

**MILTON CHURCH OF ENGLAND PRIMARY SCHOOL
EDUCATION, ETHOS & STANDARDS COMMITTEE
MINUTES OF MEETING
WEDNESDAY 19th June 2019 AT 6.45PM**

PRESENT:

Clive Petry (CP)	Chair
Mike Edey (ME)	
Kathy English (KE)	
Josie Gaynord (JG)	
Nick Haycraft (NH)	
Sophie Jenkins (SJ)	
Nicola Parsons (NP)	
Anna Reeder (AR)	Headteacher

IN ATTENDANCE:

Stuart Hales (SH)	Clerk
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Action Log

Item	Agenda Item	Action
2.	SH to amend minutes from 06.02.19 to include above comment	SH
2.	Art & Design Policy to be taken to LGB on 10.07.19 for approval	AR
6.	AR/AE to ensure a consistent approach to the layout of policies	AR/AE
6.	Collective Worship Policy conditionally approved with comments to be incorporated	AR
6.	Computing Policy conditionally approved with comments to be incorporated	AR
6.	Growth Mindset Policy conditionally approved with comments to be incorporated	AR
6.	History Policy conditionally approved with comments to be incorporated	AR
6.	Marking and Feedback Policy conditionally approved with comments to be incorporated	AR
6.	Science Policy conditionally approved with comments to be incorporated	AR
7.	Visions & Values to be taken to LGB on 10.07.19	AR
12.	Pupil Premium expenditure to be taken to E,E & S Committee on 13.11.19	NH
13.	Examples of homework 'grids' to be taken to E,E and S Committee on 13.11.19	AR
14.	KM to re-edit Growth Mindset Audit	KM
14.	AR to discuss use of correct terminology with staff	AR
14.	AR to prepare data for children that had been at the school from FS to yr 6	AR
14.	AR to report on how music is assessed	AR
14.	SJ to consider whether PHSE could be linked to other subjects	SJ
14.	AR to liaise with science lead to investigate opportunity for further visits/support	AR
15.	KE to consider whether can attend new parents evening	KE

Item	Agenda Item	Action
1.	<p>The chair opened the meeting with a prayer and welcomed everyone to the meeting.</p> <p>APOLOGIES FOR ABSENCE Apologies were received and accepted from Rebecca Hawes (RH) and Clare Wilson (CW). AE advised that CW would be stepping down from the LGB at the end of the academic year</p>	

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2.	<p>Minutes of previous meeting dated 06.02.19 Matters Arising</p> <p>Sex & Relationships Education (DEMAT) Nov 2018:v1 – It was agreed to change the initial on the second line of the paragraph from JG to AR prior to the minutes being saved as a pdf onto governor hub. Action: SH to amend minutes from 06.02.19 to include above comment</p> <p>Item 2 – It was agreed that JG had been included as an attendee at the E, E and S meeting on 14.11.18.</p> <p>Item 12 – It was agreed to take the Art & Design Policy to the LGB on 10 July 2019 for approval. Action: Art & Design Policy to be taken to LGB on 10.07.19 for approval</p> <p>Item 12 – AR advised that she had since made minor amendments to the Online Safety for Pupils, Staff, Volunteers and Governors Policy.</p> <p>Item 12 – It was agreed that the EYFS Policy would be discussed later in the meeting.</p> <p>The minutes of the meeting held on 6th February 2019 were agreed to be a true reflection of the meeting and were signed by the Chair.</p>	<p>SH</p> <p>AR</p>
3.	<p>Declaration of AOB AE advised that he had two matters to be discussed at the end of the meeting.</p>	
4.	<p>Declaration of Interest There were no declarations of pecuniary interest by members of the committee in respect of any item on the agenda.</p>	
5.	<p>Correspondence There were no tabled items of correspondence.</p>	
6.	<p>Policies CP asked that the agenda be changed to allow policies to be reviewed next. A governor asked if there could be a more consistent approach to the layout of policies, especially a standardized name for the school - it was agreed that it should be Milton C of E Primary School. AE offered to check school name within policies taken to the meeting. Action: AR/AE to ensure a consistent approach to the layout of policies</p> <p>A governor queried if policies were generally modified or re-written? AR advised that most had been updated.</p> <p>Art – A separate document was distributed prior to the meeting. There were no comments received and governors unanimously approved it. Action: Art Policy unanimously approved</p> <p>Collective Worship – A separate document was distributed prior to the meeting. A governor queried if the school was a 'community school' within the Philosophy section? It was agreed to change the first sentence to Milton CE VC Primary School is a community minded school.</p>	<p>AR/AE</p>

