

**MILTON CHURCH OF ENGLAND PRIMARY SCHOOL
EDUCATION, ETHOS & STANDARDS COMMITTEE
MINUTES OF MEETING
WEDNESDAY 14TH November 2018 AT 6.45PM**

PRESENT:

Clive Petry (CP)	Chair
Kathy English (KE)	
Andrew Everitt (AE)	
Josie Gaynord (JG)	
Nick Haycraft (NH)	
Rebecca Hawes (RH)	
Nicola Parsons (NP)	
Anna Reeder (AR)	Headteacher
Clare Wilson (CW)	

IN ATTENDANCE:

Stuart Hales	Clerk
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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 Sophie Jenkins.</p>	
2	<p>MINUTES OF PREVIOUS MEETING ON 04.07.18</p> <p>MATTERS ARISING</p> <p>Item 7.0 – It was agreed that the following Subject Leader Reports had been distributed prior to the meeting; -</p> <ul style="list-style-type: none"> • Co-ordinators Annual Evaluation Summary 2017-2018 English • Co-ordinators Annual Evaluation Summary 2017-2018 Science • Co-ordinators Annual Evaluation Summary 2017-2018 Music • Co-ordinators Annual Evaluation Summary 2017-2018 PE • Co-ordinators Annual Evaluation Summary 2017-2018 Wider School-Schema’s Role Of The Audit In Enabling Environment <p>Item 9.0 – It was agreed that due to the low numbers of pupil premium children at the school it would be difficult to anonymise the information, and therefore the website isn’t compliant with OFSTED. The school would look at preparing case studies that can be shared with OFSTED instead.</p> <p>Outstanding Action: PP champions to prepare case studies of how pupil premium funding is spent for sharing with OFSTED</p> <p>Item 9.0 – AR advised that the pupil premium report will be revised and placed on the schools website by the end of the Autumn Term. Pupil Premium Champions are to meet with Judith Manwaring to finalise expenditure of the funding.</p> <p>Item 12.0 – AE advised that DEMAT were contacted to ask them for an example of the Termly Report On Chargeable Activities And Contributions and that the school hadn’t received a response so far and that Judith Manwaring is aware of how to produce the report.</p>	AR

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2	<p>MINUTES OF PREVIOUS MEETING ON 04.07.18 (cont)</p> <p>General – CW asked for her name to be spelt Clare Wilson (without an i).</p> <p>The minutes of the meeting held on 10th July 2018 were agreed to be a true reflection of the meeting and were signed by the Chair.</p>	
3	<p>DECLARATION OF AOB</p> <p>Marking Policy – Separate documents titled ‘Marking And Feedback Policy November 2018’ and ‘Marking- Feedback From Children’ were distributed prior to the meeting.</p> <p>A governor queried if there had been any feedback on the policy from teachers? AR advised that Mr Fraser met with children last week who preferred it to the previous marking scheme. Staff had been involved at all stages of the trial and implementation.</p> <p>CP asked if governors could now vote to approve the policy? Governors unanimously approved the Marking Policy.</p> <p>Governors – AE advised of two new governors who are currently being DBS cleared and that he is still looking for a further two governors.</p>	
4	<p>DECLARATION OF INTEREST</p> <p>There were no declarations of pecuniary interest by members of the committee in respect of any item on the agenda.</p>	
5	<p>CORRESPONDENCE</p> <p>There was no correspondence tabled at the meeting.</p>	
6	<p>ELECTION OF VICE-CHAIR</p> <p>CP advised that a vice-chair is required to lead the meetings in case he is not able to attend. He advised that KE took this role last year and asked if she was happy to continue in this role into 2018-19 which she was.</p> <p>Governors unanimously approved that KE continue in the role of vice-chair.</p>	
7	<p>REVIEW VISIONS & VALUES</p> <p>A separate document titled ‘January 2015 Visions and Values’ was distributed prior to the meeting. AE suggested that governors review the document in the spring term and that AR had presented the visions & values to governors in the summer term 2018. Governors agreed that it required reviewing to be in line with the new SIAMS inspection framework.</p> <p>AR advised that she is unable to complete the Self Evaluation Form until the review of the document had taken place.</p> <p>AE advised that he would review the document with AR and KE and take back to the Education, Ethos and Standards Committee in the Spring Term 2019.</p> <p>A governor queried the requirement for a biblical reference in the SEF? AR advised that as it was a C of E school, there is a requirement for a biblical quotation and she suggested alternatives for governor information.</p> <p>She then advised that she would welcome any suggestions of a suitable biblical reference from governors?</p>	
8	<p>ETHOS: SAFEGAURDING</p> <p>AE advised that he attended a recent safeguarding training session with Andrew Latcham, as the safeguarding lead governor.</p> <p>A governor queried if safeguarding should be taken to LGB as it is such a high priority? Governors agreed with this and AE to include it on the</p>	

