

Shirley Community Nursery and Primary School Governing Body

Minutes of the meeting of the Standards Committee held on Tuesday 4 July 2017 at 4.00pm at Shirley Community Nursery and Primary School

Members of the Committee:

Reverend Ruth Adams
Philip Henderson
Sarah Joomun
Angela Leach
Louisa Meynell
Jennifer Thomas
Nicole Went

Invited attendees (non voting):

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

Visitors (non voting):

Iain Smith

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

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

1. Statutory responsibility

• Apologies

Philip Henderson, Iain Smith (away from Cambridge). Apologies proposed for acceptance by Mrs Went, seconded by Mrs Thomas. Agreed by all.

• Declaration of Interest: No interests were declared.

• Approve minutes of the last meeting (16 May 2017): Ms Meynell proposed, Mrs Went seconded the minutes be accepted. Agreed by all.

• Actions Arising: The meeting noted any actions arising are covered elsewhere in the meeting.

2. Monitoring of Standards: Head's Report

The Head discussed two films that had been produced by pupils and staff for the recent new parents welcome evenings that gave a welcome overview of the school and the Token Economy scheme the school runs which illustrates what children can achieve through undertaking 'jobs' in school and earning tokens to spend in the token economy shop. The Head noted forthcoming changes to the roll, as families move away from Cambridge and incoming families apply for places.

The teaching staffing structure for 2017-18 is complete, with arrangements made for induction training for new staff, including child protection, safety and prevent training. A supply teacher who has worked at the school before, is to cover PPA (fulltime) this year. Changes to the Leadership Team were noted: the Co-Headship of Mrs Leach and Mrs Kidney commences 1 September 2017; Claire Fonseca returns on 1 September, taking on the post of Acting Deputy Headteacher, on a year's fixed term appointment. Mrs Marsters will leave on 11 July 2017; Mrs Wernham will continue as 100% Deputy Headteacher.

With effect from September 2017, the school will have seven Child Protection Designated Persons: Mrs Leach, Mrs Kidney, Mrs Wernham, Miss Fonseca, Mrs Taylor, Mrs Sanders and Ms Kozicz. The Prevent Lead staff are Mrs Leach and Mrs Wernham; Safer Recruitment trained staff are Mrs Leach, Mrs Kidney and Mrs Wernham. In answer to a Governor's question, the Headteacher said she was satisfied the school had an adequate number of CP Designated Persons.

The meeting discussed the Attendance Data for Summer A that indicates the school is on course to achieve, or exceed the end of year targets, with the exception of Nursery. The meeting discussed individual groups' attendance achievements, noting that whole school statutory age without travellers is currently 96.9%. The Head said these were pleasing outcomes. In answer to a Governor's question, the Head said the final analysis of 2016-17 attendance would be available in September. Mrs Leach has lead attendance this year; the Co-Headship may mean changes to the lead SLT member for this area next year. The Head discussed the strategies to raise attendance that had worked well this year. There is a systematic follow up of absence/attendance issues. Still to work on however, is closing the gap in attendance between PP and non PP children and attendance of pupils in the Pre-School.

The Head discussed the outcomes of the Phonics Check in Years 1 (and where applicable Year 2). There have been changes to the Year 1 cohort (56 pupils) that have affected the projections throughout the academic year. In May 2017, the projection for the Yr 1 cohort to achieve a 'pass mark' i.e. 32/40 was revised to 65-70%. This was changed from the original projection in October 2016 of 80-83%. The actual result was 68% achieving a 'pass' rate of 32/40. The projection for PP was 9/13 = 69% to achieve a 'pass'; the actual was 77%. The projection for non PP is 29/41 = 70% to achieve a 'pass' rate. The actual 2017 is 65%. The meeting discussed the outcomes made by groups within the Year 1 cohort, noting the attainment between Pupil Premium (PP) and non Pupil Premium pupils. In the Year 1 cohort, 76.8% of pupils are not pupil premium, of this group 65.1% achieved 'working at'. There are 23.2% of pupils who are Pupil Premium: of this group, 76.9% achieved 'working at'. The Head said whilst the gap between PP and non-PP pupils is not significant, gaps are evident in SEND and non-SEND pupils. In the cohort, 75% are non-SEND: of these 85.7% achieved 'working at'.

The Year 2 Phonics check had a cohort of 20 pupils: seven pupils (35%) were 'working towards' and 13 pupils (65%) achieved 'working at the expected standard'. Of the pupils 'working towards', two are Pupil premium, five are non-Pupil Premium. Of the pupils working at the 'expected standard', six pupils are Pupil Premium; seven pupils are not Pupil Premium. Using the Target Tracker toolkit, 87.9% of pupils in Year 1 and those in Year 2 achieved 'working at' in the Phonics Check with a broad similarity between boys' and girls' achievement. Members agreed that whilst challenges remain, this was a good result. A Governor commented that comparing year on year results is problematic, as ability affects the overall cohort.

