance teacher could work with boys and girls in KS1. This is welcome funding; it allows the school to have sports coaches in school for lunchtimes, after school clubs and enables the release of pupils for specific sports time. Pupils enjoyed being with the coaches and the variety of benefits it brought to pupils was discussed.

A Governor said that the feedback from Governors' monitoring visits are informative for the whole GB, as these visits are rigorous and look for evidence of value of funding spent and the impact on progress for all pupils.

The Committee agreed these Plans should go to the FGB for approval.

7. Inclusion Update (Inclusion Manager)

Mrs Wernham noted her report had been circulated with the papers for the meeting and gave highlighted updates. There are 109 pupils currently on the SEND register – this is above the national average. The number of exclusions of pupils with SEND has been higher than usual this term. The school is seeking support from outside agencies e.g. the Specialist Teaching Service for ways to support and enable children to remain in school, as fixed term exclusions are viewed as a last option. Families of pupils concerned, are engaging with the school and are supportive of the school's suggestions. Nine pupils who have SEND needs are engaging with Blue Smile. Mrs Wernham discussed risk assessments and risk reduction plans with the meeting. Two pupils with ECHPs have left the school since summer 2017; however, two new ECHPs have been issued for current pupils. Three EHCPs are being prepared. In answer to a Governor's question, Mrs Wernham said the school has 31 TAs. The TA annual appraisal process has started. Reverend Adams noted that a Safeguarding visit is to talk to staff about how they feel safe when a child is exhibiting behavioural needs. Mrs Wernham said she and Mrs Willis are carrying out monitoring on all SEND files to assess how planning may be changed to be more detailed, and more effective, for particular pupils. In answer to a Governor's question, Mrs Wernham said that SEND is highlighted on national agendas. The local children's mental health service, CAMH, is stretched but is trying to meet children's needs in Cambridgeshire. **ACTION: In answer to a Governor's question, Mrs Wernham said the hours of support, from TAs in school, would be included in her next report.**

8. Equality and Diversity

Ms Meynell (Equality and Diversity Governor) reported that Mrs Taylor is compiling a significant portfolio of evidence to submit for a renewal of the school's Equalities Award. The portfolio evidences the school's commitment to equality; narrowing the gap for all pupils; fostering good relations; equality of opportunity and positive action to ensure this aim is met; celebrating diversity. Various members of staff have provided documents to support this submission. The portfolio provides evidence and documents that illustrate the work the school does in the field of Equalities, in order to acquire the renewal of this award.

5.50pm Reverend Adams left the meeting.

9. British Values

No updates.

10. Statutory responsibilities

Action any items proposed by CGS: the Committee Chair highlighted the voluntary healthy school rating (from September 2017); the use of apprentices; changes from the removal of office concerning Parent Governors. Mrs Kidney confirmed she had made a note of these items.

Accessibility Plan: the Committee agreed this is fit for purpose and should go to the FGB in December 2017. Proposed by Mrs Went, seconded by Mr Henderson. Agreed by all.

Other policies due to come to Committee will be put forward during Spring 2018.

Future Governing monitoring visits were discussed. The Maths monitoring group will undertake a visit before the end of the Spring term. A Governor noted the need for tabletop resources for Maths to be in place and asked Mrs Wernham to inform Governors if she needed any support in distributing these resources.

11. Date of the next meeting: Tuesday 16 January 2018 at 4pm.

The meeting ended at 6pm.

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