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	<p>agenda for next LGB meeting. Action: Safeguarding to be on agenda for LGB meeting on 29.11.18</p> <p>It was suggested that all governor visit reports include a couple of safeguarding questions to either staff or pupils. Action: Governor visit reports to include safeguarding questions</p> <p>AR advised that when learning walks are carried out, safeguarding questions are incorporated into this process. KE advised that she had attended safeguarding training with AR.</p> <p>A governor queried what is ‘Early Help’? AR advised that it included the completion of an Early Help Assessment (EHA) form, which would be taken to panel. From the outcomes of this, the pupil can be allocated support from outside agencies and she gave examples of what this could include. A governor suggested that it would be beneficial for governors to know how many EHAs are being completed in each year group.</p> <p>A governor suggested that it be reported to the LGB how external clubs that use the school site take a lead on safeguarding as the overall responsibilities lie with the head and governors. Action: AR to report on how external clubs lead with safeguarding.</p> <p>AR advised that Judith Manwaring is reviewing and asking clubs how they deal with safeguarding. A governor queried if the safeguarding of external clubs was an issue for academy’s or schools under local authority control? It was agreed that training had been led by Chris Meddle, a senior education advisor at the local authority.</p> <p>AR advised that DEMAT would lead on the schools’ compliancy of safeguarding via the yearly planning cycle. A governor asked whether safeguarding polices should be individualised to suit the school? AR advised that this had been incorporated into the policy which was a model policy from the county council.</p> <p>AR advised that she had visited a school last week which displayed photos with names of designated leads outside their school office, which she considered was beneficial and a similar design was now in place in the schools’ entrance.</p>	<p>AE</p> <p>ALL</p> <p>AR</p>
9	<p>PUPIL PREMIUM VISIT REPORT A separate document titled ‘Governor Visit Report – To Attend Pupil Premium Audit Meeting – 26.09.18’ was distributed prior to the meeting. CP advised that the progress of PP and disadvantaged pupils continues to remain an issue. Clare Grey from DEMAT had reviewed current practice and suggested changes for the school to consider. RH advised that teachers had already implemented some of these changes.</p> <p>It is considered that there is a low level of deprivation in Milton and as a result, funding received by the school is minimal. CP confirmed that Clare Grey suggested that one positive of this is that teachers can have a detailed understanding of individual PP children in their class.</p> <p>AR advised that every PP pupil has an individualised plan. NH advised that himself and the teacher PP champions had attended a training day last week which gave examples of how lessons could be planned differently for PP pupils. AR advised that one of the main messages from the training day was that improvements and changes could be for the whole class or schools as</p>	

