



New York Primary Federation
Federated with
 Frithville Primary Federation

Minutes of the Standards & Curriculum Committee Meeting held on Thursday 6th June 2013 at Frithville Primary School

Members of the Committee:

<u>Name</u>	<u>Governor Type</u>	<u>Position on Committee</u>	<u>Present/Apologies/Absent</u>
Mrs L. Donohue	LEA	Chair	P
Mr P. Bargh	Staff		P
Mrs S. Boxall	Staff		AP
Mrs M. Holland	Community	Vice Chair	P
Mr A. Shaw	Parent		P
Mrs D. Picksley	Staff		AP
Mrs A J Sidwells	Parent		P

In attendance: Mrs A. Saxton, Clerk to Governors

The meeting commenced at 6.05 pm. It was quorate. Mrs Donohue welcomed everyone to the meeting.

1/ **Apologies for Absence:**

Apologies for absence were received from Mrs Picksley due to family commitments and Mrs Boxall due to personal reasons. It was resolved that these be accepted as authorised absences in respect of the above attendance record.

2/ **Declarations of Interest for Matters to be discussed at this Meeting:**

None were declared.

3/ **Minutes of the Standards & Curriculum Committee meeting held on 28th February 2013 at Frithville Primary School:**

a/ **Accuracy:**

The minutes of the meeting held on 28th February 2013 had been circulated to all Committee members in advance of the meeting. Members confirmed that they had received

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and read the minutes. It was resolved that the minutes be accepted as a true and accurate record of the meeting held on 28th February 2013. Mrs Donohue signed and dated the minutes.

b/ **Matters Arising:**

There were no matters arising.

4/ Head Teacher's Report:

Mrs Donohue invited Mr Bargh to present the Head Teacher's Report. Mr Bargh issued his report, a copy of which is filed as Appendix A.

Mr Bargh gave the following verbal update:-

Two lead OFSTED inspectors had visited the schools for two days at the end of May. Prior to their visit, they had looked at the website and studied the information in the Head Teacher's reports and policies. Following the OFSTED inspection, both schools had been classed as "Good" in terms of attainment, teaching & learning, behaviour and safety of pupils, and leadership and management. The result was a significant improvement following the previous OFSTED inspection. Draft OFSTED reports for each School had been issued to Governors by e-mail. The Governors were delighted with the OFSTED result and unanimously offered Mr Bargh their congratulations. The OFSTED reports contained many positive remarks and the inspectors had commented particularly on the high quality of the Head Teacher's Reports. The issues which prevented the Federation achieving an "Outstanding" classification will be added to the next Self-Evaluation Action Plan. Printed copies of the OFSTED reports will be issued to parents with the weekly newsletter on Friday 7th June 2013. The Governors, once again, congratulated Mr Bargh on the OFSTED result.

Mr Bargh then referred to the Head Teacher's Report. He commented that, for two small Schools, the extended curriculum was very extensive. A general discussion took place on the different types of extended curriculum activities and how these enhance the learning experience.

Behaviour and Safety issues continue to be recorded thoroughly. Currently there are 26 Cause for Concern issues at Frithville. These relate primarily to two families. At New York, there are 5 recorded incidents of violence – however, the pupil in question has now been removed from the School. The bullying incidents are being dealt with on an on-going basis. Meetings with parents have taken place and, at present, the issues seem to have calmed down.

Pupil attendance figures had dropped to 94% at Frithville and 94.6% at New York. Mr Bargh said that he was disappointed with these figures. They were, however, due to a stomach bug. A discussion took place on this matter.

Parents Evening/IEP meeting attendance figures were presented for each School. Mr Bargh, again, commented that he would like these figures to increase. A general discussion took place on how best to encourage parents to attend these events.

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Details of staff training and meetings, and Governor visits and training were presented, showing how these link into the Self-Evaluation Form. Mr Bargh said that the display of Governor training course certificates in the reception area of each School was very impressive and demonstrated the Governors' dedication to the Schools.

Pupil Progress Analysis reports were presented for each School and a copy is filed as Appendix B. Committee members studied the reports in depth and Mr Bargh highlighted the key facts as follows:-

Vulnerable Group analysis data is now included for each School. This data is analysed by several categories including pupil gender, SEND, Free School Meals, English as an Additional Language, and those pupils who come to school by taxi.

The progress data is colour-coded to for easy interpretation. Data highlighted in blue shows the current position; data highlighted in green shows the position required by the end of this academic year. Mr Bargh explained that any figures currently above 2.5 (levels of progress) are on target to meet the required standard by the end of the academic year.

