



New York Primary School
Federated with
 Frithville Primary School

**Minutes of the Standards & Curriculum Committee Meeting held on Thursday
 23rd April 2015 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>
Mr B. Foster	Parent	Vice Chair	P
Mr P. Bargh	Staff		P
Mrs S. Boxall	Staff		P
Mrs S. Brackenbury	Community	Chair	P
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. Mrs Brackenbury welcomed everyone to the meeting.

1/ Apologies for Absence:

There were no apologies for absence. All Committee members were present.

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 15th
 January 2015 at New York Primary School:**

The minutes of the Standards & Curriculum Committee meeting held on 15th January 2015 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.

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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 15th January 2015. Mrs Brackenbury signed and dated the minutes.

b/ Matters Arising:

There were no matters arising.

4/ Head Teacher's Report:

Mrs Brackenbury invited Mr Bargh to present the Head Teacher's Report.

i/ Pupil Progress Data:

Pupil Progress Data for both schools had been issued to Committee members in advance of the meeting. The Committee members confirmed that they had received and read the information. Reports are filed as Appendices A (Frithville) and B (New York) and form part of these minutes.

Mr Bargh advised that Otrack would be responsible for producing the progress data reports. Data for the last 2 years had been sent to them and, hopefully, reports would be produced from September 2015. There would also be progress data in the RAISEonline and Fischer Family Trust (FFT) reports.

Frithville:

Five EYFS pupils are on track in terms of attainment. At present, no SEND pupils have been identified in this group. If pupils are in the 40 – 60 category at Easter, they would be expected to make the required progress to achieve their Early Learning Goals. Mr Bargh issued *The Characteristics of Effective Learning*, a copy of which is filed at Appendix C and forms part of these minutes.

Governors asked if there was a usual pattern of development for EYFS pupils. Mr Bargh advised that there was no set pattern. However, the EYFS cohort at Frithville had numeracy and literacy levels above the expected standard. The pupils chose to sit with Year 1 pupils to do their work; one advantage of having a mixed-age class.

Governors asked if the general pattern was for the majority of pupils to be in the 30 – 50 range. Mr Bargh explained that there was no general pattern; each year group is different. Some children, especially those with good communication skills, have the ability to learn; some children struggle, even with outside intervention. Forthcoming training for teaching staff will focus on Meta-language; it is important that pupils understand such concepts as 2D, 3D, and "adjectives". SPAG tests will be held in a few weeks, so understanding these concepts is especially important for the pupils.

Pupils are now being taught the new curriculum, so Year 3 pupils are doing Year 4 work. Years 1 and 2 have a 1 –year programme of study for Reading, Writing, and Maths, and a 2-

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year programme for Science. Pupils in Years 3, 4, 5, and 6 have a 2-year programme of study in Reading and Writing, and a 1-year programme for Maths. They would be expected to make 12% progress per term, reaching 67% progress by the summer term. Because Science is a 2-year programme expected progress is 6% per term. A Science Week had just been completed and this had been very successful.

Governors asked if there were issues with writing. Mr Bargh said that more emphasis is now being placed on writing. Writing will be moderated internally on Monday 27th April and externally on 5th June. Results of the SPAG and Maths tests will be presented at the next Standards & Curriculum meeting on 4th June. Maths is now much harder; in Year 1, pupils used to be expected to count from 1 to 10 and from 10 to 1, now they are expected to count from 1 to 100 and from 100 to 1.

New York:

Governors asked if there were any year groups of concern. Mr Bargh advised that Year 5 at New York had a lot of SEND pupils. A lot of work is undertaken by teaching staff to ensure that the progress judgments are accurate. Data is given to Mr Bargh every half-term. **Governors requested that, as part of their regular visits, they see the information that is used to make the progress judgments.**

A general discussion took place on the contents of the pupil progress data. Governors referred to large printed versions of the data. Discussions took place on the presentation method of the data. Governors agreed that the current method of presentation made it easy to explore individual year groups and identify any areas of concern. **Governors were keen to know how data would be presented when the reports are produced by Otrack.**

Mr Bargh issued *Year 2 and Year 6 End of Year Predictions (Revised April 2015)*, a copy of which is filed as Appendix D and forms part of these minutes. Mr Bargh explained that the data is in levels. **Governors asked how it was possible to compare progress with different measurement systems.** Mr Bargh explained that it was done by teacher judgement. The figures for Frithville pupils are quite good; the figures for New York pupils are better as the latter group have been at the school longer.