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	they can impact on all children.	
10	<p>SEND UPDATE Separate documents titled 'Report To Governors on Special Education Needs & Disability (SEND)' and 'Autumn 2 2018 update' were distributed prior to the meeting. NH, CW and NP met last week to review it.</p> <p>NH advised that the proportion of pupils with SEND had reduced as two pupils with ECHPs had now left, although there is one new child in Foundation Stage with an ECHP. One further pupil is currently at the 'next steps' stage and NH advised that this provided guidance for schools where an ECHP has been initially refused. He then advised that it is now more difficult for schools to obtain an ECHP as the county council is under increased financial pressures.</p> <p>NH advised that he would try and attend panel meetings for ECHPs as a way of understanding which information was required. AR advised that the county council had acknowledged inconsistencies with the review process. It was agreed that the SEND area of the website requires improvement.</p> <p>AR advised that Louise Walters the county councils specialist teaching team had visited this year to work with class teachers, pupils and parents and there had been improvements in the quality of services provided this year. NH advised that TA's had been re-organised to have a more consistent approach across the school. Tina Eales now leads many successful interventions across the school.</p> <p>A governor queried what was the Expanded Rehearsal Technique (ERT) on page 1? NH advised that it covered initial sounds and a 'Forever Pot'. Pupils would read unfamiliar words twice a day and when comfortable with them, the words would be placed in the child's forever pot, which was a clear way for the child to see their progression.</p> <p>NH advised that from the Blank Language Assessments, there are four levels ranging from 'not understanding' to 'having a clear understanding of the sentence and meaning'. A governor queried what the 'Sandwell' intervention is? NH advised it was a support programme for Maths.</p> <p>Exclusions - NH advised that there had been two days for exclusions during the autumn term to date. A governor queried if there was a reason for the drop in exclusions? NH advised that some previously excluded children had left, and one pupil now has more support, is on appropriate medication and has more strategies in place around him at school.</p>	
11	<p>DATA (Analyse School Performance, Fisher Family Trust, Local Authority single sheet) A PowerPoint presentation was displayed, and AR proceeded to go through it in detail advising that it is a first draft as data sets are not finalised. RH advised that as the schools results had been moderated, governors could be confident in the data.</p> <p>A governor queried what was the school focussing on to improve pupils writing? RH advised that spelling was a key priority across the school. A brief discussion then followed as to if editing time should be built into English lessons and to allow pupils to peer mark each other's work, to allow for it to be classed as an independent piece. Governors agreed that editing was a required skill to improve pupils writing.</p> <p>RH advised that writing topics have been changed to make them more</p>	

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	<p>enjoyable and engaging. She added that children generally understand SPaG, but don't always transfer this knowledge into their writing.</p> <p>NH advised that as writing is teacher assessed, teachers need to have a confidence that pupils are working at 'greater depth'</p> <p>A governor queried if pupils are encouraged to read regularly? AR advised they are and they also read every day in class.</p> <p>A governor queried if there was a recommended booklist for each year group? AR advised there wasn't.</p> <p>RH advised that reading records in Years 5 and 6 might be reintroduced.</p> <p>NH advised that the library needs to be at the heart of the school and gave examples of how this could be achieved. Whilst the library has very new and interesting books, books in class reading areas are often older and not so appealing to some children.</p> <p>AR advised that she had seen good examples where children had been required to read a book across several genres in a term in a termly reading challenge.</p> <p>A governor queried if reading ages in the data are affected by EAL children? AR advised perhaps, as they can affect the greater depth scores.</p> <p>AR advised of the Year 2 phonics retakes, for pupils who did not pass the test in Year 1.</p> <p>A governor queried if children would re-take the test in Year 3? AR advised this is not a requirement.</p> <p>AR advised of eight children in KS1 who are working on the P scales and are all receiving support from external agencies.</p>	
12	<p>SCHOOL DEVELOPMENT PLAN (Maths & English)</p> <p>Separate documents titled 'SDP 2018-2019' and 'SDP Priority Index 2018-2019 with Science' were distributed prior to the meeting.</p> <p>It was agreed that the priorities would be</p> <ul style="list-style-type: none"> • Focus on number facts and times table knowledge and closing the gap. • Writing including developing spellings, editing, increasing progress of SEN pupils, closing the gap and engaging boys in writing. • Ethos – develop SIAMS schedule. • Science – although this was not currently tested in Year 6, there needed to be a focus on scientific enquiry. • Growth Mindset 	
13	<p>PROPOSED TERM DATES & NO. SESSIONS</p> <p>A separate document titled 'School Holiday And Term Dates For Academic Year 2019/2020' was distributed prior to the meeting. AR advised that schools have five INSET days annually that are used for staff training – in 2017-18 they were all on Fridays, this year would include Mondays.</p> <p>4th September 2018 - Child protection training. 19th October 2018 - Whole school performance management. May 2019 – Report writing.</p> <p>There will be two days with a focus on the SDP. Governors agreed unanimously with these proposals.</p> <p>A governor queried if these dates had been issued to parents? AR advised they had been and are on the website.</p>	

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14	<p>CLOSE (including dates of next meetings)</p> <ul style="list-style-type: none"> • LGB – Thursday 29 November 2018, 6.45pm • LGB inc. Business & Personnel – Wednesday 23 January 2019, at 6.45pm • Ethos, Education & Standards – Wednesday 6th February 2019, at 6.45pm 	

The meeting closed at 8.20pm

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