

MEADOW VALE PRIMARY SCHOOL

Minutes of the Schools and Standards Committee Meeting held at 6pm on Tuesday 13th October 2015.

PRESENT:

Kathryn Evans (KE) – Co-opted Governor and Chair of Governing Body
Lee Parsons (LP) – Staff Governor and Deputy Head
Alison Smith (AS) – Co-opted Governor
Debbie Green (DG) – Co-opted Governor
Sarah O’Keeffe (SO) – Co-opted Governor
Matt Hall (MH) – Parent Governor
Julie Pratt (JP) – Authority Governor

APOLOGIES: Dani Bromley (DB) – Co-opted Governor, Carley Perry (CP) – Parent Governor, Sian Biddlecombe (SB) – Parent Governor, Ian Freeman (IF) – Co-opted Governor, Lauren Lewis (LL) – Staff Governor

IN ATTENDANCE: Jan Smith (JS) (Clerk)

The meeting opened at 6.00pm.

KE opened the meeting at 6.05pm

1. Welcome

KE stepped in to chair the meeting in the absence of SB and CP.

2. Apologies for Absence

Apologies were received and accepted from Dani Bromley (DB) – Co-opted Governor, Carley Perry (CP) – Parent Governor, Sian Biddlecombe (SB) – Parent Governor, Ian Freeman (IF) – Co-opted Governor, Lauren Lewis (LL) – Staff Governor.

3. Declaration of Interests

None.

4. Minutes from the Curriculum and Standards previous minutes (7th July 2015)

Reviewed and agreed.

5. Minutes from the Staff and Pupil Welfare previous minutes (30th June 2015)

Item 9 Childcare Disqualification Guidance letter – was this to be included with new staff induction pack? LP to check. Signed and agreed.

6. Matters arising

None.

7. Election of Chair/Vice Chair

There was a discussion and the decision was that colleagues wished SB to chair and CP to vice chair the committee. All voted for them to continue in role, subject to confirmation of their acceptance.

8. Register of business interests

None

9. Review existing Terms of Reference for C&S and SPWC and agree Terms of Reference for Schools and Standards committee

There was a discussion regarding merging of Curriculum and Standards and Staff and Pupil Welfare committee Terms of Reference.

SPWC – Date change, minimum of four governors, remove Foundation Manager reference.

LP will review and merge the two documents. JS will circulate to colleagues.

10. Pupil Premium update

LP updated colleagues.

LP has been trying to identify official list of those children on Pupil Premium. Having checked with school admissions and DfE website, the data is conflicting. Wording on trips letter has changed and as a result, requests for funding have gone up. SIMS and census data is somewhat confusing. No believe there are 71 children on Pupil Premium. It has been very frustrating. Nicola Cotter is now Pupil Premium Champion. Trained and now set up tracking for each pupil. Feeling more in control now. Welfare fund has proved to be very beneficial for provision of school bags and PE kits. A Play Therapy councillor about to be employed. SEN meeting is now weekly on Thursday am. SB is PP governor. SB spent the day with DG and LP – sat in on meetings, looked at different areas of support. DG highlighted that having NC working in the Acorn Centre is working really well. Children are targeted both academically and holistically. Counselling requirement identified to help with life outside school. It was noted that there is a misconception regarding whether families are eligible for funding and open to interpretation. There was a question regarding whether there is a problem with parents having difficulty with form filling? Families now feel comfortable working with DG to complete forms. Karen Hatt now working on school trip admin and has the list for PP children. There are more opportunities to engage parents in the process. Caution expressed as this is a sensitive area. It is believed that MVPS is the only school to fund holiday clubs with PP funding. Waiting lists for behaviour support, CAMHS, family support are very long. Now using PP funding to bring in counsellors and therapists. Immediate intervention makes a huge impact.

11. School Development update

LP updated. JS to add in SDP that these areas were discussed at the meeting.

Reference 1 – Achievement of pupils

Reading: Liz Riley – competition book cover. £10 book voucher for book fayre.

Library: move to make more user friendly as soon as possible. The library is not going to be used for a classroom.

Spelling: KP training. Changes to year 2 timetable.

Writing: LL on the case. Book scrutiny/assessment week. AS will come in one morning after half term to visit subject leader.

Problem solving: KP subject leader. No requirement for whizz kids (in its old format) but teaching has changed depending on the requirement each week (different groups

being sent out according to need). Is there any information regarding clarification of marking of new SATs papers? Information expected in May 2016.

Final year assessment: JT spoke to Rising Stars. Bespoke end of topic/year assessments created for MVPS

Home learning: fantastic feedback.

Levels and tracker: current data to be updated. Parent meetings were run to explain the new objectives. Teaching staff are getting used to new system. Pete Bailey inputted data into new Pupil Tracker to compare system results. This will need some management regarding communication to parents. Some of the graphs are too confusing and may be disabled. New curriculum and assessment process to last year. Book share and moderations: very effective team meetings. English books done, now focussed on Maths books.

