

Shirley Community Nursery and Primary School Governing Body

Minutes of the meeting of the Standards Committee held on Tuesday 28 February 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

Visitors (non voting):

Iain Smith

Invited attendees (non voting):

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

Clerk: Harriet Owen

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

Visiting: Iain Smith (GB Chair), Christine Marsters (DH).

In attendance: Harriet Owen (Clerk).

1. Statutory responsibility

• Apologies

Suzanne Wernham (visitor): at another meeting. Apologies accepted by the meeting.

• Declaration of Interest

No interests were declared.

2. Marking Policy (presented by Mrs Marsters)

The meeting agreed to take this item at this point, as Mrs Marsters has to leave early to attend another meeting. Mrs Marsters said a key aim of new the Marking Policy is to help further children's learning. Guidelines and success criteria are identified by teachers before children start their work. Therefore, children can identify what will enable them to produce successful work. Children are encouraged to draft and edit their work before their teacher makes a formative assessment. Children are given time to act on the teacher's assessment and, therefore, demonstrate improvement and have a greater chance of success when the teacher's summative assessment is given. Mrs Marsters described the ways in which staff annotate work, in a different colour pen, so children have a greater chance to respond to comments. In answer to a Governor's question, Mrs Marsters said children have to respond to comments and follow up questions from their teacher. Targets are taken from Target Tracker. The Policy offers a list of codes used within the children's work, which the SLT believes will lead to a higher quality of marking. English books will have the list of codes inserted; a condensed list will be put into homework and other relevant books; therefore, parents can discuss their children's work with them, with a greater understanding of the marking throughout their work. New ways of marking mean children can tick off, on target cards, that they have demonstrated they have met a personal target. The meeting discussed points arising from Mrs Marsters' presentation. In answer to questions, Mrs Marsters said that marking in the Early Years is different to that in Year 6 and, as children move into Year 1, marking can be made more highly visual for those children who find this approach easier. A Governor said the Writing Group would look at this more closely on a future monitoring visit. A Governor noted that it is a very positive Policy, in that it is good preparation to achieve resilience in taking on good advice and building on it. These skills will be helpful for secondary school and later life. The Head said it is a very thorough Policy and one that will help children progress. Group targets are replaced by individual targets with individual success criteria; stickers and target cards are 'owned' individually by children. In answer to a Governor's question, the Head said children editing their work before a teacher's final assessment, is a big change. This enables children to finalise their work and the plenary sessions are very important to enable children to identify areas for improvement. It is good practice for children to check spellings as this makes a positive impact on a whole piece of work. The Policy will be included in Induction Packs for new staff. It is being absorbed across the whole school: work scrutinies will demonstrate that the Marking Policy is being fully implemented. Children know the marking codes; they will internalise them and take them through the school with them, as they progress through the year groups. A Governor noted the Policy's approach links with pupils' growth mindset. The Head agreed, noting it works positively for the more able and mixed ability pupils. Children can take control and a shared plenary helps children to be aware of each other's targets, so they can cooperate on shared ability tables. The Committee Chair thanked Mrs Marsters for her presentation.

Ms Meynell proposed, Mr Henderson seconded the Marking Policy should be adopted. Agreed by all.

4.20pm Mrs Marsters left the meeting.

• Approve minutes of the last meeting (17 January 2017)

One amendment was noted: Mr Smith was not present at the meeting of 17 January 2017.

Ms Meynell proposed, Reverend Adams seconded the minutes be accepted. Agreed by all.

- **Actions Arising**

The meeting noted any actions arising are covered elsewhere in the meeting.

3. Monitoring of Standards: Head's Report

The Head gave updates to items within her report. The roll continues to fluctuate. Five new pupils are due to join Nursery in the summer term. The Head has written to the LA, following FGB agreement, about proposed changes to the pre-school provision at the school. A consultation document will go out early next term to all parties, , and other local providers to allow for their responses. A Governor asked about providing 30 hours a week provision: the Head said there are strict criteria governing this offer and demand is not known at present. The current Nursery needs considerable funding support; the FGB has a duty to present a balanced budget and maintain a high-quality pre-school provision. With tighter budgets, funding is a paramount issue.

