



New York Primary Federation
Federated with
 Frithville Primary Federation

**Minutes of the Standards & Curriculum Committee Meeting held on Thursday
 28th February 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		P
Mrs M. Holland	Community	Vice Chair	AP
Mr A. Shaw	Parent		AP
Mrs D. Picksley	Staff		AP
Mrs A J Sidwells	Parent		P

In attendance: Mrs A. Saxton, Clerk to Governors

The meeting commenced at 6.10 pm. It was quorate. Mrs Donohue welcomed everyone to the meeting.

1/ **Apologies for Absence:**

Apologies for absence were received from Mrs Holland and Mrs Picksley due to illness and Mr Shaw due to a work commitment. 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 8th
 November 2012 at New York Primary School:**

a/ **Accuracy:**

The minutes of the meeting held on 8th November 2012 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 noted that Mrs Donohue was now a Community Governor and not a Parent Governor as stated on the minutes. It was resolved that the minutes be accepted as a true and accurate record of the meeting held on 8th November 2012, subject to the amendment. Mrs Donohue signed and dated the minutes.

b/ **Matters Arising:**

Mrs Donohue asked if pupil progress data would, henceforth, be issued in advance of the Committee meetings. Mr Bargh apologised for not issuing the data in advance. A detailed discussion took place with regard to timescales and the feasibility of issuing the data in advance.

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

i/ **Pupil Progress Data**

Mr Bargh issued the Head Teacher's Report dated 28th February 2013, a copy of which is filed as Appendix A. (Note from the Clerk: A copy of the report has been e-mailed to those Committee members who were unable to attend the meeting). Mr Bargh explained that the report was divided into four sections in accordance with OFSTED criteria i.e Pupil Progress data, Quality of Teaching, Behaviour & Safety, and Teaching & Learning.

Detailed pupil progress analyses were provided for each School by year group and subject (reading, writing, English, and Maths). EYFS data was also given. (Data is shown at Appendices 1 and 2 of the report).

A comprehensive discussion, led by Mr Bargh, took place on the data. Over the School year, four levels of progress is the aim (three is the national average). Pupils tend to make the best progress in the latter half of the School year.

At Frithville, Year 2 pupils have made overall progress of 1.8 – a good result. Year 3 level of progress is 1.2 and Governors questioned why this figure was low. Using the white board, Mr Bargh called up specific data for that year group and was able to demonstrate that the figure was low due to an EAL pupil who is receiving extra help. The detailed data did not show the pupils' names. Governors asked what type of specific help was given to the EAL pupil. Mr Bargh explained the use of Teaching Assistants and an EAL Subject Leader who had arranged for all letters to parents of EAL pupils to be in their national language. Close links with schools in Boston were also helping in dealing with language issues.

Overall progress to date for Year 4 pupils at Frithville was 1.2. Again, Governors questioned why this figure was low. Mr Bargh, again, called up specific data for that year group and was able to demonstrate that the figure was low due to three new pupils who had joined the school at Christmas and whose Maths skills needed enhancement. A general discussion took place on this matter.

Figures for Years 5 and 6 were very good. Mr Bargh commented that by the time pupils reach Year 6, they are beginning to mature and realise that they will soon be at secondary school.

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The Committee then considered the Key Stage 1/Key Stage 2 Average Points Score Summary for each of the 6 year groups in reading, writing, and Maths. Governors were keen to know how the school assessed a pupil who joined mid-way through the academic year. Mr Bargh replied that Key Stage 1 results for reading, writing, and Maths are on a national computer system however the accuracy of the figures needs to be treated with caution as the work on which they are based is marked internally. Key Stage 2 results are marked externally. New pupils are assessed as soon as they join the school and, where possible, data is sourced from their previous school. Mr Bargh said that he was pleased with the results of the data.

A new report was presented to Committee members showing EYFS pupil progress summary data by Term and by three prime and four specific areas of learning, as detailed in the Curriculum Policy as follows: communication and language; physical development; personal, social & emotional development; literacy, Mathematics; understanding the world; expressive arts and design. A general discussion on this matter took place with Mr Bargh referring to the relevant sections of the Curriculum Policy. Committee members queried why the data appeared to show that EYFS pupils were below the national average when they joined the school. Mr Bargh agreed that the figures for Term 1 did convey that impression but they also demonstrated that progress was made in Terms 2 and 3. Governors asked if there was sufficient additional help in the classroom to improve the progress levels. Mr Bargh explained that extra teaching help was provided and that some members of staff will be attending at EYFS Pupil Progress Monitoring course in a few weeks.

Committee members then referred to the pupil progress analysis report for New York and queried why the Maths progress figure was high at 4.0. Mr Bargh explained that many of the pupils in that cohort were still working on their Early Learning goals in Term 1 and had not reached the required standard. Progress was made but the starting point was low. It was noted that Year 2 were making excellent progress in Maths but that Year 4 reading was low due to two SEND pupils. Mr Bargh explained that there is a focus on writing this year, with assessments each term at each school.

Mrs Donohue asked if the pupils were listened to when they read. Mr Bargh advised that this happens several times a week and volunteers come into the schools to help. A general discussion on this matter took place.

