



New York Primary School
Federated with
 Frithville Primary School

Minutes of the Standards & Curriculum Committee Meeting held on Thursday 27th February 2014 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		P
Mr P. Bargh	Staff		P
Mrs S. Boxall	Staff		P
Mrs D. Picksley	Staff		P
Mrs A J Sidwells	Parent		P
Mr A. Shaw	Parent	Acting Chair	P

In attendance: Mrs A. Saxton, Clerk to Governors

The meeting commenced at 6.05 pm. It was quorate. Mr Shaw welcomed everyone to the meeting and explained that he would be chairing the meeting due to the retirement of Mrs Donohue.

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 7th November 2013 at New York Primary School:**

a/ **Accuracy:**

The minutes of the meeting held on 7th November 2013 had been circulated to all Committee members in advance of the meeting. Members confirmed that they had received and read the minutes. It was resolved that the minutes be accepted as a true and accurate record of the meeting held on 7th November 2013. Mr Shaw signed and dated the minutes.

Signature of Chair.....

Date.....

b/ **Matters Arising:**

Mr Shaw asked if any decision had been made regarding changing the dates of the academic year to coincide with those of local academies. Mr Bargh advised that the decision had been made to keep the dates of the academic year in line with those suggested by Lincolnshire County Council. Two local academies are not changing the dates of the academic year and, consequently, only one member of Federation staff is affected.

4/ Head Teacher's Report:

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

The Head Teacher's Report (Appendix A) and Pupil Progress Analysis Reports for Frithville (Appendix B) and New York (Appendix C) were issued in advance of the meeting to all members of the Committee. The Committee members confirmed that they had received and read the reports.

Mr Bargh gave the following verbal update:-

Pupil Progress Data:

Meeting are held with staff every half-term to collect and analyse pupil progress data. The national level is for 3 points progress per academic year. The Federation aims for 4 points. Data is presented for Reading, Writing, English, and Maths as well as an overall score. Vulnerable Groups including SEND, FSM, and EAL are also analysed. An EYFS progress summary and Expected Outcomes at the end of 2014 were also provided. For ease of reference, data is colour-coded and displayed in graph format. The Average Point Scores can be dramatically affected by pupils leaving or joining the Federation as the cohort size is small. The figures are as expected at this point in time in the academic year.

The figures at Frithville in Year 2 are down slightly due to two new EAL pupils joining. Interventions are always put in place to ensure the figures are on or above target. Teaching staff know the pupils very well and some knowledge gaps in maths have been identified. Consequently, Maths interventions have been put in place. The 7 pupils in reception at Frithville are all in target.

At New York, Year 2 pupils are making excellent progress and the 5 reception pupils are all on target. Historically, pupils do not make their best progress at the beginning of the academic year as it takes a while for them to settle in. By Christmas, they should have made 1 level of progress. The take-off is later in the academic year.

A general discussion took place on the Pupil Progress Data reports and it was agreed that the Expected Outcomes Report (covering Year 1 Phonics, KS1 and KS2 Expected levels for reading, writing and maths – attainment; and KS2 expected progress) were an excellent addition to the information provided.

Mr Bargh commented that there is regular monitoring and moderating across the Collaborative Partnership members to ensure that marking is consistent. There were no

Signature of Chair.....

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questions on the pupil progress data and the Committee members, led by Mr Shaw, thanked Mr Bargh for his comprehensive report.

Quality of Teaching:

Quality of Teaching analysis figures were provided since September 2010. 96.4% of lessons observed (3-year trend) were judged to be Good or better.

Mr Bargh explained that new OFSTED guidance on Quality of Teaching judgements suggests a more holistic approach over a period of a year. Lesson observations are to be supplemented by talking to the pupils and reviewing their workbooks. A copy of the OFSTED document "Why do Ofsted inspectors observe individual lessons and how do they evaluate teaching in schools?" will be issued to all Governors for discussion at the next Full Governors meeting on 6th March 2014.

Staff are being encouraged to experiment in getting pupils to learn in different ways. The new curriculum comes into operation in September. The major changes relate to higher attainment levels. Feedback from staff training courses is immediately relayed to other members of staff. A general discussion on this matter took place. Mr Bargh explained that parents will be invited to attend a Maths session in September that shows how the children will be taught Maths. Similar sessions will be held for phonics and other key subject areas. Pupils learn in different ways and it is very important to increase learning by trying different methods. i.e playing dominoes, learning Maths songs etc.

