



New York Primary School  
*Federated with*  
 Frithville Primary School

**Minutes of the Standards & Curriculum Committee Meeting held on Thursday 15<sup>th</sup> January 2015 at New York Primary School**

Members of the Committee:

<u>Name</u>	<u>Governor Type</u>	<u>Position on Committee</u>	<u>Present/Apologies/Absent</u>
Mr B. Foster	Parent	Vice Chair	P
Mr P. Bargh	Staff		P
Mrs S. Boxall	Staff		P
Mrs S. Brackenbury	Community	Chair	AP
Mrs A J Sidwells	Parent		P
Mrs S. Holland	Parent		P

In attendance: Mrs A. Saxton, Clerk to Governors

The meeting commenced at 6 pm. It was quorate. Mr Foster welcomed everyone to the meeting.

**1/ Apologies for Absence:**

Apologies for absence were received from Mrs Brackenbury due to holidays. It was resolved to accept this as an authorised absence in respect of the above attendance record. Mrs Smith, the Educational Adviser, had been invited to the meeting but had been unable to attend.

**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 11<sup>th</sup> September 2014 at New York Primary School:**

The minutes of the Standards & Curriculum Committee meeting held on 11<sup>th</sup> September 2014 at New York Primary School had been circulated in advance to all Committee members. The Committee members confirmed that they had received and read the minutes.

Signature of Chair.....

Date.....

**a/ Accuracy:**

There were no questions or queries. Committee members agreed unanimously that the minutes were a true and accurate record of the Standards & Curriculum Committee meeting held on 11<sup>th</sup> September 2014. Mr Foster signed and dated the minutes.

**b/ Matters Arising:**

There were no matters arising.

**4/ Head Teacher's Report:**

Mr Foster invited Mr Bargh to present the Head Teacher's Report. The following documents had been issued in advance of the meeting:-

- Frithville & New York Teaching & Learning Action Plan 2013 – 2015 (Appendix A)
- Monitoring & Evaluation Overview 2014 – 15 (Appendix B)
- Head Teacher's Report to the Committee (Appendix C)
- Year 2 and Year 6 End of Year Predictions 2015 (Appendix D)
- Maths Assessment (Appendix E)
- Frithville Data Analysis (Appendix F)
- New York Data Analysis (Appendix G)
- Article on Distinctive Features of effective teaching and learning in primary schools with mixed age classes (Appendix H)

The Committee members confirmed that they had received and read the documents. Mr Bargh gave the following verbal update:-

**i/ Frithville & New York Teaching & Learning Action Plan 2013 – 15: Monitoring & Evaluation Overview**

The plan is based on the key findings of the Ofsted report of May 2013.

**Governors asked when the next Ofsted visit was likely to be.** Mr Bargh advised that, as the Federation was judged "Good" in May 2013, it could be 4 or 5 years before there is another visit. A 3-year down-turn in attainment and progress figures would trigger an Ofsted inspection. The Federation would receive half a day's notice for the visit.

The plan lists the key issues for action as follows:-

- To improve the attainment and progress of all pupils in mathematics
- To improve the attainment and progress of all pupils in science
- To maintain and improve the SEND provision throughout the Federation
- To maintain and improve the leadership & management of the Federation
- To improve the quality of teaching & learning
- To maintain and improve the learning environment
- To develop an exciting and creative curriculum which challenges and inspires all

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Mr Bargh explained that the plan is displayed in the staff rooms at both schools. The new Maths curriculum had been introduced in September 2014. SEND provision is being improved by further training of staff and the introduction of a new policy in the Spring. Leadership & Management and Quality of Teaching matters are addressed throughout the year. The learning environment is being enhanced with 2 additional interactive TVs.

The overview works hand-in-hand with the plan.

ii/ **Head Teacher's Report:**

a/ **Staffing update:**

Mr Bargh referred to section A of the Head Teacher's Report and gave a general staffing update. A full-time SEND Teaching Assistant (TA) is now employed at Frithville and a 1:1 TA at New York has had her hours increased. When required, TAs are used in preference to supply teachers as it can be difficult to get good quality supply teachers and the TAs know the pupils.

b/ **Numbers on roll:**

Pupil numbers were given by school, gender, SEND and GT, Free School Meals, EAL, and those coming into school by taxi. Numbers on roll are 63 at Frithville and 46 at New York. A new child is joining reception at New York next week.

**Governors asked if the Federation knew how many children would be joining in September.** Mr Bargh said this information would be known by March/April. More families than usual had been looking around the schools and a new family had just moved into Mill Lane, New York.

c/ **Learning environment:**

The following items of maintenance had been identified:- Guttering, lead flashing around the skylight, and a leaking roof in the Computer Room at Frithville, and an issue with the boiler door at New York. **The Governors asked when these repairs would be undertaken.** Mr Bargh advised that the work was either already done or would be completed shortly.

d/ **Capital projects:**

Plans had been completed for the refurbishment of Classroom 1 at Frithville. The work would cost about £50,000. The new playground for Frithville would be installed shortly. At New York, the additional carpark area had been completed and the boiler had been fixed. Annual checks were on schedule.

e/ **Improving the quality of education:**

Mr Bargh referred to *Year 2 and Year 6 End of Year Predictions 2015* and explained that both year groups would have SATS this year. Year 2 tests would be marked internally and Year 6 externally.