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	<p>A governor queried that the third paragraph under Legal Status of Collective Worship on page 2 did not make sense? AR advised that she would simplify this section.</p> <p>A governor suggested that should the policy be read by a parent, the year groups should be included next to each key stage under the Organisation section?</p> <p>A governor queried if the table under the Planning, Recording and Evaluation requires to be as specific? AR advised that it would be changed to be more generic.</p> <p>Also, under the Planning, Recording and Evaluation, a governor queried if Revd Chamberlins name should be included as the incumbent Vicar, should he decide to leave the post? Also, his name was spelt incorrectly.</p> <p>A governor queried that SIAMS was spelt incorrectly within Appendix 2.</p> <p>A governor asked that the policy be re-read to check that it makes sense.</p> <p>Action: Collective Worship Policy conditionally approved with comments to be incorporated</p> <p>Computing – A separate document was distributed prior to the meeting.</p> <p>A governor queried that under the first bullet point under Aims, is 'gender and race' necessary or would it be better to just include special educational needs? It was noted that the same phrase also appeared under Inclusion. An alternative sentence was agreed at the meeting.</p> <p>A governor queried if there was reference to the Cambridgeshire 'Progression in Capabilities' materials on page 3? It was agreed that Mr Fraser had the resources.</p> <p>Under Security, a governor queried if it was best practice for passwords to be kept by an IT technician? AR advised they are kept with the technician.</p> <p>Also, under Security, a governor queried whether staff use encrypted memory sticks? AR advised that all computers are now encrypted.</p> <p>Under Maintenance, a governor queried whether maintenance of hardware is undertaken by the local authority's ICT Service? AR advised that it was carried out by CMAT.</p> <p>Under Printing, a governor queried if it would be beneficial for staff to be provided with a security pin for use with printers? AR advised she would prefer not to introduce this.</p> <p>A governor queried examples of what would be classed as confidential printing material in school</p> <p>A governor queried that under Appendix 1a, there was guidelines accessing the internet and if DEMAT also had similar guidance in a separate document? AR advised that she would ask Mr Fraser to investigate.</p> <p>Under Appendix 1b a governor queried if the acceptable Use Agreement was clearly located in every classroom? It was agreed that the agreement was displayed in the meeting room and was also displayed on the computer trolleys which would be located in classrooms when required.</p> <p>A governor queried that the dates within the policy are not current.</p> <p>A governor noted that there was reference to both ICT and computing within the policy and it was agreed to change references to computing.</p> <p>A governor queried if ICT is referred to within other policies? AR advised it is.</p> <p>A governor queried why the policy is now named computing instead of ICT? AE advised of the rationale behind this.</p> <p>Action: Computing Policy conditionally approved with comments to be incorporated</p> <p>Curriculum – A separate document was distributed prior to the meeting. There were no comments received and governors unanimously approved it.</p> <p>Action: Curriculum Policy unanimously approved</p>	<p>AR</p> <p>AR</p>