Extended Curriculum:

There is at least one extended curriculum activity every week. Events highlighted in blue are those undertaken by the Federation as a whole. There are major benefits in being part of the Federation as some of the activities could not have been undertaken if the schools had been acting individually.

Many events organised by the PTA and individuals broaden the pupils' horizons.

Safeguarding:

Since September 2013, there have been 8 Cause for Concern issues at Frithville and 4 at New York. All incidents are logged and monitored in accordance with the required procedures and all required authorities are informed.

Staff Training/Meetings:

Details were provided of all staff training and meetings and its relevance to the three key tenets of the School Development Plan (EYFS – all children will make age-related progress; KS1 – all children will make at least 4 points progress per year in reading, writing and maths; and KS2 – all children will make at least 2 levels progress per year in reading, writing and maths) and the OFSTED criteria (Achievement of Pupils; Quality of Teaching; Behaviour & Safety of Pupils; and Quality of Leadership & Management).

Signature of Chair.....

Date.....

A general discussion on these matters took place. Mr Bargh advised that the Federation was very well advanced in teacher training for the new curriculum especially regarding the core subjects – Maths, English, and Science.

Governor Visits and Training:

The display of Governor training certificates in the reception areas of each school demonstrates an excellent learning environment. The Federation is to appoint a mentor (Mrs Picksley) to help pupils with pastoral issues including grief and absent parents. Mrs Picksley has completed a mentoring course and her qualifications to be a Higher Learning Teaching Assistant (HLTA). Committee members offered Mrs Picksley their congratulations.

Mr Bargh advised that other members of staff will undertake the HLTA qualification, thereby reducing the need to employ supply staff during periods of absence. Money will be saved and the existing staff already know the pupils and the Federation.

The Committee members thanked Mr Bargh for his report.

5/ Policies for approval:

The following policies had been issued in advance of the meeting to all members of the Committee:

Anti-Bullying; Attendance; Behaviour; Child Protection; Community Cohesion; Curriculum; E-Safety; Equality & Diversity; Homework; Risk Assessment; Spiritual, Moral, Social, and Cultural Development; and Whole School Food.

Copies of these policies are filed as Appendices D - O respectively.

The Committee members confirmed that they had received and read the policies. Mr Bargh explained that there were no major changes to any of the above policies and they had been reviewed by all the teaching staff. The Committee members agreed unanimously to approve the above policies for 12 months and review them again in spring 2015. Mr Shaw signed and dated the policies.

6/ Governing Body:

a/ Vacancies:

The Clerk explained that, following the retirement of Mrs Donohue, there were currently three vacancies for Governors – two Community and one Local Authority. A general discussion on this matter took place. Governors were sorry to hear about Mrs Donohue's retirement and it was agreed to raise this matter again at the Full Governors meeting on 6th March.

It was agreed to advertise the vacancies on the Federation's website. Mr Foster agreed to advertise the Community Governor vacancies on the RAF Coningsby website.

Signature of Chair.....

Date.....

b/ Training:

Mr Bargh thanked Governors for taking part in the Learning Walks. Very good feedback had been received. Pupil questionnaires had been analysed by Mrs Brackenbury and the results would be presented at the next Full Governors meeting. The Federation is a learning environment for everyone – not just the pupils.

7/ Correspondence/Any Other Business:

There were no items of correspondence.

Mr Bargh advised Committee members that the SENDCO is currently off sick and her role has been taken temporarily by the lady who replaced the SENDCO during her recent maternity leave.

8/ Items for the next Agenda (Thursday 5th June 2014):

Head Teacher's Report to include:

- Safeguarding
- Pupil Progress Data including Vulnerable Groups and EYFS figures
- Update on extended curriculum
- Update on Quality First teaching
- Update on Staff Training/Meetings and relevance to Whole School Improvement Plan
- Governor meetings, visits, and training and relevance to Whole School Improvement Plan

Policies for approval

9/ Dates and times of next meetings:

- 6th March 2014, Full Governors, New York
- 1st May 2014, Staffing & Resources, Frithville
- 22nd May 2014, Full Governors, New York

All meetings are on Thursday and commence at 6 pm.

As there was no further business, Mr Shaw thanked everyone for attending and for their contributions. The meeting closed at 7.10 pm

Signature of Chair.....

Date.....