



New York Primary School
Federated with
Frithville Primary School

Minutes of the Standards & Curriculum Committee Meeting held on Monday 12th October 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	Chair	P
Mr P. Bargh	Ex Officio		P
Mrs A. Green	Staff		P
Mrs S. Brackenbury	Local Authority		P
Mrs A J Sidwells	Co-opted		AP
Mrs S. Holland	Co-opted	Vice Chair	AP

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 Holland and Mrs Sidwells, both due to family commitments. It was resolved to accept these 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 Thursday 4th June 2015 at Primary School:

The minutes of the Standards & Curriculum Committee meeting held on 4th June 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.

Signature of Chair.....

Date.....

i/ **Accuracy:**

It was agreed that the minutes represented a true and accurate record of the Standards & Curriculum Committee meeting held on 4th June 2015. Mr Foster signed and dated the minutes.

ii/ **Matters Arising:**

a/ **Governors asked for an update on Mr Bargh's EYFS training and for information on the Vulnerable Groups data.** Mr Bargh advised that Vulnerable Groups data was presented at the Full Governors' meeting on 16th July 2015. Last year's % data is currently being converted into the Otrack coding system as a baseline. Data will be analysed on a 2-year cycle at the end of Year 2, Year 4, and Year 6 as it is important to look at genres over time. **Governors asked about the amount of work involved in inputting the data.** Mr Bargh advised that the work would not be too time consuming if two people are doing it. **Governors asked how consistency would be maintained.** Mr Bargh advised that a formula is used. He agreed to e-mail it to Mr Foster and Mrs Brackenbury.

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

The Head Teacher's Report had been sent to all Committee members in advance of the meeting. The Committee members confirmed that they had received and read the report. A copy is filed as Appendix A and forms part of these minutes.

Mr Foster invited Mr Bargh to give a verbal update.

i/ **Improvement Objectives from OFSTED Reports:**

Mr Bargh explained that the first section of the report was presented at the Staffing & Resources Committee meeting last week and the priorities had been discussed at the last Full Governors' meeting. The handwriting action should now be amber. There are internal Performance Management meetings this week and next week. Following these, most of the amber items will go green. **Following a question from Governors,** Mr Bargh advised that the handwriting action would go green after the Performance Management meetings. A new font has been installed on computers across the Federation to be used for displays. **Governors asked about the 10 book commandments** and were advised that these had been discussed at the Staff Meeting. Book scrutiny has shown that marking is up to date and the 10 book commandments were being used.

Governors confirmed that they were happy with the format of the report. Mr Bargh explained that additional milestone dates would be added at the end of the report. **Governors asked how items that had not been done would be shown on the report.** Mr Bargh advised that these would be carried over to the next report.

Mr Bargh had met with Mr Payne, Mouchel Project Manager, to discuss the refurbishment of Classroom 1 at Frithville. Discussions had focussed on altering the drainage for the grey water in the EYFS area. Mr Payne agreed to provide drawings and costs so that the matter can be discussed at the next Full Governors' meeting on 3rd December.

Signature of Chair.....

Date.....

ii/ **Data:**

A detailed discussion took place on the EYFS data which had been issued to Governors during the summer. Governors noted that the data for New York was better than in the previous year. **Following a question from Governors**, Mr Bargh explained the difference between Prime Learning Goals and Specific Learning Goals. **Following a question from Governors**, Mr Bargh advised that the Federation maintained an up to date individual profile on each pupil. The Purple Mash program was used. **Governors agreed that a set of crib cards to accompany the data was required to explain on what the pupils are being assessed. These would enable Governors to understand the story behind the figures.**

Further discussions on this matter took place. Governors were advised that an EYFS audit had been undertaken by a member of the New York teaching staff. Governors noted that, as cohort sizes are less than 11 children, the Government Floor Standards for KS2 do not apply. Due to this and the complex nature of the percentages and small cohorts, combined with the high level of SEND and mobility within the Federation, it was impossible to gauge at face value how well the school had performed during the SATs. **Governors proposed a monitoring visit to scrutinise pupil performance data across all Key Stages and EYFS.** It was agreed that Mr Foster, Mrs Brackenbury, and Miss Chalmers (who is on the Head Teacher's Performance Review Committee), Mr Bargh, and the member of staff who had undertaken the EYFS audit should attend. A provisional date of 3rd November 2015 at 12.30 pm was agreed.

Action: Mr Foster to advise the Clerk of his availability so that the meeting date could be confirmed

Mr Bargh advised that the Federation's Self Evaluation Form (SEF) would be available later in the week. The SEF gives an explanation of the data. The APE sheets also give the background to the data.

It was agreed to have a yearly meeting between Governors responsible for data and relevant members of staff.

Discussions took place on the RAISEOn-line and Data Dashboard systems and **Governors noted that a pupil has to be at the school for two years before their data can be included.**

A discussion took place on the KS1 and KS2 Pupil Achievement figures for 2014 -15. Governors noted that these had been presented and discussed at the Full Governors' meeting on 16th July 2015.

iii/ **Staffing Structure:**

A general discussion took place on the staffing structure and **Governors asked about Mr Bargh's work commitments as they were concerned about his work/life balance.** Mr Bargh assured Governors that his commitments beyond his Head Teacher duties (PTFA; teaching Maths, PE, and ICT; and after-school clubs) are not that excessive and time spent on the bus to the swimming lesson is not dead time as it is used to read reports etc. This matter remains an on-going concern.

Signature of Chair.....

Date.....

iv/ **Number on Roll:**

Number on roll at each school was discussed. Governors noted that in Year 6 at New York, 50% were SEND pupils. **Following a question from Governors**, Mr Bargh explained that the Federation has Individual Education Plan-style reports for all Pupil Premium pupils.

v/ **Behaviour & Safety:**

Governors noted that attendance figures at New York had fallen and were advised that this was due to a 3-week holiday to Florida undertaken by a SEND pupil. A general discussion on attendance took place and Governors were re-assured that the figures were expected to improve.