Frithville Pupil Progress Data:

Committee members noted that Years 2 – 3 at Frithville had achieved only 2.4 levels of progress in writing. Mr Bargh explained that the School was fully aware of this issue and steps had already been put in place to improve writing. Year 2 – 5 progress figures for Maths at Frithville showed a progress level of only 7.4, compared with 9 that should be achieved. Mr Bargh explained that the progress level had dropped due to two new pupils joining the School and Maths booster classes had already been introduced. EYFS Pupil progress data for Frithville was included as part of the report and a general discussion on the data took place.

New York Pupil Progress Data:

Committee members then considered the pupil progress data on New York. Mr Bargh pointed out that Year 1 had made very good progress overall, particularly in Maths. In Years 1 -2, Committee members noted that the Maths progress figure of 1.9 was low. Mr Bargh explained that this was due to a new pupil who had recently joined the School. The writing progress figures are also lower than expected for Years 3 - 4 and 4 – 5 and this matter is already being addressed. Vulnerable Group analysis data and EYFS progress data was also presented and discussed.

Mr Bargh explained that SATS results for both Schools would be due shortly for 4 pupils at New York and 6 at Frithville. The aim is for all pupils to make 2 levels of progress.

There were no further questions on the information presented by Mr Bargh and Mrs Donohue, on behalf of the Committee members, thanked him for his reports.

5/ Policies:

Mr Bargh presented the following policies for yearly ratification:-

Able, Gifted & Talented Policy

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Drug Education and Incident Policy
Personal, Social and Health Education (PSHE) and Citizenship Policy
Special Educational Needs & Disabilities (SEND) Policy
Whole Federation Physical Activity Policy

Copies of these policies are filed as Appendices C – G respectively with these minutes and a copy is retained in the Policies file.

Mr Bargh explained that there were no changes to any of the above policies with the exception of the SEND Policy in which the Complaints Procedure section had been amended to include contact details for anyone not satisfied with Head Teacher’s response to their concerns.

There were no questions on the policies and Mrs Donohue signed and dated them.

6/ Governing Body:

a/ Vacancies:

The Clerk reminded Governors that there were currently two vacancies for Community Governors and this number would increase to three at the end of the academic year when Mrs Spens retired. It was agreed that a letter would be sent to the local parish council asking if any of the councillors would be willing to become Governors. Mrs Donohue offered to speak to one of her contacts to see if they would be interested.

Mrs Holland advised that, due to health reasons, she would need to stand down as a Community Governor but wished to continue to support the Governing Body with her specialist expertise. Governors said they were sorry that she could not continue but fully appreciated her situation. Mr Shaw added that Mrs Holland would be a great loss.

b/ Training:

Governor training is continuing well. Many Governors are engaging with the Governor E-Learning website. The CfBT booklet on courses for 2013/14 has now been issued to all Governors. The Clerk reminded Committee members that they should contact Mr Bargh to book onto any of the courses.

7/ Correspondence/Any Other Business:

Mr Bargh advised that a letter to each School had been received confirming the results of the recent OFSTED inspection. The letters were shown to the Committee members. The members again offered their congratulations to Mr Bargh on the OFSTED result.

A news story would be issued to the local press on the OFSTED result. Banners will be made to put up outside each School. Other news stories will include Mr Bargh’s participation in the Edinburgh marathon and the residential at Coalbrookdale.

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8/ Items for the next Agenda: (7th November 2013):

Head Teacher's Report including pupil progress data; quality of teaching (Lesson observations and extended curriculum); behaviour and safety (safeguarding and attendance); Staff Training/Meetings; Governor visits and training.

Policies for approval

Approval of Terms of Reference for this Committee

9/ Dates of next meetings:

20th June 2013, Staffing & Resources Committee, New York

11th July 2013, Full Governors, Frithville

All meetings are on Thursdays and commence at 6 pm.

Mr Bargh advised that at the next Full Governors meeting on 11th July 2013, discussions would take place on the results of the OFSTED inspection and the actions required to make further improvements. The SATs results would be announced at the Full Governors meeting in September.

The Clerk advised that she had prepared a draft list of proposed dates for Governor meetings for 2013/14 and had sent it to Mr Bargh and Mrs Quinnell, Chair of Governors. It was agreed that the dates would be discussed at the next Full Governors meeting.

As there was no further business, Mrs Donohue thanked everyone for attending and for their contributions. The meeting closed at 6.50 pm.

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