



New York Primary School  
*Federated with*  
Frithville Primary School

**Minutes of the Standards & Curriculum Committee Meeting held on Thursday 4<sup>th</sup> June 2015 at New York Primary School**

**Members of the Committee:**

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

In attendance: Mrs A. Saxton, Clerk to Governors

Prior to the meeting, the results of the Parental Questionnaires were shown to Committee members. The meeting commenced at 6.25 pm. It was quorate. Mrs Brackenbury welcomed everyone to the meeting.

**1/ Apologies for Absence:**

Apologies for absence were received from Mr Foster due to work commitments. It was resolved to accept this as an authorised absence 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 23<sup>rd</sup> April 2015 at Frithville Primary School:**

The minutes of the Standards & Curriculum Committee meeting held on 23<sup>rd</sup> April 2015 at Frithville 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:**

- i/ Page 3, Line 8 – “Results of the SPAG and Maths tests will be presented at the next Standards & Curriculum meeting on 4<sup>th</sup> June”. The Clerk confirmed that this was stated at the meeting and it was agreed not to amend the minutes. It was, however, noted that the SPAG and Maths tests results will be presented at the next Full Governors’ meeting on 16<sup>th</sup> July 2015.
- ii/ Page 4, Line 12. It was agreed to add “relating to the new curriculum and assessment without levels” after “had been very pleased with developments.”

Committee members agreed unanimously that, subject to the amendment in ii/ above, the minutes were a true and accurate record of the Standards & Curriculum Committee meeting held on 23<sup>rd</sup> April 2015. Mrs Brackenbury signed and dated the minutes and initialled the amendment.

**b/ Matters Arising:**

- i/ Page 6, Line 11. It was noted that the date for the meeting between Mr Bargh, Mrs Brackenbury, and Mr Foster to review pupil progress data still needed to be agreed. The meeting is to be held on a date to be agreed two weeks before the next Full Governors’ meeting on 16<sup>th</sup> July 2015.

**4/ Head Teacher’s Report:**

Mrs Brackenbury invited Mr Bargh to present the Head Teacher’s Report. The Head Teacher’s Report had been issued in advance to Committee members who confirmed that they had received and read it. A copy is filed as Appendix A and forms part of these minutes.

Mr Bargh gave the following verbal update:-

**i/ General Information:**

Mr Bargh advised that there was no new data this half term. The Assessment, Progress, and Expectations (APE) sheets had been discussed at the last Full Governors’ meeting. The TeachMeet seminar at Queen Elizabeth Grammar School in Horncastle had focussed on the importance of the quality of data and how it is used afterwards. A huge “Thank You” to Mrs Brackenbury and Mr Curley who helped with SATS moderation. This took a lot of time. There was an issue with courier collection of SATS papers but the matter had been resolved.

Interviews for the Teaching Assistant post at Frithville had been held on 3<sup>rd</sup> June. There had been two internal candidates. The Head Teacher at Mareham Le Fen Primary School had assisted with interviewing. Hayley Smith had been appointed and starts on Monday 8<sup>th</sup> June. She is a qualified phonics teacher and will also be a lunch-time assistant.

**ii/ Numbers on Roll:**

Numbers on roll are 63 at Frithville and 44 at New York. Expected intake in September is 8 at Frithville (7 in reception and 1 in KS2) and 3 at New York. Timetabling issues will need to

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be addressed to ensure that there are no more than 20 children in Class 2 being taught at any one time.

**iii/ Improving the Quality of Education:**

Compared with other schools, the Federation is well ahead in the assessment without levels work. A general discussion on this matter took place.

**Governors asked for evidence on how the data on pupil assessments was collected and transferred onto the APE sheets.** Using a blank APE sheet, Mr Bargh explained how this was done. Each child has an APE sheet from the time they join the school. Data from the APE sheets is transferred onto a spreadsheet. The data can be analysed by cohort and vulnerable groups. The staff collect formative (daily notes and comments) and summative (tested) evidence and these are added to the APE sheets. The Google drive gives summary graphs and APE sheet information, without personal data.

Further discussions on this matter took place. **Governors commented that, at the Maths Learning Walk in February, it had been agreed that it would be very useful for them to see the information-gathering process behind the data/graphs.**

**Governors asked how the Federation measured ability in EYFS pupils.** Mr Bargh explained that only when a pupil has demonstrated ability across the curriculum in a particular area are they judged to have understood it. Further discussions took place and **Governors expressed interest in learning more about formative and summative assessments without levels.**

**Action: Mr Bargh to give 10-minute presentation on the above topic at the Full Governors' meeting on 16<sup>th</sup> July 2015**

A timetabling and planning meeting would be held next week.