The Head discussed the Key Stage 1 outcomes. The Year 2 cohort is 59 pupils. The Head said since the targets were set in October 2016, five pupils have left the cohort, seven have joined. Changes to the pupil cohort have impacted on the targets. Governors discussed the targets set in October 2016, noting the increased targets set for this year, when compared to the 2016 actual outcomes. The actual 2017 attainment in Reading, Writing and Maths is 44%, against the target of 50%. This compares to the 2016 national average of 60%, and is an increase on last year's outcome of 28%. The Head said whilst she was pleased that results show a gain on last year's outcomes, she is disappointed the school did not meet the national average. The SLT now will consider ways to address raising attainment in this Key Stage.

The Head gave the end of Key Stage 2 results that have just been received by the school. This year's Key Stage 2 cohort has 45 pupils. Projections set in October 2016 were affected by changes within the cohort: original targets expected 65% of pupils to achieve the national standard in Reading, Writing and Maths, with 6% working at greater depth. Projections were revised in February 2017 to 60-65% working at the expected standard in Reading, Writing and Maths. The 2016 outcome for pupils working at the expected level in all three aspects (Reading, Writing and Maths) was 47%. This compared to the 2016 national average of 53%. The actual outcome in July 2017 is 53%. The actual results for the individual subjects were in line with the projections, with the exception of Maths and Reading, in which the outcomes narrowly missed the projections. The meeting discussed the actual outcomes with the revised projections, and agreed the school should be very pleased with the SPaG result (82%) compared to the October projection of 72-75%. The Head said she was pleased with gains made in July 2017 outcomes, compared to the 2016 outcomes. The gap is closing in Reading and Writing, with 69% achieving the expected standard in Reading and 71% achieving the expected standard in Writing. Results in 2017 had exceeded the 2016 outcomes in all aspects, with the exception of Maths, with 69% working at the expected standard in 2017, compared to 75% in 2016.

The meeting discussed the working at greater depth projections. The Head said the results assume the scaled score is 110+ is greater depth. The scaled score is not confirmed yet. The outcome in 2016 of pupils working at a greater depth in all three subjects (Reading, Writing and Maths) was 5.6%; this compared to the national 2016 average of 5%. The 2017 projection was originally set at 6%; subsequently, this was revised to 8%. The actual 2017 outcome was 11%. The meeting discussed the 2017 outcomes, agreeing outcomes in 2016 had been maintained and 2017 gains in Writing, and Maths had increased on 2016 outcomes. Writing had increased to 13% in 2017, compared to the 2016 outcome of 5.5%; exceeding the projection of 6%. The 2017 result for Maths is 24%, compared to the 2016 outcome of 14%, exceeding the projection of 15-19%. In answer to a Governor's question about the difference in the Writing results in 2017, compared to 2016, the Head said the school had welcomed a visit from an LA English advisor for a training day in January 2017 that focused on closing the gap in Reading and Writing. Various strategies had been given to staff to help the children attain their full potential. The Head said, dependent on the scaled score being set at 110+, the school is pleased with this results set. The Head said the data checking exercise in September would allow the school to remove pupils who joined the school after Year 5 and those with EAL. The Head said there are small gaps between various groups that the Acting Deputy Head, Claire Fonseka, will address.

A Governor asked about the number of children expected to join Reception in September. The Head said 52 pupils are expected to join. The Head said it is not unusual for late entrants to be notified to the school during the summer holiday. Welcome evenings had been held last month, for parents of Reception and Pre-School children. These had been well-attended and enjoyable. Pre-School numbers are increasing, with several parents expressing an interest in taking up 30 or 15 hours. Currently, 18 children are booked for Pre-School for September. The Head discussed the training and packages that need to be bought in to support the new Pre-School. The Head said she was pleased that the new Business Manager has extensive experience of the requirements of Pre-School settings and she was already considering which package to purchase to meet the attendance, admin and other needs of the Pre-School cohort.

The Head discussed Safeguarding updates with the meeting. Over 70 staff attended the statutory three-year refresher Child Protection training on 18 April 2017. All members of staff have been trained or had their training refreshed well within the three-year statutory period. In answer to a Governor's question, the Head said Safeguarding updates are planned into staff meetings and TA briefings regularly. The Safeguarding Board was updated following changes to the referral process that came into effect on 1 April 2017. Claire Fonseka attended Child Protection Designated Person refresher training on 24 May. Hannah Kidney is booked to attend the Designated Person Refresher training in July. Both SLT members are due to return to school after their maternity leaves. New staff will receive Child Protection, Esafety and Prevent training as part of their induction programmes in July and September. Mr Grenz will meet with the Head later this term to continue working on the Safer Recruitment Audit Toolkit. Angela Mason-Bell carried out a check of the school's SCR on 21 June. A written report will be circulated for the GB on 13 July. Reverend Adams is scheduled to spend an afternoon on 3 July meeting staff and pupils to monitor the school's procedures for managing medicines, first aid and fire drill procedures. The annual Safeguarding return to the LA will be completed online and go the full GB on 13 July for approval. The Chair thanked the Head for her report.

