



Fen Ditton C. P. School

Minutes of the Meeting of the Standards Committee
Monday 15th January at 6.15pm
Version Final

Present;

James Pilgrim	Parent Governor
Mark Askew	Headteacher
Felicity Bennée	In attendance
Jess Hemmingham	Staff Governor
Claire Hawkins	Clerk
Ray Pallister	Parent Governor (Chair)

Supporting Documentation:

[1]	Guided Reading Governor Visit Report
[2]	SEND Governor Visit Report
[3]	Data Report
[4]	Gender Data Report
[5]	Learning Teaching and Assessment Policy

1. Meeting Attendance

Apologies were received and accepted from Vicky Barden and Clare Rosscornes.

2. Declarations of Interest

There were no declarations of interest for the meeting.

3. Minutes of the Standards Committee meeting held on 20th November 2017

The minutes were agreed to be a true record of the meeting and signed by RP.

4. Matters Arising

4.1 JP has responded directly to a parent question regarding academisation.

Road improvements and pedestrian lights operation will be discussed at the next Resources meeting.

Governor visits were discussed at Full Governors.

4.2 A correct email for Prue Raynor (Anglian Learning Executive Primary Head) has now been obtained. MA reported that he is waiting on clarification regarding any policies that will need to be updated immediately on the date of academisation. The majority of policies will be updated over time, as they come up for renewal.

Governors discussed formally inviting Prue to a Local Governing Board meeting in the summer term, and compiling a list of pertinent questions for her before that meeting.

4.3 Performance Data – covered on this agenda item 7

4.4 Attendance – covered on this agenda item 8

4.5 Policies – covered on this agenda item 9

4.6/4.7 NPHQ project by Claire Worth at Fenstanton. MA reported that Claire is visiting school tomorrow to work on her project on staff deployment/Pupil Premium value for money. She has been delayed in her project due a recent Ofsted inspection at her school. MA anticipates that a report for governors on her project should be complete by summer 2 or autumn 1. Clerk will make a note to raise this item again then.

ACTION

CLERK

5. Governor Visits

Guided Reading Visit Report [supporting document 1] – JP reported that the guided reading policy is being finalised. Governors clarified that more able Year 1 pupils were able to take home more than one book each week for reading, but parents were given set questions relevant to the text of the one reading book, to check on understanding of the text, and use of inference.

A governor asked if the literacy lead had sufficient time/funding/resources to implement the guided reading policy?

MA replied yes, there is still money in the budget after spending on class sets of books, and the literacy lead has leadership time allocated, has had training from an LA advisor, and has led two guided reading training sessions to other staff. It is pleasing to see that more reference is being given to research-based approaches in literacy now, rather than just concentrating on Ofsted targets.

A governor asked if the school made use of the Council sell-off service for old library books?

MA responded that the school does not use this service.

SEND Visit Report [supporting document 2]

A governor asked if the school has a policy on working from home?

MA replied no, but staff all know they can take their planning time at home after checking with MA or CJ. Governors discussed some ‘what if.’ eventualities regarding staff going home to work, and decided that adding a paragraph to the staff handbook setting out the protocol for working from home, including the possibility of being called back in, would be sensible. MA will

check the staff handbook, and alter it if needed.

ACTION MA

Governors discussed whole class intervention, mixed ability pairings and pupil progress meetings.

6. School Development Plan 2017-18 Progress Report

MA reported a very positive autumn term, he is working on adding data from the term into the SDP. The spring work plan has been completed by the Senior Leadership Team (SLT).

A governor asked if any concerns had been flagged up during the process of writing the spring term workplan?

MS responded no, all is going well and a focus on creativity and phonics is planned. As part of the school focus on computing, we will have an e safety week, but a little later than the national event.

Governors discussed completing a visit on computing later in the spring/summer. FB could carry out this visit, and JP will explain the governor visit process to her. **ACTION FB and JP**

7. Performance Data

MA had circulated a whole school data report [supporting document 3].

Early years have made a confident start, and a group needing intervention support have been identified already.

Y1 are a cohort with some significant needs, but they work well together.