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	<p>EYFS – A separate document was distributed prior to the meeting. AR advised that the policy had been shared with the FS team who were happy with it. There were no comments received and governors unanimously approved it. Action: EYFS Policy unanimously approved</p> <p>Growth Mindset Policy and Practice – A separate document was distributed prior to the meeting. A governor queried if there was a requirement for the policy to be in place? AR advised that it was required. A governor queried if the Rationale paragraph was not balanced in its views? A governor queried if there was any funding set aside for growth mindset? AR advised there was not. SJ advised that she felt that the policy was implemented well at the school. A governor suggested that the document felt like a political document and required to have a focus on the best practice for Milton Primary School and not on selling growth mindset. Action: Growth Mindset Policy conditionally approved with comments to be incorporated</p> <p>History – A separate document was distributed prior to the meeting. A governor queried that under Health & Safety, it references county policies, and should they instead be DEMAT policies? AR agreed to change the paragraph. Action: History Policy conditionally approved with comments to be incorporated</p> <p>Marking & Feedback – A separate document was distributed prior to the meeting. A governor queried if the final bullet point on page 1 was incomplete? A governor queried the wording of the final sentence under Statement of Intent? AR agreed changes to be made with governors. Under Different Strategies for Marking, a governor queried what did different tasks refer to? AR agreed changes to be made with governors. A governor asked if yellow high-lighting in photos could be removed? AR advised that new staff are provided with the policy as a test of its success and all have found it to be suitable and useable. She agreed to re-format photos to reduce the documents file size. Action: Marking and Feedback Policy conditionally approved with comments to be incorporated</p> <p>Mathematics, Calculation Policy Whiterose and Calculation Policy Guidance Whiterose – Separate documents were distributed prior to the meeting. Action: Mathematics, Calculation Policy Whiterose and Calculation Policy Guidance Whiterose Policies unanimously approved</p> <p>Music – A separate document was distributed prior to the meeting. Action: Music Policy unanimously approved</p> <p>Science – A separate document was distributed prior to the meeting. Under Skills, a governor queried if there was sufficient focus on the aims of teaching the subject? SJ advised that there was a more detailed breakdown on the aims within the table on page 3 of the policy. A governor noted that during the Governor Visit day in March, children were witnessed carrying out teacher led investigations rather than child led.</p>	<p>AR</p> <p>AR</p> <p>AR</p>

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	<p>A governor queried that under the third bullet point in Attitudes, was 'tolerance' appropriate? AR advised that she would seek advice from the science subject lead.</p> <p>Action: Science Policy conditionally approved with comments to be incorporated</p> <p>Spiritual, Moral, Social & Cultural – A separate document was distributed prior to the meeting.</p> <p>Action: S,M,C and C Policy unanimously approved</p>	AR
7.	<p>Update on Visions & Values</p> <p>It was agreed that no supporting paper had been distributed prior to the meeting and governors agreed to discuss visions & values further at the LGB on 10 July 2019.</p> <p>Action: Visions & Values to be taken to LGB on 10.07.19</p> <p>AR advised that the school had adopted the phrase 'Life In All Its Fullness' and had started to go through its values in Collective Worship. She added that there was now one class based Collective Worship each week and each year group would have the opportunity to make a short video of examples of how the values appeared in the school.</p> <p>A parent helper had offered to construct a tree in the foyer area which would have the visions & values attached to it. AR advised that she had written the SIAMS SEF in preparation for a SIAMS inspection.</p>	AR
8.	<p>Ethos: Safeguarding</p> <p>KE advised that safeguarding should be a standing item on agendas. AR advised that DEMAT had recently completed a safeguarding audit which Chris Meddle from the local authorities safeguarding team had also attended and she noted there was now a strong safeguarding culture in the school. There were still some gaps in the SCR and a risk assessment would be required on teachers that had been at the school since before there was a requirement for DBS checks.</p> <p>She then advised of changes made to personnel files and the school still awaited the audit report from Chris Meddle.</p> <p>DEMAT would complete a follow up audit on 5 July 2019.</p> <p>AE suggested that Laura Barton from DEMAT might revisit in September to review the SCR.</p> <p>AR advised that Mrs Skelton requires guidance on how long to keep supply teacher data who no longer work at the school on the SCR. She then advised that she is not satisfied with Chartwells letter of compliancy but had not received a response from DEMAT to date.</p>	
9.	<p>Review of Persistent Absence and Exclusion data</p> <p>Attendance - AR advised that the overall school attendance for 2018-19 to date is 96.83% against a national figure of 95.8%. She then advised that SEND children have an attendance of 84.45% against a national figure of 93.0% - this is due to some children being on a part-time timetable which is reviewed every six weeks.</p> <p>Disadvantaged children have an attendance of 95.0% against a national of 96.8%.</p> <p>A governor queried if there was attendance data for child carers? AR advised that the school is aware of one such child.</p>	

