

## MEADOW VALE PRIMARY SCHOOL

Minutes of the Schools and Standards Committee Meeting held at 6pm on Tuesday  
6<sup>th</sup> September 2016.

### PRESENT:

Kathryn Evans (KE) – Co-opted Governor and Chair of Governing Body  
Lee Parsons (LP) – Staff Governor and Head Teacher  
Ian Freeman (IF) – Co-opted Governor  
Lauren Lewis (LL) – Staff Governor  
Carley Perry (CP) – Parent Governor  
Sarah O’Keeffe (SO) – Co-opted Governor  
Matt Hall (MH) – Parent Governor  
Michelle Payne (MP) – Parent Governor  
Sian Biddlecombe (SB) – Parent Governor  
Kate Davies (KD) – Parent Governor  
Andrea Moyle (AM) – Parent Governor  
Debbie Green (DG) – Co-opted Governor

IN ATTENDANCE: Ingrid da Silva (ID) (Clerk) (minutes)

The meeting opened at 6.40 pm.

### 1. Welcome

SB opened the meeting and welcomed colleagues.

### 2. Apologies for Absence

Alison Smith (AS) sent her apologies and her absence was noted.

### 3. Minutes from the School and Standards previous minutes (14<sup>th</sup> June 2016)

The minutes of the meeting held on the 14<sup>th</sup> June 2016 were approved as correct record and signed by the Chair subject to the following amendments:

#### Item 11 Staffing Update

The insertion of ‘from parents’ in the second sentence, first paragraph of item 11 on page 5 of the minutes.

#### Item 12 Update on Racial Incidents, Bullying logs and Exclusions

The insertion of ‘School for reflection as per exclusion policy’ and removal of the word ‘storm’ in the fourth sentence, second paragraph of item 12 on page 6 of the minutes.

### 4. Matters arising

**List of policies** – the Clerk has produced a list of policies and statutory guides/procedures but needs to double check with Head teacher and Chair (KE)

before circulating to all Governors. A copy of this file will be circulated prior to the next FGB meeting on the 4<sup>th</sup> of October.

**Behavioural Unit Resource** – discussion regarding the creation of a behavioural unit resource is still on-going and the Head teacher received no update from Bracknell Forest – plans are yet to be finalised.

## **5. Election of Chair/ Vice Chair**

There was a short discussion about election of Chair/ Vice-Chair. SB term is coming to an end this autumn. KE asked if any other governors would like to come forward and nominate themselves.

CP would like to explore other Committees first and will keep the Governing Board updated. MH will consider and asked if it's possible for the role to be shared by two governors as he would be willing to share the vice-chair role of the School and Standards Committee. Clerk to check if co-chairing a vice-chair position follows the legal requirement. KE highlighted that the core purpose of vice-chair is to work closely with the Chair of governors, thus supporting the chair in ensuring other governors are fully involved and the local governing body work as a team and all governors contribute towards corporate decisions. Furthermore, in the absence of the chair, vice-chair assumes the responsibilities of the chair. At other times the powers of the vice-chair are the same as for any other governor, other than specific delegated responsibilities. In the case of School and Standards Committee, the chair and vice-chair are responsible to govern the teaching and learning aspects including ensuring policies (i.e. exclusion and behaviour) are adhered to.

If any governor has any additional questions please email the Clerk and/or Chair of the Governing Board. Further discussions will take place on our next FGB on the 4<sup>th</sup> October and on our next Governors Open Day on 27<sup>th</sup> September.

## **6. Register of Business Interests**

None.

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

The Chair of the Governing Board (KE) circulated a new Terms of Reference (ToR) for School & Standards and Resources (Finance, Facilities and Personnel) prior to the meeting based on Merton Junior School's ToR. KE pointed out that this report listed all Committees' ToR, policies, and dates for review. KE thought it was robust, clear and focused; in addition it helps Chairs of all Committees pull out items for agendas.

**Q:** Any comments?

**A:** All governors agreed with KE and said that they found this new version useful.

The governing board reviewed existing Terms of Reference for C&S and SPWC and agreed Terms of Reference for Schools and Standards committee.

## **8. Pupil Premium Update**

The Headteacher said that items 8, 9, 10 will be discussed together.

### **Pupil Premium Update**

The Head teacher informed the board that Pupil Premium information has been detailed in the Head teacher's summer term report to staff and governors. The Head teacher reported no significant gaps between Pupil Premium learners and non-Pupil Premium learners in any year group and funding continues as per designation table on school website. Moreover, funding was used to employ a Play Therapist and an Art Therapist, which she deemed highly effective interventions.

### **9. School Development Plan update**

The School Development Plan and new strategic vision document were circulated prior to the meeting. All governors unanimously agreed with the Head teacher that both documents are very clear in setting out objectives for the year ahead. The Head teacher gave an overview in which she recalled a very pleasing first year with new SLT, she is pleased with first 'go' at new SATs and expectations and outcomes. Furthermore, she will adjust targets for 2016-17 in light of outcomes as initial targets set were too ambitious this year and targets for this new academic year are more realistic. Oakleaves were distributed to Governors with an overview of all other school achievements. The Head teacher updated the board with the following information:

- Targets were appropriately and realistic set from year 1 to year 2 then to year 3 – making progress year on year.
- Achieving expected standards is reset every year not accumulative resulting in a more focused and achievable targets.
- Floor standards is at 65%
- Action plans will be circulated at the next FGB on the 4<sup>th</sup> of October

**Q:** A governor asked the Head teacher to clarify restructure to enable bottom-up focus from top-down.

**A:** This strategy enable focus on pushing standards from lower years up rather than from Year 6 down, which can be too late for some children to achieve expected.