**iv/ Capital Projects:**

The bid letter for £55,000 to refurbish Classroom 1 at Frithville had been sent. If the bid is successful, the work would most likely be done during the 2016 summer holiday. Refurbishment of the toilets at New York will be done during the forthcoming summer holiday. Consideration needs to be given to wheelchair access. A general discussion took place on the best location for disabled toilets. It was noted that the Federation needs to ensure that it complies with the SEND Offer as detailed on the website.

**v/ Extended curriculum:**

The sports activities on the Head Teacher's Report are now highlighted in blue for ease of reference in determining how the Sports Premium is spent.

**vi/ Educational Advisor Visit:**

The Educational Adviser will be visiting the Federation on Friday 12<sup>th</sup> June. Mr Bargh requested that Governors e-mail him with their views on the 3 things that the Federation

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does well. The Federation has a very wide curriculum and needs to celebrate what it does well.

**Action: Clerk to advise Governors**

(Note from the Clerk: The above action has been completed)

**vii/ Behaviour & Safety:**

There have been very few incidents. Even very minor issues are noted. The child responsible for the spitting incident has now left the Federation.

**viii/ Attendance:**

Figures are 94.4% at Frithville and 96.46% at New York. The figures are very good. Unfortunately, there is another stomach bug at New York this week.

Mr Bargh reminded Governors that the updated Self-Evaluation Form was on the Google drive.

**ix/ Update on letter from parent regarding accident reporting procedures:**

Governors had been advised at the Full Governors' meeting on 21<sup>st</sup> May 2015 that a letter had been received from a parent expressing concern about several matters relating to the Federation's accident reporting procedure. Mr Bargh advised that the issues had been investigated and a reply sent to the parent by the Chair of Governors. It was understood that the parent had received the reply and that no further action was required.

**x/ Training certificates:**

A general discussion took place on the display of Governors' training certificates in the schools' reception areas. It was agreed to put the certificates into glass frames to improve the impact. Cost £80 from Wilkinsons.

**Action: Mr Bargh to organise**

**xi/ Moderation Report on Writing:**

Mr Bargh presented an internal Moderation Report on Writing prepared by Mrs Parsons. A copy is filed as Appendix B and forms part of these minutes. The report is also on the Google drive.

The report considered if there was evidence of coverage of different genres in books and how was it presented. The report listed items for consideration, and specific actions, with timescales, as follows:-

- a/ Greater respect/care for books by pupils
- b/ Year groups on book cover labels
- c/ Stories from other cultures – ongoing "Africa" theme

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A detailed discussion took place on the findings of the Moderation Report. Mrs Brackenbury thanked Mr Bargh for the report and asked him to pass on the Governors' thanks to Mrs Parsons.

**xii/ Feedback and handwriting:**

A general discussion on these matters took place. **Governors asked Mr Bargh how the feedback was received by the pupils and what steps were being taken to improve the presentation of work, especially handwriting.** Mr Bargh advised that both schools would be entering the Pendragon competition for handwriting this year. New York had won it a few years ago. Pens are awarded to pupils as an incentive to improve handwriting. The comments in the last Educational Advisor's report about handwriting had been addressed in the Moderation Report.

**xiii/ CfBT Moderation Visit:**

A report of the CfBT Moderation visit to Frithville on 4<sup>th</sup> June 2015 was discussed with Governors. An anonymised copy of the report is filed as Appendix C and forms part of these minutes. Six pupils out of a cohort of 8 had been moderated. The meeting had been very positive and the CfBT Moderator had agreed with the levelling judgments of the Class 2 teacher. The findings of the report concur with the independent report prepared by Mrs Parsons (See xi/ above) and the Moderator noted that there were clear assessment systems in place.

The Moderator had identified two development points as follows:-

- a/ Creating a culture that ensures opportunities for sustained writing.
- b/ Consider organisation of writing evidence across the curriculum.

A general discussion on the above report took place. Mr Bargh was keen to stress that the Federation is not "coasting." For the last two years, the Federation has achieved 100% moderation success in Year 6 writing. **Governors recognised the importance of external validation and asked Mr Bargh to ensure that both moderation reports are shown to the Educational Advisor at her visit on 12<sup>th</sup> June 2015.**

Governors, led by Mrs Brackenbury, thanked Mr Bargh for his report.

