



New York Primary School
Federated with
 Frithville Primary School

Minutes of the Standards & Curriculum Committee Meeting held on Thursday 21st January 2016 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 | 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 | | P until 7.05 pm |
| Mrs S. Holland | Co-opted | Vice Chair | P |

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:

There were no apologies for absence. All Committee members were present. Mrs Sidwells advised Committee members that she would need to leave the meeting at 7 pm due to family commitments.

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 Monday 12th October 2015 at New York Primary School:

The minutes of the Standards & Curriculum Committee meeting held on 12th October 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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i/ Accuracy:

It was agreed unanimously that the minutes were a true and accurate record of the Standards & Curriculum Committee meeting held on 12th October 2015. Mr Foster signed and dated the minutes.

ii/ Matters Arising:

a/ Governors referred to page 2, section ii/a of the minutes regarding the OTrack formula which ensured that pupil progress data is recorded on a consistent basis.

Action: Mr Bargh to e-mail the formula to Committee members

b/ Governors noted that the minutes evidenced some repetition in topics discussed at committee meetings and Full Governors' meetings. It was agreed that restructuring the Governing Body meetings should be discussed at the next Full Governors' meeting on 17th March 2016.

(Note from the Clerk: Further discussions on this topic took place later in the meeting and are detailed in section 6/ Head Teacher's Performance Management Review Objectives).

4/ Head Teacher's Report:

The Head Teacher's Report had been issued in advance of the meeting. The report comprised Improvement Objectives from the May 2013 Ofsted reports; Priorities for 2015/16 with a view to improving the attainment and progress of all pupils; milestone dates for each priority; review of impact; EYFS data; KS1 and KS2 data; staffing structure; number on roll; behaviour & safety; extended curriculum; and CPD for staff and Governors. Items were colour-coded for ease of reference. 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. Mr Bargh explained that appendices 2 and 3 of the report would include the actual attainment figures for January, April, and July 2016 as well as the anticipated attainment target.

Governors referred to Priority 1 Objectives for December 17th 2015, item 3 – Marking and feedback systems support pupils to improve and are also manageable for teachers, and asked what evidence was available in support of this. Mr Bargh displayed an anonymised assessment sheet and explained that each pupil's progress for reading, writing, maths, and science was detailed on the sheet. The marking system comprises 1 = emerging, 2 = on track, and 3 = exceeding. This data is uploaded onto the Otrack system. The assessment sheets are passed to the next teacher when the pupil changes class.

Governors questioned how non-core subjects are assessed. Mr Bargh advised that these are based on age-related judgements. In all cases, the information on the assessments sheets needs to reflect the evidence of progress in the pupils' books.

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Governors referred to the EYFS progress data for New York and questioned if Mr Bargh had concerns for that cohort, as a lot of pupils had been graded as 1 (Emerging). Mr Bargh explained that staff were fully aware of the issues with this cohort and steps have been taken to improve the situation. Parents have been encouraged to play number-based and "matching" games with their children. The games are borrowed from the school. Two pupils have already been identified for the SEND Register and there have been numerous illness and socialisation issues. One pupil has medical issues that require intervention by two members of staff on a daily basis. Medical funding has been refused and the decision is being appealed against. A general discussion on this matter took place. **Governors agreed that if medical funding was not forthcoming, local publicity should be sought to highlight the problem.**

Governors further questioned Mr Bargh on the high number of pupils graded as 1 (Emerging). Mr Bargh explained that many EYFS pupils have no pre-school experience as local opportunities for nursery places are very limited.

Governors referred to the section on Governor Visits and Training and advised Mr Bargh of the following amendments:-

- i/ Mrs Brackenbury and Miss Chalmers to be added to the Staff Training Day in September 2015.
- ii/ The Ofsted Inspection training at Mareham Le Fen on 30th November 2015 was attended by Mr Curley not Mrs Green.

Action: Mr Bargh to make the above amendments

i/ Attendance:

Mr Bargh commented that the attendance figures were very good. Attendance for Frithville was at its highest for some time. Unfortunately, a bad stomach bug was now affecting pupils and staff.

ii/ Staff Training:

A training day for staff had been held on Monday 4th January 2016 with staff from 7 of the schools in the Small Aspiring Schools Collaboration. The training day had provided a good opportunity for learning and networking with staff at other schools.

iii/ Peer Review:

Mr Bargh advised Committee members that a peer review had taken place at Frithville on 19th January. The school had been visited by Mrs Booth, Head Teacher at Bucknall Primary School and Mr Morley, Head Teacher at Kirkby-on-Bain Primary School. Every lesson had been observed in all three classes. The Head Teachers had spoken to all members of staff and 21 pupils. Observations had also been undertaken during the lunch break and play times. Books had been scrutinised and relevant pupils questioned on the contents of their books. The day had been very successful and Frithville staff were very appreciative of the feedback received. An e-mail had been received from Mrs Booth thanking Mr Bargh and

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staff members for the day and praising the work being done at the school. A copy of the e-mail has been issued to all Governors.

There were no further questions on the Head Teacher's Report. The Governors, led by Mr Foster, thanked Mr Bargh for the information and congratulated him on the very successful peer review meeting.