10 mini iPads purchased. Class pages on website will be much more updated. The expectation is that updates to the class pages will happen a minimum of 2 times per week. Uploaded to the website via Jackie Elliott or Jan Smith.

Reference 2 – Quality of teaching

Implementation of standards tracker software. LP mastered the software and has started doing performance reviews with support staff. Good at identifying training requirements.

Triangulation system – IF, KD, JS attended training. Lesson observations for teaching staff, LSA observation forms now implemented.

CP has a visit scheduled with JS. Colleagues need to send the feedback forms to ensure that these can be added to standards tracker.

12. Curriculum and assessment update

Updated in previous item.

13. Staffing update

a. Teaching staff

LM gone on maternity leave, LC has taken over the S&L (moved classroom). Dinosaur room to be converted into sensory room.

b. Support staff

2 new lunchtime controllers employed. Very effective change. Sports coaches are working really well.

Alison Ellis – started in new role as Finance Officer, Kerry Jeffries training her this week.

Matt Whiddett – Welfare Officer (new role). Attendance officer and support to DG. Relief LSA to cover trips. Cover support for Anna Withey. 2 full days FSA/Attendance.

LSA for year 2 – advert live. Recruiting to start after half term.

Tom O’Keeffe – broken wrist.

Lauren Lewis – off sick following appendicitis.

14. Update on Racial Incidents, Bullying logs and Exclusions

Nothing to report.

15. Policy Review Update

a. Assessment, Marking and Reporting

Circulated in advance. Marking policy is a new section.

Assessment – Y6 children invited to attend? Are other year groups not allowed? Younger children don’t tend to be there but can attend at parent’s discretion. New style of parent consultation implemented so will monitor.

Liaison – access to pupil tracker profile. Changed from hardcopy pupil card.

b. Safeguarding

Circulated in advance. Bracknell Forest Council modelled policy.

There was a discussion and the following points were highlighted.

2.5 – KE/DB: Safeguarding Governors, SB: SEN Governor. Can DB cover Safeguarding as an associate member.

2.5.5 – Contingency? 5 designated officers so there will always be a member onsite

2.4.8 – Should governors have level 1 safeguarding training?

Following discussion – all governors should attend the BFC training, Safeguarding governor should be level 1. LP offered to cover this for governors at the next FGB (development section).

2.4.11 – Included in school prospectus

4.4 – spacing issue

Section 5 – KE – highlighted BFC safer recruitment training completed – SB, KE, DB (KE to check the register)

Section 6 – Clarification of personal safety skills for SEN.

Sex Education policy – Dependent on the cohort. Last cohort – sessions run by IF and LP. Teaching and learning was very effective.

DG – looking at hormones and friendships at the start of year 6, focus on sex education at the end of year 6. Tailored very much depending on the year group.

16. Bracknell Schools Networking Opportunities

LP updated colleagues. Have to prove that you are part of network clusters and utilising networking opportunities. There was a discussion.

NC – forged SENCO link to school in Portsmouth.

LEA need to help schools with networking opportunities, so it's advantageous to MVPS. Does this have to be within a specific LEA?

Fox Hill / Birch Hill / Uplands / Sandy Lane are local opportunities.

There is a feeling that Forest Learning Alliance should provide networking clusters.

FSA support network – 28 schools. Training / updates / links on emotional and social level.

MVSA – SO'K has made link to Kennel Lane School

Could Subject leaders link to KS3?

Binfield Learning Village – future link.

LP prepared to host and be proactive regarding cluster groups. LP signed up to Local safeguarding board, grounds works board, and planned works board for all schools.

Link Governors next meeting has been cancelled, but unclear why.

17. AOB

LP – Meeting with Nick Griffin from BFC to discuss travel plan. Is MVPS fulfilling their agreement? BFC against promoting car travel. There was a discussion regarding the walking bus arrangement from Jocks Lane. LP and AS as governor to work together. Staff parking has improved with additional spaces. PCSO have attended to speak to parents parking inappropriately. Investigation undertaken regarding a potential crossing patroller.

LP – Tony Byrne to retire in approx. 5 years' time. Potential housing issue when he retires. LP wanted to make governor's aware now. It was agreed that further investigation regarding the ownership of the house to be undertaken by LP and further discussion with the governors was required.

LP – Quote for play area 827m² – under the oak trees and man hole covers to be covered in rubber mulch. Decking will be replaced near reception with same covering. The cost of £28.5K was agreed after negotiation from the supplier (from £33K). Fencing will be removed around the quiet area, and toadstools to be removed (following another accident). MVSA are funding the work. This will commence over half term. The children will benefit directly. Replacement of the astroturf will be a priority fundraising project next.

DG – would like to attend the Governor Conference as well. So would S'OK. There was a brief discussion regarding the merit of attending the conference.

MH left the meeting: 7.30pm

SO'K left the meeting: 7.35pm

The meeting closed: 7.40pm.