3. Report/Update from Data Governor

Mr Henderson was not present, so no updates were given.

4. Safeguarding

No further updates were given.

5. Inclusion Update

Mrs Wernham discussed her report with the meeting. All information in her report was anonymised. The number of unusually high fixed term exclusions this term were discussed and the work that is being undertaken to support particular pupils. The school is seeking advice from the specialist teaching service. A Governor discussed the importance of wanting to keep the children in school. Mrs Wernham said the school has good evidence and case studies of what the school has put in place in order to support particular children. A Governor noted that the ethos of the school ensures inclusion is a priority.

Mrs Wernham gave an update on the progress of three recent EHCP submissions. Nine SEND children currently receive support with Blue Smile. The meeting discussed the importance of counseling on supporting the mental health and emotional well-being of particular children who might otherwise struggle to express themselves appropriately on a daily basis. In answer to a question from a Governor, Mrs Wernham explained how the EHCP process works; it now takes 3 cycles of evidence, rather than the former two cycles. This makes it a protracted exercise to gain valuable help and support for SEND pupils. External support for SEND pupils was discussed i.e. the Early Help Assessment that replaces the Common Assessment Framework.

There have been no formal parent consultations this term, however parents continue to meet with the Inclusion Team, to attend TAF (Team Around the Family) meetings, working together to ensure pupils with high needs are given the most appropriate support. TAs have had their mid-year appraisal reviews. Mrs Wernham reported all TAs have been able to show evidence of meeting the majority of their targets. Feedback shows that TAs welcome this process as it enables them to be reflective on areas of their role that have been successful or not successful, looking at reasons why, and what could be done differently next time.

Mrs Wernham discussed the CPD training events that have been delivered to TAS and MDTA at briefings. Subjects covered since the last update includes: Phonics training, promoting independence in the playground, and 'transition procedures'. Clicker 7 training has been scheduled for the final TA briefing this term on 12 July. Clicker 7 will be built into the English RAP next year. Mrs Wernham explained this is assistive technology to help children with their writing. The Head said Clicker 7 is a considerable financial commitment, at £2,000 for the license. It has preloaded word banks with activities and word maps. A Governor suggested the Writing monitoring group should look at the use of Clicker 7 in their visits.

In answer to a Governor's question, Mrs Wernham said that next year, an increased number of safeguarding updates will be included in the TA briefings schedule, to ensure consistency of safeguarding information across the staff team.

The Inclusion Team has met with Mr Campbell (SEND Governor) this term to discuss progress for SEND pupils, with a focus on the 'SEN support' group. This group's progress has improved between the spring and summer term, compared to progress in the autumn term. Pupil progress meetings over the next two weeks will show what further progress SEND pupils have made this term. The Chair thanked Mrs Wernham for her report.

6. Equality and Diversity

Ms Meynell (Equality and Diversity) and the Head will meet soon with Mrs Taylor (EAL and E&D Lead) to discuss the next Equality Award submission. In answer to a Governor's question, Head said the school would have incorporated aspects of the Equality Act 2010 to ensure equality is embedded throughout the school. A Governor asked Mrs Taylor should contact Governors if they can support the next submission.

7. Parent Group

No updates. The meeting agreed more effective ways of gathering the parent voice needed to be found.

Two reports from Mrs Went, as Writing Governor, were taken at this point. The reports concerned two visits on 18 May and 22 June. The first visit was to discuss progress against the RAP, with discussions about how Writing is taught. Mrs Marsters mentioned that teachers like the Success Criteria and target stickers as they speed things up, leaving them with more time for other work e.g. writing a next step in a piece of work. On 22 June, Reverend Adams and Mrs Went had spoken to children in various year groups to gather their views on how their work is marked. All groups agreed they appreciate the feedback given by teachers. Overall, the children saw corrections as a positive, as something that helps them to grow in their understanding of their work. Reverend Adams noted a comment she found encouraging. When she asked children why do teachers mark; the children had replied because it helps us to do even better. The meeting agreed this encapsulated the spirit of the school. The meeting also agreed that the school's environment enables children to say what they want to. They are confident and not worried about possible repercussions from remarks they make. This is to be applauded. Children had said the grid helps them to understand what the teacher wants. A Governor suggested a person she knows, who is an editor, might be approached for a visit to talk to the children. The Head said the school would welcome such visits. Mrs Went said both visits had been very informative and enjoyable and the reports will be included with the papers for the FGB on 13 July. A Governor asked that the comments made by Governors are feedback to teachers and then to children; so the children know their feedback is valuable and listened to by Governors. The Head said she would pass this message on.

8. Statutory responsibilities

The meeting noted the policies under this Committee's remit that are due to come to this Committee in the next academic year.

9. Date of the next meeting: To be confirmed as **Monday 9 October 2017** at the FGB in July. The meeting ended at 5.30pm.