There were no further questions on the pupil progress data. Committee members, led by Mrs Brackenbury, thanked Mr Bargh for his immense effort in producing the reports. Mr Bargh replied that the hard work is done in the classroom by the teaching staff.

ii/ Head Teacher's Report:

The Head Teacher's Report had been issued in advance to all Committee members. The Committee members confirmed that they had received and read the report. A copy is filed as Appendix E and forms part of these minutes. Mr Bargh gave the following verbal update:-

Part A: General Information:

The Apprentice TA position at Frithville is on hold until budgets have been agreed.

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Numbers on roll are 62 at Frithville and 44 at New York. Predicted reception intake for September is 7 at Frithville and 3 at New York but figures could change. Budgets are calculated on the lowest number of pupils as this is the safest approach.

Governors commented that combining the SEND and Gifted & Talented figures could be misleading. Mr Bargh agreed to split the group for future reports. The current group contains only SEND pupils.

A low interest loan will be taken out to refurbish Classroom 1 at Frithville. Cost will be approximately £55,000 and will be re-paid over 10 years. The playground at Frithville will probably be installed during the summer holidays. Quotes are being obtained for refurbishment of the toilets at New York. Work to be done during the summer holidays.

Part B: Improving the Quality of Education:

Mrs Smith, the Educational Adviser (EA), had visited the Federation earlier in the week and had been very pleased with developments. The Deputy Heads have had a lot of extra work this year and have coped very well. The Federation is fully prepared for the new curriculum and assessment without levels, due to start in September 2015, as these were introduced at the Federation in September 2014.

Governors asked when the updated Action Plans would be available. Mr Bargh advised that they would be presented at the next Full Governors meeting on 21st May.

Governors asked about lesson observations. Mr Bargh said that he was in every classroom every school day. Informal lesson observations are on-going. Formal lesson observations are also held; on Monday 27th April, Maths will be observed. A general discussion on this matter took place. Governors recognised the importance of looking at work in progress, pupils' books, the quality of marking, and the effectiveness of feedback. Further discussions took place on the effectiveness of verbal and written feedback. Mr Bargh advised that a staff session celebrating positive feedback would be held on Monday 27th April. The importance of the impact of feedback was noted.

The Agresso finance system has now been introduced throughout the County. Three staff members and the Bursar have received training.

A Collaboration learning walk will be held at Spilsby Primary School on 29th April. A Head Teachers' meeting on Assessment Without Levels will be on 8th May. A training course on the use of the Otrack data system will be held on 8th June. On 10th June, Head Teachers in the Collaborative Partnership will visit New York and Frithville. A written report on the 10th June visit will be presented at the Full Governors meeting on 16th July. The EA is due to visit on 12th June, provisionally. On 24th June there will be an afternoon meeting between the EA, Deputy Heads, and Governors. **Mrs Brackenbury offered to attend this meeting.**

The extended curriculum is very extensive for two small schools. Thanks to all staff at both schools for their efforts. On 22nd April, the Federation was visited by a Wing Commander of the Pakistani Airforce. Children and staff found it very interesting.

Attendance is 94.06% at Frithville and 96.19% at New York.

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There were no exclusions and there is one Team Around the Child at Frithville. The EA had commented that pupils were very polite and well-behaved. **Governors asked for information about the violent incident.** Mr Bargh advised that it related to spitting. However, the matter had now been resolved.

There were no further questions on the Head Teacher's Report and Committee members, led by Mrs Brackenbury, thanked Mr Bargh for his work.

5/ RAISEonline and FFT Reports:

Reports will be presented at the Full Governors meeting in November 2015. Mr Bargh has completed the FFT training and will give a training session to Governors at the Full Governors meeting on 21st May.