5/ Book Scrutiny:

Committee members randomly selected English and Maths books for Years 5 and 6 pupils. A general discussion on the books took place. **Governors noted that the marking scheme was being used, and commented that pupils had initialled to show that they had read and understood the feedback.** A general discussion took place on the layout of the books. Mr Bargh explained that pupils write on the left hand page and the right hand page is for teachers' comments. **Governors noted that progress over 2 terms had been made. Governors queried the small size of some of pupils' handwriting** and a general discussion on this matter took place. **Governors questioned if the standard of marking was the same for English and Maths.** Mr Bargh explained that handwriting is to be discussed at the staff meeting next week.

Governors agreed that next time a Governors' meeting was held at Frithville, they would scrutinise English and Maths books from Years 3 and 4 pupils.

6/ Head Teacher's Performance Review Objectives:

Mr Foster reminded Committee members that the Head Teacher's Performance Review (HTPR) Committee had met with Mrs Smith, the Educational Advisor (EA), in December 2015 to review Mr Bargh's performance objectives. The EA had suggested that the HTPR Committee meet once a term to review the objectives and report to the Full Governing Body. A general discussion on this matter took place. It was agreed to incorporate discussions on this matter into those on restructuring the Governing Body. Governors noted that that a Reviewing Officer would need to be appointed in respect of the HTPR Committee.

Further discussions took place on the possible re-structuring of the Governing Body. Governors agreed that the key matters for consideration were:-

- i/ Is the Governing Body as effective as it can be?
- ii/ Is the leadership & management of the Federation as effective as it can be?

It was suggested that the work of the Staffing & Resources and Standards & Curriculum Committees could be merged so that the Governing Body meets 6 or 7 times per year. It was noted that policies for approval could be issued well in advance of the meeting, particularly when the new website is in place. Governors would come to the meeting with prepared questions on the Head Teacher's report.

It was agreed to form a Working Party comprising all stakeholders to discuss this matter and prepare a proposal for discussion and approval by the Governing Body. Mr Bargh commented that the Federation had gone through a lot of changes in the past 18 months including the introduction of the new curriculum and the new SEND policy, 3 Ofsted

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schedules, the introduction of Free School Meals, and financial issues caused by the Agresso system. All staff have coped very well. Now that these matters are resolved, there is an opportunity to develop the strategic leadership of the Federation to ensure that it is as effective as it can be.

Action: Mrs Brackenbury to e-mail all stakeholders to arrange a meeting date. Clerk to ensure this matter is on the next Full Governors' meeting Agenda

Mrs Sidwells apologised and left the meeting at 7.05 pm.

7/ Policies:

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

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

Committee members confirmed that they had received and read the policies.

i/ Anti-Bullying:

Committee members agreed unanimously to adopt the Anti-Bullying policy.

ii/ Attendance:

Committee members noted that in paragraph 3, bullet point 1, reference was made to an attachment A02.

Action: Mr Bargh to hyperlink the attachment

Committee members agreed unanimously to adopt the Attendance policy subject to A02 being attached.

iii/ Behaviour:

Committee members agreed unanimously to adopt the Behaviour policy.

iv/ Child Protection:

Committee members agreed unanimously to adopt the Child Protection policy.

v/ Community Cohesion:

It was agreed that the reference in the policy to SCM should be expanded to Specific Cultural Minorities in the first instance of its use. Committee members agreed unanimously to adopt the Community Cohesion policy subject to this amendment.

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vi/ Curriculum:

Following a question from Governors, Mr Bargh confirmed that September 2012 was the correct date for the start of the new curriculum. A discussion took place on the section on religious education and worship. **Following a question from Governors**, Mr Bargh confirmed that parents had the right to remove their children from all religious education not just acts of worship.

It was noted that the end of page 1 of the policy needed amendment to state "Seven" areas of Early Learning.

Committee members agreed unanimously to adopt the Curriculum policy, subject to the above amendment.

vii/ E-safety:

Committee members agreed unanimously to adopt the E-safety policy.

viii/ Equality & Diversity:

A general discussion on this policy took place. Committee members commented that the policy was too long and included information on the role of the SENDCO, which would be in the SEND policy. An option could be to merge it with the Anti-Bullying policy. Committee members noted the importance of ensuring this policy met legal requirements.

Committee members agreed unanimously to adopt the Equality & Diversity policy but noted that significant revision was required.

Action: Mr Bargh to contact other schools within the Collaboration to check the wording on their Equality & Diversity policies

ix/ Homework:

A general discussion took place on the Homework policy. It was agreed to remove the last bullet point from the policy – "We are committed to the principle of equality of opportunity and this will be reflected in the curriculum offered to pupils and in the conduct of staff and pupils" – as it was considered not to be relevant to this policy. It was further agreed to remove the last paragraph of the policy related to the Governing Body, as, again, it was considered irrelevant to the policy.

Committee members agreed unanimously to adopt the Homework policy subject to the two amendments above.

It was agreed to include an item on the Homework clubs in the weekly newsletter as a reminder to parents/carers.