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Mr Foster had had discussions with Mrs Smith, the Educational Advisor, on this matter and gave the following update. Small cohorts were a problem as 1 child can seriously affect the figures. Consequently, data is not published for schools with very small cohorts as the data could be misleading. For example, at New York in Year 6, there are 8 pupils – so each pupil represents 12.5%. The figures can be further skewed by EAL and SEND pupils.

Mr Bargh thanked Mr Foster for his update. He reminded Governors that the report is just an overview. The staff know the pupils inside out and Mrs Brackenbury and Mr Foster understand the data and are able to question its validity.

Recently, a lot of work has been done on Year 6 data analysis. Attainment and progress figures are looking good at New York; slightly less so at Frithville. **Governors asked Mr Bargh to explain why this was the case.** Using the large screen, Mr Bargh referred to the cohort data and explained that Year 6 pupils at New York had been at the school longer than the equivalent Year group at Frithville. The cohort data shows when the pupils joined the school, EAL or SEND, and their date of birth. A child's date of birth can also make a significant difference to how well they perform in class compared with their fellow pupils.

A comprehensive discussion took place on the data presented in the *Year 2 and Year 6 End of Year Predictions 2015* report with all Committee members participating.

**Governors requested that the reports be further enhanced with a traffic light system indicating the severity of SEND and EAL issues, i.e with regard to SEND, red for statemented pupils, amber for those pupils with moderate issues, and green for those requiring just short-term interventions.**

Mr Bargh explained that Year 2 at New York has a high percentage of SEND pupils and attainment is an issue. **Governors asked what interventions were in place to target this group.** Mr Bargh advised that there is a very good pupil/staff ratio, SENDCo support is provided weekly, and Individual Education Plans (IEP) are in place. The IEPs are analysed regularly to ensure that they are effective.

**Governors, again, asked what systems were in place to target this cohort.** Mr Bargh advised that the group has a wide range of different learning difficulties. There are currently 3 full-time and 4 part-time members of staff working with this group. Attainment is low but the group is making progress and the Federation is making every effort to deal with the different issues within this group. **Governors asked what were the minimum number of teachers targeting this group.** Mr Bargh explained that the worst case would be 5 members of the teaching staff for 27 pupils.

**Mr Foster suggested that Governors could visit the school to see what interventions are in place for the cohort by talking to pupils in Years 2 and 6 and the relevant members of staff.** Mr Bargh said that he wanted Mrs Smith to observe the teaching sessions for this group. It was also suggested that meetings between the SENDCo and Mr Curley and Mr Foster could focus on discussing IEPs, impact analysis, and the use of Pupil Premium money.

Mr Bargh referred to the *Maths Assessment* document and explained that this type of document would be used from September 2015 as progress levels were being abolished. A set of objectives will be set for each pupil when they start in Year 1. They will work on

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those objectives for the whole year. They will score 1 point if they are “emerging”, 2 points if they are “secure and reach the expected level”, and 3 points if they “exceed”. Data will be recorded each term. The marks will be converted into %s. Marks will be awarded for Reading, Writing, Maths, and Science. If a pupil consistently scores 1 point, an IEP will be created for that child. On average, a pupil, by the end of the academic year, should have scored 2 points for everything. So, 67% is average attainment.

Mr Bargh referred to the Data Analysis documents for Frithville and New York. For ease of reference, the data was displayed on the large screen. Mr Bargh explained that every group starts at 33% and by the end of the academic year should reach 67%. Pupils with minor SEND should reach between 33% and 60%. Some subjects are in 2-year blocks.

**Governors asked how progress would be shown on the graphs.** Mr Bargh explained that progress will be shown in a darker blue. In the summer, it will be possible to see what the Year 6 pupil gave gained by the levelling system and the different curriculums. The new curriculum is much harder. At some point, pupils will have to do 2 years work in 1 year.

Mr Foster accessed the graph data on screen to ensure that he and the other Committee members understood it correctly. **Governors asked if progress could be recorded on a termly basis.** Mr Bargh replied that it could but progress varies according to the time of year. Progress is slow in the Autumn term, due to the long summer holiday, and very good in the Spring term.

Mr Bargh explained that Years 1 and 2 pupils at Frithville are currently ahead of expected progress and Years 3 and 4 have some catching up to do. The staff need time to know and assess the new curriculum. The new objectives are now being taught.

Otrack, used by other schools in the Collaborative Partnership, will be used to produce the graphs. The cost is £280 per year.

The annual pupil questionnaire will be issued in the next few weeks. The results will be presented at the next Full Governors meeting on 5<sup>th</sup> March. Mr Bargh referred Governors to the article in the information pack (Appendix H).