6/ Policies:

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

- Able, Gifted & Talented
- Drug Education & Incident
- EYFS
- Personal, Social and Health Education (PSHE) and Citizenship
- Special Educational Needs and Disabilities (SEND)
- Whole Federation Physical Activity

Committee members confirmed that they had received and read the policies. Copies of the policies are filed as Appendices F to K, respectively, and form part of these minutes.

There were no questions or comments and the Committee resolved unanimously to adopt the policies. Mrs Brackenbury signed and dated the policies. (Note from the Clerk: Signed copies of policies are in the Policies file in the Governors' filing cabinet).

7/ Monitoring of the Head Teacher's Performance Review Objectives relevant to this Committee:

Mrs Brackenbury invited Mr Foster to lead this Agenda item as he had been a member of the Head Teacher's Performance Review (HTPR) Committee.

Mr Foster explained that the HTPR Committee had set three objectives for the Head Teacher, all of which related to the Standards & Curriculum Committee. It was agreed that the objectives should be reviewed at each Standards & Curriculum Committee meeting to ensure that the next HTPR Committee were well prepared for the next meeting with the EA.

Mr Foster read out the objectives:-

Objective 1: Pupil Progress: Improve achievement at all key stages so that progress is good and gaps close with the national average.

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Objective 2: Teaching & Learning: Improve the quality of teaching so that it is consistently good.

Objective 3: Strengthen the Head Teacher's knowledge and understanding of early years so that quality assurance in this area is more precise and supports improvements in the quality of provision and outcomes for children.

A general discussion took place on the three objectives. **Governors requested that comparison data on national averages be provided.** Mr Bargh agreed to provide this information, adding that it would be in the RAISEonline, FFT, and Otrack data. **Governors asked if Mr Bargh would meet the target set in the first Objective.** Mr Bargh replied "Yes".

Further discussions took place on the pupil progress data. It was agreed that data would be reviewed by Mr Bargh, Mrs Brackenbury, and Mr Foster at a meeting (date to be agreed) to be held before the Full Governors meeting on 16th July.

Governors asked how Objective 2 on the quality of teaching was being met. Mr Bargh referred to the "Rope" diagram on Part B, section 2 of his report that shows the elements of the Quality of Teaching monitoring and evaluation schedule. He explained that his knowledge of EYFS would be enhanced by further liaison with the EA, support from external agencies and visits to other schools. An EYFS specialist teacher from another school would be visiting the Federation shortly.

8/ Any Other Business/Correspondence:

i/ Press Coverage:

Mrs Boxall showed copies of press clippings from local newspapers on Red Nose Day activities and the Construction Day held at Peter Paine Sports Centre. Governors thanked Mrs Boxall.

There were no items of correspondence.

9/ Items for the next Agenda (4th June 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. Results of SPAG and Maths tests.

Monitoring of Head Teacher's Objectives relevant to this Committee

Ratification of policies

Approval of minutes of Committee meeting held on 23rd April 2015

What has this meeting achieved for the children?

Signature of Chair.....

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10/ Dates, times, and venues of next meetings:-

7th May 2015, Staffing & Resources, New York
21st May 2015, Full Governors, Frithville
4th June 2015, Standards & Curriculum, New York

All meetings are on Thursdays and commence at 6 pm.

11/ What has this meeting achieved for the children?

A comprehensive discussion on this matter took place and the following points were agreed:-

- i/ Pupil progress data had been thoroughly scrutinised and areas requiring special intervention had been identified. Data sources including RAISEonline, FFT, and Otrack had been discussed.
- ii/ Marking and feedback issues had been considered and discussed.
- iii/ Collaborative Partnership activities and their benefits to the pupils had been discussed.
- iv/ Head Teacher's Performance objectives had been reviewed as part of on-going preparation for review in the 2015/16 academic year.

Committee members, led by Mrs Brackenbury, asked Mr Bargh to pass on to the staff the Governors' thanks for all their hard work. Mr Bargh said that the Federation was very lucky to have such dedicated staff.

As there were no further matters for discussion, Mrs Brackenbury thanked everyone for attending and for their contributions. The meeting closed at 8.10 pm.

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