Action: Mr Bargh to ensure the above item is included in the newsletter

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x/ Risk Assessment:

Committee members agreed unanimously to adopt the Risk Assessment policy.

xi/ SMSC:

A general discussion took place on this policy. It was agreed to replace "Christian" with "our" on page 3, bullet point 6 of the policy. It was further agreed to replace "To consider the mystery of God and the wonder of his world" (Objectives for Spiritual Development, bullet point 6) with two bullet points:

"To consider the question of God"

"To develop a sense of awe and wonder in the world".

Committee members agreed unanimously to adopt the SMSC policy subject to the above amendments.

xii/ Whole School Food:

A general discussion took place on this policy. It was agreed that the Student Council could investigate the possibility of having a Tuck Shop at New York. Governors agreed that the Federation needs to ensure that eating is an enjoyable and social experience for the children. **Following a question from Governors**, Mr Bargh advised that the staff who serve the food have completed the required health and hygiene training. It was noted that staff serving food do not currently wear head coverings or have hair tied back. **Governors requested that Mr Bargh ensure that this is implemented.**

Mr Bargh advised Committee members that there had been very positive feedback at the Peer Review on 19th January regarding the manner in which the children conducted themselves at lunch and break times. The Pupil Questionnaire to be issued in January will include a section on school food.

Committee members agreed unanimously to adopt the Whole School Food policy.

Policy Procedure:

A general discussion took place on the Federation's policies. Governors noted that many policies were a statutory requirement. It was agreed that many policies are too lengthy and are not specific to the Federation. It may be possible to combine some policies.

It was agreed to set up a Working Party to review all policies and prepare a new approval schedule. This matter is to be discussed at the next Full Governors' meeting on 17th March 2016. It was agreed to undertake this work during the summer term.

Action: Clerk to ensure this topic is added to the Agenda

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8/ Governor Monitoring Visits Timetable:

Mr Bargh referred Committee members to page 4 of the Head Teacher's Report in which the following topics had been listed for Governors to measure the impact of the Federation Improvement Plan:-

- i/ Safeguarding
- ii/ Teaching & Learning
- iii/ Pupil Progress/tracking
- iv/ Vulnerable groups
- v/ EYFS provision
- vi/ Self-evaluation
- vii/ HT Reporting

A general discussion on this matter took place and the following was agreed:-

i/ Safeguarding:

Mrs Brackenbury, the Governor with responsibility for safeguarding, would undertake this visit.

ii/ Teaching & Learning:

Mr Bargh suggested that it may be possible to review this topic via the Peer Review system. He would be attending a Peer Review workshop on 28th January 2016 and would raise the matter then.

iii/ Pupil Progress/tracking:

Governors noted that this topic had been reviewed at the meeting on 3rd November 2015. A report of the meeting had been produced and issued to all Governors. The Otrack system would be demonstrated to Governors at their visit on 1st February 2016.

iv/ Vulnerable Groups:

Following a question from Governors, Mr Bargh advised that the meetings between the SENDCO and the Governors with responsibility for SEND did not currently cover all Vulnerable Groups. It was agreed to set up a meeting to review Pupil Premium expenditure, Sports Premium expenditure, and all vulnerable groups including Gifted & Talented.

Action: Mr Bargh to advise a date for the above meeting

Mr Foster reminded Committee members that he and Mr Curley had a meeting with the SENDCO each term. Mr Curley had met with the SENDCO in January and a report would be presented at the next Full Governors' meeting on 17th March 2016.

v/ EYFS Provision:

It was agreed that a visit to examine the EYFS provision (particularly at New York) was a priority. It was agreed to raise this matter at the next Full Governors' meeting on 17th

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March 2016 with a view to appointing a Governor to undertake this visit and be responsible for SEND provision.

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

Mr Bargh demonstrated to Committee members the recently-introduced SEND Register Form which gives a detailed history of each SEND pupil. Case studies on each SEND pupil are to be prepared.

It was noted that Mrs Richardson, the Head Teacher of Great Oaks Federation in Boston, would be visiting the Federation on the morning of Tuesday 26th January 2016 to review the SEND provision.

Action: Mrs Holland agreed to attend this meeting

Further discussions on this matter took place. It was agreed that an EYFS Action Plan should be discussed as part of the Governing Body restructuring topic at the Full Governors' meeting on 17th March 2016.

9/ Correspondence/Any Other Business:

- i/ There were no items of correspondence.
- ii/ Mr Bargh advised Governors that he needed to have an operation during the next few months which could result in him being absent from the Federation. It was hoped that the operation could be undertaken during school holidays. Mr Bargh agreed to keep Governors informed of developments.

10/ Items for the next Agenda (Thursday 21st April 2016):

Head Teacher's Report

Book scrutiny

Policies

11/ Dates, times, and venues for next meetings:

Staffing & Resources Committee, 25th February 2016, New York
Pay & Performance Review Committee, 25th February 2016, New York
Full Governors, 17th March 2016, Frithville
Standards & Curriculum Committee, 21st April 2016, New York

All meetings are on Thursday and commence at 6 pm.

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

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