The Head discussed the projections. Targets for KS1 were set in October 2016, when the cohort was 60. The school's targets are realistic and achievable. The Head said the FFT estimates are considered too ambitious at this point in time for the KS1 cohort. The outcomes in 2016 were low and this year, teachers have an in-depth understanding of the curriculum and evidence gathering, in order to assess children's progress across all areas. Revised projections have been made to the expected standard in KS1, with projections in bands. It is projected that 60-65% will achieve the expected standard in the three aspects of Reading, Writing and Maths. This compares with the 2016 outcome of 47% (2016 national 53%). The profile of the Year 1 cohort has changed, therefore, the projection for the Year 1 Phonics check has been revised to 76%, from 80-83%.

The Head said KS2 teachers feel confident to exceed expectations. FFT estimates are based on prior attainment in KS1 and give an expectation of what children are therefore expected to attain in KS2. The school's targets are high and, if achieved, would place the school, in the top 5% of schools nationally, using FFT estimates. Only Writing at a greater depth would be slightly below FFT 20/50. Pupil movement will affect the greater depth in all areas. Target outcomes depend on a significant number of children making accelerated progress in all three areas during the year but the school believes the targets to be realistic. The revised projection (February 2017) for % of pupils attaining expected standard in all three aspects (Reading, Writing, Maths) is 60-65%. This is based on 45 pupils; lower than the original cohort of 47 when projections were set in October 2016. The meeting discussed the projections. The Head explained that, in Reading, the school is projecting 70-75% of KS2 to achieve the national standard. If 60% is achieved then the school would be in the top 20% of schools: if 53%, then the school would be in the top 50% of schools. In answer to a Governor's question, the Head said bands are a tool, which compares schools with children of similar prior attainment.

Year 6 are working hard; an intervention used last year, Sound Training, has been bought back again by the school this year. This is a word-based intervention, delivered over 1 day a week for 6 weeks. Mrs Wernham is teaching a Year 6 Maths group every day. A Maths school will be held over two days in the Easter holidays and Miss Fonseka is returning for 6 days support during the early summer term. Inference training has been rolled out to teachers and TAs, which is helpful for children who can read well but find it problematic to extract meaning and comprehension of text. The LA has given the school £2,000 (as it did last year), to help the school reach its projections e.g. through the purchase of resources. In answer to a Governor's question, the Head said this is the second year of the new assessments and the school is doing it can to help children achieve their targets. Additional support is also being brought into KS1, with interventions delivered by TAs and the Reading Recovery teacher.

Attendance has been very good up to the February half term. Attendance in Nursery (non-statutory school age) has not been as high as other year groups. The school is targeting the attendance gap in Pupil Premium and non Pupil-Premium pupils: 1.2% (Autumn B) and 1.3% (Spring A). In answer to a Governor's question, the Head said EWO involvement is not brought in for Nursery children, as they are not statutory school age (similarly with some pupils in Yr R). Referrals to the EWO are made for statutory age pupils only. The school remains hopeful of meeting end of year attendance targets that were set in the Autumn term e.g. 95% whole school without travellers.

The Head highlighted other items in her report, noting the exciting visit to the school by gold-medal Olympian Kate Richardson-Walsh in January; the focus of staff meetings for this term; the successful application to the Ernest Cook Trust which has resulted in £1,500 being given to finance visits from outside story tellers and the Year 2 sleepover before half-term, to celebrate the exit point on their IPC topic 'Explorers'.

The meeting wished to note its formal thanks to the staff that had organised and attended the annual residential trip to Hilltop in Sheringham at the beginning of February: Miss Joomun, Mrs O'Sullivan, Mr Frett and Mr Finlayson.

The Head gave Safeguarding updates to the meeting: the Child Protection Record Keeping Audit, scheduled for earlier this term, had to be postponed as the Auditor was ill. It has been rescheduled for 3 March. A fire drill is planned for this term. Mrs Taylor has recently attended Designated Person CP refresher training. The Head has recently presented a short training session to teaching staff about FGM. Mrs Cook has organised First Aid training for a group of TAs and Midday TAs. Keeping Safe Week was held 6-10 February: special assemblies, visitors and class curriculum activities took place during the week. An afternoon presentation, for parents about keeping children safe online at home, was attended by 12 parents. The Head said the level of attendance was disappointing as it is such an important topic and had been extensively advertised by the school.