Discussions took place on safeguarding. **Governors noted the question mark in the TAC column for Frithville.** Mr Bargh explained that an Early Health Assessment had been put in place for a child at which point the child had been withdrawn from the school. A similar scenario for the same pupil had occurred at another local school. **Governors were re-assured that Mr Bargh would follow up the matter and Mrs Brackenbury, the Governor responsible for safeguarding, would be kept informed of developments.** One serious incident had been recorded at New York. This was being dealt with in the appropriate manner and would be recorded accordingly.

vi/ **Extended Curriculum:**

Extended curriculum details were provided. Mr Bargh advised that the Sports for Champions event had taken place on Friday 9th October 2015. This had been very successful.

vii/ **CPD for Staff & Governors:**

A general discussion took place on this section of the report. The "Priority" column indicates the number of units. One unit equals half a day of training. All staff had completed training on epilepsy earlier in the day.

The Governors confirmed that they were happy with the format of the report and thanked Mr Bargh for his work.

5/ **Book scrutiny:**

Two books were selected at random and were studied by Governors. Governors noted that each book had the Marking Scheme on the inside front cover, each book was up to date in terms of marking, the 10 commandments were being followed, and the pupil had signed the book to confirm that they understood the feedback. **Governors confirmed that they were happy that the Marking Scheme was being followed.** Mr Bargh advised that there would be a display of writing in the reception area at Frithville.

Governors confirmed that they wished to do more book scrutiny at future meetings.

Signature of Chair.....

Date.....

6/ Monitoring of Head Teacher's Performance Review Objectives:

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

A general discussion on this objective took place. It was noted that a meeting had been arranged with Mr Bargh and the EYFS auditor to discuss the pupil progress data in depth. A member of the Head Teacher's Performance Review Committee (HTPRC) would be invited to the meeting to ensure that members of the HTPRC fully understand the data.

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

Governors referred to the reports prepared by the Educational Adviser (EA) and asked Mr Bargh what steps were in place to improve teaching. Mr Bargh advised that the Federation Improvement Plan (FIP) was now in place and includes the EA recommendations and the new OFSTED guidance. Mr Bargh had undertaken peer support training. More evidence is now available, including the brown books which contain an impromptu record of teaching and learning at both schools.

Governors requested that the brown books be available for scrutiny at the meeting provisionally agreed for 3rd November 2015

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 the children

Mr Bargh advised that he had undertaken Purple Mash training. Moderation meetings are being held with the other Heads in the Small Aspiring Schools Collaboration. Baseline assessments will be on line by 16th October 2015.

7/ Governing Body Audit Question: Do we understand the school's performance data well enough to be able to properly hold the schools leaders to account?

Governors agreed that this question should be discussed at the next Full Governors' meeting on 3rd December 2015 as they would be in a better position to answer the question after the meeting on 3rd November 2015.

8/ Policies:

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

- Collective Worship
- Complaints
- EAL
- Sex & Relationships

Committee members confirmed that they had received and read the policies. Copies are filed as Appendices B to E respectively and form part of these minutes. It was agreed unanimously to adopt the policies and Mr Foster signed and dated them.

Signature of Chair

Date.....

9/ Meeting with the SENDCO:

A report of the meeting between the SENDCO and Mr Curley and Mr Foster had been issued in advance of the meeting. Committee members confirmed that they had received and read the report. A copy is filed as Appendix F and forms part of these minutes.

Mr Foster commented that the members of staff at the Federation responsible for SEND have a very thorough understanding of the issues involved and make the best of the available resources. Governors were re-assured that the staff at the Federation knew every child inside out and that the Governors with responsibility for SEND will meet with the SENDCO once a term. **Governors requested that the proposed focus for the next meeting with the SENDCO should be how the Pupil Premium money is being developed and an explanation of the difference between an Individual Education Plan for a SEND child and a Pupil Premium child.**

Action: Mr Foster to discuss the matter with Mr Curley, SEND Governor

10/ Correspondence/Any Other Business:

There were no items of correspondence.

Mr Bargh updated Committee members on the Head Teachers' Briefing held last week. SERCO had been questioned regarding the failure of the Agresso finance system. There had been issues with telephones being cut off because some schools had not been able to pay the bills. Lincolnshire is the worst county in the country in terms of the number of permanent exclusions from primary schools. The Head Teachers were advised that schools would be fined for permanent exclusions if it was found that they had not followed the correct procedure. A general discussion on this matter took place.

11/ Items for the next Agenda (Thursday 21st January 2016):

Head Teacher's Report:-
Improvement Objectives from OFSTED Report
EYFS data
KS1 and KS2 Pupil Achievement data
Staffing Structure
Number on roll
Behaviour & Safety
Extended curriculum
CPD for Staff and Governors

Policies: Anti-Bullying, Attendance, Behaviour, Child Protection, Child Protection Appendix 5, Community Cohesion, Curriculum, Equality & Diversity, E-Safety, Homework, Risk Assessment, and Whole School Food

Book scrutiny

Monitoring of Head Teacher's Performance Review Objectives

Signature of Chair.....

Date.....

12/ Dates, times and venues of next meetings:

Full Governors, 3rd December 2015, New York
Standards & Curriculum Committee, 21st January 2016, Frithville
Staffing & Resources Committee, 25th February 2016, New York
Pay & Performance Review Committee, 25th February 2016, New York

As there were no further matters for discussion, Mr Foster thanked everyone for attending and for their contributions. The meeting closed at 8.20 pm.

Signature of Chair

Date.....