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	<p>Exclusions - Exclusions for 2018-19 to date are 0.78% AR advised that the school now has to pay the Educational Welfare Officer to attend meetings in an informal capacity.</p> <p>AR advised that office staff complete an attendance audit every half-term as a basis to issue parental warning letters and it is the only school in the cluster that does not fine families for unauthorised absence.</p> <p>A governor noted that the warning letter was in a standard format that was unfriendly in tone.</p>	
10.	<p>Review Curriculum Plan</p> <p>AR advised that the curriculum plan is on the schools' website and staff had to agreed the core aims.</p> <p>AE advised that he considered that the new Ofsted framework is good in principle as it focus's less on data and more on assessment of teaching.</p>	
11.	<p>Review of Pupil Voice</p> <p>AR advised that a pupil voice activity had been included in all of the subject audits.</p>	
12.	<p>Pupil Premium Update</p> <p>The following documents were distributed prior to the meeting; -</p> <p>Governor Visit Report – Pupil Premium Review 13.03.2019 Pupil Premium Strategy Statement 2018-2019 Pupil Premium 2017 Updated</p> <p>CP advised that he had visited and prepared a short report of his findings and was happy that changes are being made.</p> <p>AE advised that it should be minuted at LGB that governors have approved the pupil premium spending plan.</p> <p>NH advised that the plan would be prepared during the autumn term for 2019-20.</p> <p>Action: Pupil Premium expenditure to be taken to E,E & S Committee on 13.11.19</p>	NH
13.	<p>Homework Survey</p> <p>AR advised that from a recent parental survey there had been an even split of parents who were in favor of homework and those which were not.</p> <p>She then advised that from September 2019, the school would continue with spelling and timetables homework but would introduce a grid of age appropriate homework options for children to complete termly instead of the termly challenge - they would choose 6 from 7 options to complete.</p> <p>A governor queried if this would be for both KS1 and KS2? AR advised that it would be.</p> <p>A governor suggested that KS1 staff felt that this proposal would replace the existing system.</p> <p>Action: Examples of homework 'grids' to be taken to E,E and S Committee on 13.11.19</p>	AR
14.	<p>Subject Leaders Reports</p> <p>The following audits were distributed prior to the meeting; -</p> <p>DT Audit – A governor advised that it was the only audit to include a focus on greater depth under Areas for Development and suggested that it should be included in all audits? SJ advised that KS1 are not provided with descriptors of what greater depth looks like.</p>	

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	<p>A governor queried if there were suitable tasks in place to allow children to demonstrate an understanding of greater depth? SJ advised that there were. A brief discussion then followed on what would be classed as greater depth for each year group.</p> <p>A governor queried if it would be possible for staff to see how greater depth is implemented in other schools? AR advised that subject leader forums for foundation subjects such as DT are no longer in existence but the school could instead liaise with DT leads in other DEMAT schools.</p> <p>Governors asked AR to feed back to Mrs Dean-Kidd that it was a useful report.</p> <p>Growth Mindset Audit – A governor queried that the document requires re-editing as there were missing sentences? Action: KM to re-edit Growth Mindset Audit</p> <p>History Audit – A governor queried the apparent negative progress between years 5 and 6? AR advised that it might be due to some children who were working at greater depth in year 5 but then age related in year 6. She then briefly discussed whether staff should be using greater depth or secure and above. Action: AR to discuss use of correct terminology with staff</p> <p>Maths Audit – A governor queried why greater depth was lower in year 6? AR advised that children had to have a knowledge of all aspects of their work to achieve greater depth. A governor queried that the data for year 3 was below expectations? NH and SJ advised of possible reasons for this. A governor queried if there is available data for children that had been in the school from foundation stage through to year 6? Action: AR to prepare data for children that had been at the school from FS to yr 6</p> <p>A governor queried if parents could be asked to visit school to discuss their professional carers? AR suggested that this would be possible. AR advised that year 11 pupils from Impington Village College would visit next year to work with specific year 6 children who are aiming for greater depth in maths.</p> <p>Music Audit – A governor noted the higher number of year 3 pupils working at greater depth. A governor queried how music is assessed? AR advised that she would liaise with Mrs Cutts and report back. Action: AR to report on how music is assessed</p> <p>A governor queried how children would achieve greater depth in music? A governor advised that she could not confidently describe what greater depth is in year 1. A governor noted that during the governor visit day, a music lesson was witnessed and briefly advised of its focus. SJ advised that in KS1 children often work in small groups and it is difficult for teachers to ascertain what levels individual children are working at.</p> <p>PE Audit – A governor noted that greater depth is not evenly spread across year groups? It was also noted that greater depth was higher for year 3 children. SJ advised that it was easier to ascertain if children were working at greater depth in PE. Pupils would have two PE lessons per week. The school was fortunate that professional coaches came into teach specific sports.</p>	<p></p> <p>KM</p> <p>AR</p> <p>AR</p> <p>AR</p>