**Q:** What is the combined target?

**A:** The Head teacher said that they decided to leave it out as it is not the focus and the subject is individual. IF added that they will look into combined targets. Government expected combined target is 65%. The Head teacher reassured the board that combined targets will be added in.

The Head teacher followed Maggi Bulls recommendation for data to be reported per class and data overview to focus on the year group data.

### **10. Curriculum and assessment update**

The Head teacher reported that teaching across the school remains consistently good or outstanding; 37% Outstanding, 40% Strong Good, 23% Good. A detailed and thorough book scrutiny and lesson observations were undertaken by the English and Maths subject leaders at the end of the school year. Outcomes were very pleasing and any minor issues have been raised with the staff and addressed rapidly.

New target systems and tracking in books in place ready for the new academic year. The Head teacher gave the following outline:

- Reading, writing and mathematics % of pupils achieving the expected standard.
- Government target is 65%, school got 61%, and national rate is 53%. The Head teacher pointed out that the School will include the combined targets.
- SPAG was lower than national, standard got higher this has to come from bottom – up. Smaller groups in year 6 – behind of expected standards in math. Steps for math improvements in year 6

Reading % pupils achieving higher standard – the School was congratulated by the governors as they got a high percentage. The Head teacher said that the School's targets were too ambitious last year, this year targets are aspirational but more achievable.

**Q:** year-year tracking currently on year 1, what the date in yellow on the Head teacher's report mean?

**A:** Yellow is what was achieved, red was the target

The Chair asked Governors to read and these documents will be discussed in matters arising next Committee meeting. Clerk to add as an agenda item.

**Q:** course subject leader?

**A:** Lauren lower English and Elizabeth Riley has the upper English Class

**Q:** Do Lauren and Elizabeth meet regularly to discuss issues?

**A:** yes on a weekly basis.

## **11. Update on Racial Incidents, Bullying logs and Exclusions**

The Head teacher reported no racial incidents and no bullying issues. There were 2 fixed term exclusions to report served on 2 Year 5 pupils. One in relation to damage to school property and one in relation to an alleged physical attack on another pupil. Both incidents have been correctly managed and no further actions are required.

## **12. Update on parental engagement – Parent Partnership and Feedback from Summer Reporting**

**Parents Partnership group** – the Head teacher will meet with our current reception parents first and then school will fill any vacant slots with new parents. Good feedback received and the leaflet distributed at the end of the summer term was well-received and a positive way to clarify issues and answer parents queries.

**Summer reporting** – more parents came to see SENCO. Nicola Potter reported to the Head teacher that when they are emerging pupils are not meeting the standards. The School spent time this summer to explain to parents that their child has not met the standard. The Head teacher highlighted the targets not met.

**Q:** A governor asked what was the parent's response?

**A:** Parents have been despondent as well as the teachers and Head teachers.

**Q:** With this new system are the teachers spending more time on reporting?

**A:** No. Everything is done online. Teachers have a pack for each student (including the report of achievements and targets) all books have target sheets attached, which are more manageable. It has to be taught and checked – child has to meet all targets to move on. We have informed parents on parents evening.

KOF suggested that governors must look at the books and target lists during the Open Day.

**Q:** Are there opportunities in place for the children to report using different formats such as video reporting?

**A:** Nicki is putting together different formats of reporting which also celebrates things that the child is good at.

**Q:** Have you received many queries from parents?

**A:** (Head teacher) mostly is centring on children that are not achieving all targets. The Head teacher pointed out that progress is evident and governors are able to check progress by reading their books thorough the year.

**Q:** What are the targets for the cohort?

**A:** All students from different abilities have been placed together into one cohort in primary school.

### **13. Policy Review Update**

The Assessment, Marking and Reporting Policy and Safeguarding policy adopted from Bracknell Forest were circulated prior to this meeting. After a short discussion, governors recommended that both policies should be updated by the Head teacher and Clerk to circulate prior to the next Committee with a list of polices and dates for reviews.

### **14. AOB**

No further questions and no further issues were raised.

KE requested that all governors read the Head teacher's summer term report to staff and governors, the development plan and new Terms of Reference (ToR) for School & Standards and Resources (Finance, Facilities and Personnel) Committees, which are all going to be discussed at the next Full Governing Board meeting on the 4<sup>th</sup> October. In the meantime, if any governor has any additional questions please email the Clerk and/or the Chair (KE or SB).

The meeting closed: 8.30pm

Action Log:

<b>Issue</b>	<b>Action</b>	<b>When by</b>	<b>Responsibility</b>
Alison Smith (AS) co-opted Governor resignation	Clerk to notify the Governors Helpdesk	Wednesday 7 <sup>th</sup> September	Clerk (IdS)
Minutes from the School and Standards previous minutes (14 <sup>th</sup> )	Clerk to make amendments above and SB to sign.	Wednesday 7 <sup>th</sup> September	Clerk (IdS)

June 2016)			
List of policies	Clerk to circulate a list of policies prior to the next FGB meeting on the 4 <sup>th</sup> of October	4 <sup>th</sup> October	Clerk (IdS)
Head teacher's summer term report, development plan and new ToR for School & Standards and Resources	Governors to read and these documents will be discussed in matters arising next Committee meeting. Clerk to add as an agenda item	10 <sup>th</sup> January	Clerk (IdS)
Policy Review Update	Head teacher to update, clerk to circulate prior to next meeting	10 <sup>th</sup> January	Clerk (IdS) and Head teacher