The meeting discussed updates to the IPC, noting the activities and visitors that have been involved with various topics this term. The Head discussed the ways in which the IPC is being monitored: a staff meeting took place at the start of Spring B, focusing again on Assessment and the difference between knowledge/skills and understanding; assessments on target tracker will be monitored by the end of Spring B; a planning scrutiny took place in Spring A; a learning walk will take place this term focusing on writing (next steps were given in Autumn B).

4. Report / Update from the Data Governor

Mr Henderson said the Raiseonline validated data is available on 20 February. Raiseonline is closing in March, to be replaced by FFT. The meeting discussed how best data is presented to Governors to engender a full understanding of the school's performance. This will be discussed at the next meeting.

5. Safeguarding

The Head reported no further updates, other than those given in her report.

6. Inclusion Report

The Deputy Head/SENCO, Mrs Wernham, is attending another meeting and is therefore unable to be present for this meeting. The Head noted a written report had been circulated in advance of this meeting. The meeting discussed numbers of pupils with different SEND needs throughout the year groups. The meeting discussed the school's ability to meet the needs of SEND pupils joining the school. The Head said if the school is asked to take a child with high-level SEND needs with an EHCP from another school, if the needs fall within what would be expected to be accommodated within in mainstream education, the school would have to prove it could not meet the specific needs of a pupil for a place to be declined. The START team are always sympathetic to a school's case but the school would want to help wherever possible.

Three ECHPs have been accepted recently: the transfer process from Statements to ECHPs is ongoing. This involves a considerable amount of work. The Head reported parental engagement with recent PLP appointment meetings has been disappointingly low. Resources had been put in place to ensure teachers were released but the attendance of parents was not as high as hoped. These are important appointments for parents, where they have the opportunity to discuss the provision the school has put in place to support their child and also the ways in which they can support their child's learning at home. The Head said the SLT are exploring other models to engage parents. The Head said the involvement of the SEND Governor, Martin Campbell, is welcomed by the Inclusion Team. In answer to a question from a Governor about funding for pupils with SEND, the Head said the funding, whilst based on a pupil's needs, is rarely adequate. The school is very fortunate that Mrs Cook runs a lunchtime club, where some pupils, can enjoy a quiet and happy lunch time.

7. Equality and Diversity

Ms Meynell reported she would visit during Equalities Week. Food and Festivals featured at yesterday's staff meeting. Ms Meynell will give an update at the next meeting.

8. Parent Group

Ms Meynell reported that Governors are looking at different ways to engage parents and obtain their views of the school. The Head noted a review of the format of parent consultation meetings might allow opportunities for Governors to be available to talk to parents and gauge their views.

9. Statutory responsibilities

Inclusion Policy: The Head said this Policy has been updated to reflect current terminology and changes to staff members. Governors discussed how the school prepares pupils for secondary school. The Head said, following the SATs in May, teachers from secondary schools visit; children attend induction days and complete booklets for their new schools outlining their expectations for secondary school. The Head said the school rarely receives feedback from secondary schools about transferring pupils. In answer to a Governor's question about how transition work is undertaken in the lower years, the Head said in the summer term, pupils in i.e. Years 1 and 2 write 'passports' for their new teachers. This helps them to prepare for changes in September. The Head said new Reception pupils are visited at home. If new Reception pupils are currently in Nursery that helps to ease the transition, as the children and parents are familiar with the school and staff.

Ms Meynell proposed, Mrs Thomas seconded that the Inclusion Policy should go to the FGB on 23 March 2017 for approval. Agreed by all.

Attendance Policy

The Head explained the Policy has been updated and checked against statutory changes. The appendices have been updated to reflect the changes to support the law regarding unauthorised and authorised attendance. The meeting discussed how children who leave the school with unknown destinations are monitored. The Head said this links to the safeguarding agenda and the school cannot take a child off roll four weeks. Any children who do not have a transferring school are placed on the CME site. The EWO is kept constantly updated by the school on any children in these circumstances.

Reverend Adams proposed, Mrs Went seconded the Attendance Policy is adopted. Agreed by all.

The Head noted the SRE Policy is to come to a meeting of this Committee next term.

9. Date of the next meeting: Tuesday 16 May 2017 at 4pm. The meeting ended at 5.30pm.