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	<p>A governor queried that under Areas for Development, could MSA be asked to provide spare kit for those children who had forgotten theirs to allow them to participate in PE? SJ advised that it was parental responsibility for children to have their PE kit.</p> <p>PHSE Audit – A governor queried that progress was not uniform compared to other audits? SJ advised that the school buys into a standard scheme by the local authorities PHSE service which has definitions and descriptors. Anti-Bullying is taught in every year group.</p> <p>A governor queried if there were proposals for cross-curriculum working between PHSE and other subjects? SJ advised that she would liaise with staff to see if there could be opportunities for this.</p> <p>Action: SJ to consider whether PHSE could be linked to other subjects</p> <p>A governor queried that when PHSE is assessed, do staff look at associated work done in other lessons? SJ advised that this had started to happen.</p> <p>A governor queried if mindfulness comes under PHSE? SJ advised that it came under Managing my Emotions in year 2. She then advised that there would be half-termly PHSE days next year.</p> <p>Science Audit/Science Coordinator Evaluation 2018-19 – A governor noted the high levels of greater depth in years 5 and 6. AR advised that since the subject lead had been in place for two years, the school would progress with the Science Quality Mark in 2019-20.</p> <p>AR advised that in year 6, staff would start whole day science lessons.</p> <p>A governor queried if the school would be re-instating links with Mandy Farmer as she knew of friends that worked at the same company?</p> <p>Action: AR to liaise with science lead to investigate opportunity for further visits/support</p> <p>The following documents were also distributed prior to the meeting; -</p> <p>Maths Lead Autumn Term Diary 2018 Maths SDP Priorities Year Summary June 2019</p> <p>A separate document titled Geography Audit was distributed on 20.06.19</p> <p>A governor felt that the audits were an improvement over old subject lead reports. AR advised that initially there was some resistance to the new format, but staff were now getting used to them.</p> <p>CP asked AR to thank staff for their reports as it developed governors understanding of what happens in the school.</p> <p>AR left the meeting</p>	<p>SJ</p> <p>AR</p>
15.	<p>Any Other Business</p> <p>Collective Worship - The following documents were distributed prior to the meeting; -</p> <p>Worship Evaluation 2019 Adults Worship Evaluation 2019 Pupils</p> <p>New Parents Evening – AE advised of a new parents evening on Wednesday 26 June 2019 between 5.15 and 6.30pm and would a governor be able to attend to discuss the work of the LGB and to see if any parent would be willing to become a governor?</p>	

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	<p>Action: KE to consider whether can attend new parents evening</p> <p>Andrew Reed – AE advised that Andrew Reed will be stepping into a new role at the Diocesan of Ely Education Trust (DEET). An advert for a new CEO had been placed.</p>	<p>KE</p>
<p>16.</p>	<p>Close (including dates of next meetings)</p> <ul style="list-style-type: none"> • LGB – Wednesday 10 July at 6.45pm • LGB – Wednesday 25 September at 6.45pm • Business & Personnel – Wednesday 9 October at 6.45pm • Ethos, Education & Standards – Wednesday 13 November at 6.45pm • LGB – Wednesday 27 November at 6.45pm 	

The meeting closed at 8.55pm

Signed:..... Date:.....