**5/ Head Teacher's Performance Review Objectives:**

Governors, led by Mrs Brackenbury, referred to the three Head Teacher's Performance Review (HTPR) Objectives as follows:-

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

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

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**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.

**Governors referred to Objective 1 and asked Mr Bargh to explain how staff have been supported to help achieve this objective.** Mr Bargh explained that the new national curriculum has been developed at all levels. Core objectives for English, reading, writing, and Maths have been identified. These are monitored on a termly basis. In addition, the levelling system of monitoring has been continued. APE sheets have been developed. These track each pupil from EYFS through end of KS1, end of lower KS2, and upper KS2. Expectations for each pupil can be seen and any deviation noted immediately.

**Governors further questioned Mr Bargh and pointed out that the Educational Advisor had expressed concern that pupils may not be challenged sufficiently.** Mr Bargh advised that an issue with some Teaching Assistants (TAs) "spoon feeding" children had been identified. The importance of allowing children to learn by their mistakes was recognised. TA training will deal with this matter.

Further discussions on this objective took place. Mr Bargh said that the children have every opportunity to work independently.

**Governor Visits:**

**Mrs Holland volunteered to attend the Educational Advisor's visit in the afternoon on Friday 12<sup>th</sup> June 2015.**

Mr Bargh suggested moving Governors forward by 1 visit for the 2015/16 Visits timetable, thereby ensuring that they cover a different topic. **Mrs Brackenbury expressed interest in more impromptu visits and Mrs Sidwells said she would like to attend a staff meeting.**

Mr Bargh advised that all Governors were welcome to attend the staff meetings held on Monday afternoons. Governors were advised to check the Google drive to see the staff meeting timetable and e-mail Mr Bargh if they planned to attend.

**Governors again referred to the HTPR objectives and asked Mr Bargh about the quality of feedback and the response of the children to the feedback.** Mr Bargh advised that this matter had been addressed during the last half-term and had been actioned by the Marking Policy. Children have time to respond to the feedback. **Governors asked if all children had time to respond.** Mrs Boxall explained that the children have to initial the feedback to show that they have read and understood it. A system involving 2 stars and a wish has been introduced for pupils who cannot yet read.

**Governors referred to objective 3 and asked Mr Bargh for an update on his training on EYFS.** Mr Bargh explained that he would be attending a course in July on the new EYFS base line tracker system.

**Governors confirmed that they were satisfied that the HTPR objectives were being addressed and politely reminded Mr Bargh of the massive amount of work that he was undertaking.**

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

**i/ Correspondence:**

- a/ Mr Bargh said that a letter of apology had been received from SERCO regarding the issues with the new Agresso financial software. SERCO had stated that all issues should be resolved by the end of June 2015. It was agreed to defer discussion on this matter until the Staffing & Resources Committee meeting on 9<sup>th</sup> July.

**Action: Clerk to ensure this matter is added to the Agenda**

**ii/ Any Other Business:**

- a/ **Governors asked about data for pupils in vulnerable groups.** Mr Bargh explained that a breakdown of the Pupil Premium would be provided against each Year Group and the whole cohort. End of year attainment figures for reading, writing, English, and Maths would be provided at the Standards & Curriculum meeting in September. A general discussion on this matter took place.

**7/ Items for the next Agenda (date in September 2015 to be confirmed):**

Head Teacher's Report:

2014/15 Pupil progress data including EYFS and Vulnerable Groups figures  
Moderation report summer Term 2  
Quality of Teaching statistics  
Update on extended curriculum  
Safeguarding  
Update on Staff Training/Meetings and relevance to Whole School Improvement Plan  
Governor meetings, visits, and training and relevance to Whole School Improvement Plan

Monitoring of Head Teacher's Performance Review objectives  
What has this meeting achieved for the children?

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

9<sup>th</sup> July 2015, Staffing & Resources Committee, Frithville  
16<sup>th</sup> July 2015, Full Governors' meeting, New York

All meetings are on Thursdays and commence at 6 pm.

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

- i/ Governors reviewed the quality of summative and formative assessments to ensure that the children are making progress.
- ii/ The results of the parental questionnaires were discussed and an issue with homework was identified, with 25% of parents saying that they did not understand the homework expectations. Mr Bargh agreed to address this issue particularly with new parents.

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iii/ The Governors further examined the Educational Advisor's Report and picked up on some outstanding issues.

As there were no further matters for discussion, Mrs Brackenbury thanked everyone for attending and for their contributions. The meeting closed at 8.05 pm

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