Mr Bargh explained that the Federation has a secure evidence base for the judgements that it makes about the pupils. Learning is differentiated for each pupil dependent on their academic ability and their maturity. There are many challenges in teaching a mixed-age class.

Committee members were reminded about the Governor training at Mareham Le Fen Primary School on Thursday 29<sup>th</sup> January. Several Governors would attend. **Mr Foster requested an information pack as he was unable to attend the training.** The Clerk suggested that attendance Certificates could be produced. Mr Bargh agreed to do these.

f/ **Extended curriculum:**

It was noted that, for such small schools, there were many extra-curriculum activities.

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**g/ Behaviour & safety:**

Attendance figures for both schools were provided. **Governors asked why the attendance figure at Frithville (93.85%) had fallen below the national average of 94.3%.** Mr Bargh explained that the drop in attendance was caused by a sickness bug and 4 pupils will very poor attendance records. **Governors asked what had been done to rectify the situation.** Mr Bargh explained that the coming week's newsletter would contain an article about the importance of attending school regularly. Parents of pupils with poor attendance (85 – 90%) receive a warning letter (example shown to the Committee members) and, if required, the Educational Welfare Officer (EWO) becomes involved. One child has left the school as the parents have moved to Boston. Until matters are resolved, the child is still on roll at Frithville. Parents have been reminded about the importance of keeping pupils off school for 48 hours if they develop a sickness bug.

**h/ Safeguarding:**

Safeguarding figures for both schools were provided. **Governors asked Mr Bargh to explain the violent incident at Frithville.** Mr Bargh advised that a child had spat at a member of staff. The parents had been informed and the underlying issues leading to the incident had been understood.

There were no further questions or comments on the Head Teacher's Report and Committee members, led by Mr Foster, thanked Mr Bargh for his comprehensive report.

**5/ Policies for ratification:**

The following policies had been issued in advance of the meeting:-

- Anti-Bullying Policy (Appendix I)
- Attendance Policy (Appendix J)
- Behaviour Policy (Appendix K)
- Child Protection Policy (Appendix L)
- Community Cohesion Policy (Appendix M)
- Curriculum Policy (Appendix N)
- E-Safety Policy (Appendix O)
- Equality & Diversity Policy (Appendix P)
- Homework Policy (Appendix Q)
- Risk Assessment Policy (Appendix R)
- Spiritual, Moral, Social and Cultural Development Policy (Appendix S)

The Committee members confirmed that they had received and read the policies. There were no questions or comments. Committee members agreed unanimously to ratify the policies. Mr Foster signed and dated the policies.

**6/ Any Other Business/Correspondence:**

- i/ Mr Bargh advised that the Federation had won a £250 gift voucher in the Youth Sport Trust PE & School Sport Survey Prize Draw. The voucher may be used towards new hockey equipment following discussions with the School Council and the PE Teacher.

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- ii/ Mr Foster explained that he had been involved in the Head Teacher’s Appraisal. He suggested that the Head Teacher’s Performance Objectives could be reviewed at each Full Governors meeting. It was agreed to identify the Objectives by Committee responsibility at the next Full Governors meeting on 5<sup>th</sup> March.
- iii/ Mr Foster said he and Mr Curley met with the SENDCo on a regular basis. He asked Committee members to suggest a focus for the meetings. Mr Bargh suggested that the initial focus should be on producing a new draft SEND Policy.
- iv/ Mr Bargh advised that the RAISEOnline Report included a list of questions for Governors to ask the Head Teacher. Mr Bargh agreed to provide this information.

There were no items of correspondence.

**7/ Items for the next Agenda (Thursday 23<sup>rd</sup> April 2015):**

Head Teacher’s Report to include:-

- A. General Information – Staffing structure, numbers on roll, learning environment.
- B. Improving the quality of education – achievement of pupils, quality of teaching, extended curriculum, behaviour & safety, quality of leadership & management, Governor visits and training.

RAISEOnline Report  
 Fisher Family Trust Report  
 Monitoring of Head Teacher’s Objectives relevant to this Committee  
 Ratification of policies  
 Approval of minutes of Committee meeting held on 15<sup>th</sup> January  
 What has this meeting achieved for the children?

**8/ Dates, times and venues of next meetings:**

26<sup>th</sup> February, Staffing & Resources Committee followed by Pay & Performance Review Committee, Frithville

5<sup>th</sup> March, Full Governors, New York

23<sup>rd</sup> April, Standards & Curriculum Committee, Frithville

All meetings are on Thursdays and commence at 6 pm.

**9/ What has this meeting achieved for the children?**

The Federation has been held to account for the education of the pupils. Committee members were satisfied that members of staff have an in-depth knowledge of each child, an extensive curriculum is provided and there are many extra-curriculum activities.

As there were no further matters for discussion, Mr Foster thanked everyone for attending and for their contributions. The meeting closed at 7.55 pm.

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Signature of Chair.....

Date.....