A discussion took place on the EYFS Pupil Progress Summary for New York. Mr Bargh said that the data demonstrated the range of abilities of children coming into the school and the consequent importance of assessing each individual child at intake.

Mr Bargh added that the data tracking had been greatly assisted by the input from staff at each school. Any areas for concern had been immediately identified, thereby enabling interventions to be put in place where required.

Committee members, led by Mrs Donohue, thanked Mr Bargh for the pupil progress data and commented that it was easy to understand.

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ii/ **Quality of Teaching:**

Mr Bargh's report detailed lesson observation data since September 2010 and this was discussed in depth by the Committee. Mr Bargh advised that he, himself, had been observed, as he was a qualified teacher. In addition, paired observations had taken place. Mr Bargh added that he was happy with the figures and they had improved in recent years.

A comprehensive list of extended curriculum activities for each school was provided. Governors commented on the amount and variety of activities available. Mr Bargh advised that each school tends to have their own extended curriculum activities due, in part, to historical reasons and, in part, to the particular interests and skills of the staff. A new brochure for both schools would be produced in the summer. A detailed discussion took place on this matter and it was decided to promote the extended curriculum activities by listing them on the back of the weekly newsletters. Mrs Sidwells advised that up to date leaflets for New York were required at Gipsey Bridge Pre-School. She offered to remove the out of date leaflets.

iii/ **Behaviour & Safety:**

Data was provided for behaviour and safety issues since September 2012 by school, incident type, and special groups (i.e Team Around the Child, Cared for Children). Mr Bargh explained that Cared For Children was a recent addition to the report as there was now a foster child at New York. There had also been one bullying incident which had been dealt with.

Mr Bargh said he was disappointed with the attendance figures. Attendance at both schools had been exceptionally good but a stomach bug before Christmas and, more recently, a bout of chest infections had caused the figures to fall. Current figures are 95.45% at Frithville and 96% at New York. A general discussion on this matter took place.

iv/ **Staff Training & Meetings:**

Comprehensive information on staff training and meetings, and Governor training and visits and its relevance to the School Development Plan were provided. A detailed discussion took place on the training and meetings that had taken place so far.

It was agreed that it would be beneficial for Governors to visit the schools on a more regular basis during the teaching day and that a Governor Visit Timetable should be drawn up at the next Full Governors meeting (7th March 2013). It was suggested that visits could be every half-term with a different focus. Social, Moral, Cultural, and Spiritual (SMSC) and a general learning environment walk-about (including displays, garden, and décor) were suggested as possible themes. Governors could also question pupils on the results of the pupil questionnaire.

Action: Clerk to add this item to the Agenda for the next Full Governors meeting and advise Governors to bring their diaries to the next meeting. Mr Bargh to provide template for Governor Visit Timetable for the meeting.

Committee members, led by Mrs Donohue, thanked Mr Bargh for his extensive report.

Signature of Chair.....

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5/ **Policies:**

The following policies were presented at the meeting for signature:-

- Anti-Bullying
- Attendance
- Behaviour
- Child Protection
- Community Cohesion
- Curriculum
- E-Safety
- Equality & Diversity
- Homework
- Risk Assessment
- Whole School Food

Copies of these are filed as Appendices B – L with these minutes and also in the Policies file at Frithville School. Mr Bargh advised, that with the exception of the Curriculum Policy, there were no changes from the previous year. Committee members were given time to read the Curriculum Policy and Mr Bargh highlighted the changes which included the addition of the EYFS profile and SMSC features. A general discussion took place on the additions to the Curriculum Policy. There were no questions. Mrs Donohue signed and dated the policies.

6/ **Governing Body:**

a/ **Vacancies:**

The Clerk advised that there was currently a vacancy for a Community Governor. A general discussion on this matter took place. Mr Bargh was in favour of developing closer links with RAF Coningsby and agreed to contact them again with a view to appointing a Community Governor.

b/ **Governor E-Learning:**

The Clerk showed Committee members a copy of the certificate which could be obtained on completing an E-Learning course. It was agreed that certificates should be displayed in the schools' reception area and that the Clerk should give a demonstration of the E-Learning courses at the Full Governors meeting on 7th March 2013.

7/ **Correspondence/Any Other Business:**

There were no items of correspondence or any other business.

8/ **Items for the next Agenda: (Thursday 13th June 2013):**

Head Teacher's Report including Pupil Progress data; quality of teaching; behaviour and safety; teaching & learning with relevance to the Whole School Improvement Plan.

OFSTED – foci for this Committee

Signature of Chair.....

Date.....

Policies

Governing Body – update on vacancies and GEL training

9/ **Dates and times of next meetings:**

7th March 2013, Full Governors, 6 pm, New York

2nd May 2013, Staffing & Resources, 6.30 pm, Frithville

23rd May 2013, Full Governors, 6 pm, New York

All meetings are on Thursdays.

As there was no further business, Mrs Donohue thanked everyone for attending and for their contributions. The meeting closed at 7.30 pm

Signature of Chair

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