A governor asked if, having completed her NQT year, Miss Ingham was coping with the pressures of full time teaching, and managing to continue to attend any necessary training?

MA replied that she is being well supported by other staff (phonics training from JH, writing practice skills session), and she is attending training specifically aimed at recently qualified teachers. This training is based on teaching writing and involves attending 6 sessions across the year. She is developing her knowledge of subject leadership sharing ICT lead with Miss Prosser. Governors noted that SW would have an opportunity to speak to her at his next staff wellbeing visit.

There are three maths teachers currently working with the Y2 cohort, but even so this group are unlikely to meet their July targets.

A governor asked if there are multiple barriers to learning with this cohort?

MA explained that there are complex needs in this group, not just academic issues. However, additional support is in place as well as extra academic help. For example, a play therapist will be working with three children after half term, for six weeks, and additional phonics help is in place for some English as an Additional Language (EAL) children who are new to the school.

A governor asked while CJ monitors all SEND children, who is responsible for monitoring the progress/attainment/interventions of EAL children?

MA explained that while he has the most experience of the needs of EAL children due to his roles in other schools, he would like to appoint an EAL lead to gain more experience, and champion strategies for best practice in the teaching of EAL children.

There are no concerns at present with Y3, 4 and 5. However Y6 are a tricky cohort, and MA predicts that they will not reach the 70% target.

A governor asked if we can show good progress despite low attainment with this cohort?

MA replied that yes, progress can be shown in this group, and they could not have had more support in their time at the school. SATs practice before Christmas was helpful in identifying those children who may require practice at the focus and concentration required for the test.

Governors had asked to see data presented by gender in order to assess any gender based trends. MA had circulated a gender data report [supporting document 4].

Governors discussed that in general, the data is quite even across genders. Girls are shown to outperform boys in writing, and governors discussed issues around the physical struggle with writing/pencil grip, the preference of boys to write on a keyboard, the fewer male role models for reading and writing for young boys. MA will discuss this gender bias with the SLT, and perhaps bring it to a Pupil Voice meeting. **ACTION MA**

Governors were happy with the current picture, and agreed to look again at data by gender and especially writing at KS1 and 2 in 12 months. **ACTION CLERK**

A governor asked if the school had considered how it would deal with incidence of gender dysphoria/gender fluidity in school?

MA responded that much thought had gone into gender equality in school recently, resulting in some changes to the house system. The school values include respect and kindness, which would come into play in dealing with gender dysphoria.

Governors considered it would be prudent to revisit and update the school's equality and diversity statement, with regard to gender dysphoria. **ACTION MA**

Governors asked to see data on SEND progress in the summer term. **ACTION MA**

8. Attendance

MA reported that he has not yet piloted the phone call to parents before an attendance warning letter is sent. There have been high levels of sickness in the school community recently, which have caused a dip in attendance figures.

9. Policies

English Curriculum Policy

This policy along with the Handwriting and Guided Reading policies are still in progress. When they are complete, MA will share with governors. **ACTION MA**

Teaching, Learning and Assessment Policy [supporting document 5]

MA and staff went through this document in detail on a recent Inset day, and updated where necessary to reflect current practice. This document is especially useful to new staff, as it ensures consistency in planning through the school.

A governor asked who is responsible for monitoring continuity in lesson planning across the school?

MA replied that subject leads and the SLT monitor this, some samples of planning are stored as a 'snapshot', and can be useful in the future. Template and sample files are available to staff.

A governor asked about the governor responsibilities on page 18 of the document – how do governors improve staff performance by looking at assessment data?

Governors discussed the feedback process of using data examination to ask pertinent questions regarding staff training and deployment, intervention teaching, funding for resources and future strategies for improvement.

Governors were happy with this key document. FB offered to spell correct the document, and send to the clerk for filing. **ACTION FB**

10. AOB

Governor training – RP reported that he has signed up for several training courses this term, including the termly briefing on the 7th February.

Website – RP noted that some items in the website are not up to date, he passed a short list to MA.

There being no other business the meeting closed at 8pm

The next meeting of the Standards Committee on 30th April 2018.