

# WatcombePrimary School

## Children and Curriculum Committee Meeting Monday 12<sup>th</sup> December 2016 5:30pm

Present	Apologies	Absence, no apology
<p style="text-align: center;"><u>Governors</u></p> Mrs Fiona Prior, Miss Jo Ley, Mrs Rachel Farrin, Mrs Suzanne Beasley, Mr Morris (Headteacher)	Mrs Rachel Byford Mrs Kelly Snell Mrs Jill Ireland	
<p style="text-align: center;"><u>In Attendance</u></p> Mrs Amy Fleet		

**1. To Receive Apologies and Sanction Absences**

Mrs Rachel Byford, Mrs Kelly Snell and Mrs Jill Ireland sent apologies for this meeting.

**2. To Consider Pecuniary Interests**

There were no pecuniary interests to declare.

**3. Items for AOB**

- **Local Offer Policy**
- **Attendance Policy**
- **Behaviour Policy**
- **Pupil Premium link governor**

**4. Agree minutes from the last meeting and matters arising**

The previous minutes were approved and signed by Mrs Fiona Prior. The actions on the minutes had all been completed.

**5. Elect Chair and Vice Chair**

The governors UNANIMOUSLY agreed for Rachel Byford to remain as chair and vice chair to be elected at the next meeting.

**6. Review RAISE data**

The minutes from the data meeting had been sent out prior to the meeting for governors to look over. Mr Morris gave governors the new SIP that is based on the RAISE data, they give target areas for improvement. The SIP forms part of the SEF and is on the school website. It is a lengthy document as it shows trends from past years.

The committee questioned whether they need a PP gov specifically. It was decided that this would be a positive action.

AOB- (Pupil Premium governor) As we now have governors with specific roles, it has been discussed about a governor linked to pupil premium to look at how the money is spent. It was UNANIMOUSLY agreed for Miss Jo Ley to take this role. Mr Morris, Mrs Prior and Miss Ley will complete the TOR for the role.

## **7. Attendance review from previous term**

Overall there is an improving trend. Mr Morris shared a breakdown of attendance over the past term with the governors. There are groups that have been identified that require specific focus e.g. FSM's.

**GQ:** Why is the CLA category so low?

**A:** There was a child who left but was kept on the register whilst they were relocated. All the CLA have good attendance.

The persistent lates are different children. On the dashboard the attendance doesn't look so strong however Mr Morris isn't sure where that data comes from or why it looks different from the school's data. An analysis has been completed upon data and this is an on-going process.

Mrs Beasley arrives 5:50pm

There are documented explanations for any children with poor attendance along with any actions being taken. Attendance overall has improved as a result of this overall and on an individual basis.

**GQ:** Can we find out the national figures for 15/16?

**A:** Not until next year.

Mrs Beasley's link governor report looked at the most recent attendance data and although our attendance has gone up and is the best it has ever been we are below national average due to the national average increasing.

**GQ:** Can we do something more visual for the parents to help decrease persistent lates, e.g. high vis jacket and a clip board at the school gates?

**A:** The lates have been improving so we will continue to monitor the situation before making any further changes. Specific actions have been actioned with specific families

The FSM children's attendance is being monitored, Julie Rowntree, Adam Morris and Julie Wyman meet to pick up any children below 95% attendance and then follow the policy with a common sense approach. We look at the names and reasons and decide on an action, we then meet again 3 weeks later to give time for letters to be sent out and we then look to see if there has been an improvement. If attendance has improved, we continue to monitor and if it hasn't we then move onto the next stage.

We need to make sure the lates keep improving. Mrs Beasley and Mr Morris will look again at this next term.

**GQ:** Do we want to increase our attendance target?

**A:** We aim to be inline or above the national average of 96%.

**GQ:** Are fines still happening?

**A:** Yes. But the criteria has changed

**AOB- (attendance policy)** This is an LA Policy, all governors UNANIMOUSLY adopted the policy from January 2017. Mrs Prior requested that parents are made aware of the changes to the policy.

## **8. Link governor Reports**

Governors had received link governor reports from Mrs Byford, Mrs Beasley and Mrs Snell. The governors had read these reports prior to the meeting. Mr Morris & governors feels that the link roles so far have been very positive and working well.

**GQ:** What has happened where we have not been satisfied with childrens services?

**A:** Mr Morris has put in complaints and met with the head of childrens services and she is responding to the complaints. Mr Morris will share both the complaints and responses to with Mrs Farrin at the next safeguarding meeting.

**GQ:** There are 14 children needing help with speech and language, but not all of these are registered to a therapist, what help do those children get?

**A:** The children who do not see a therapist will get support within school.

**GQ:** The amount of children on the SEN register have changed, why has this happened?

**A:** initially this was due to the change in the code of practice but will remain turbulent as needs arise and pupils may move to different provision ; we have had some children move to Coombe Pafford.

**GQ:** The SEN figure has gone from 35% down to 20%, as we recognise that those children still need additional support we won't get the additional funding for them so it will be a challenge to make sure their needs are met. Do parents get a say in how top up funds are spent? Can they claim the money?

**A:** Yes, however, parents would have to prove the school are not spending the money in the best way in order for them to access it.

The figures in Paul's table have gone up due to more children gaining an EHCP however the figure will fluctuate depending on children leaving.

A big thank you to governors and Paul for producing the reports.

**SEND Policy-** Governors reviewed the policy, no changes have been made.

**AOB-SEN Local Offer-** 1 sentence has been removed regarding part time timetables.

We do have one child on a part time timetable at the moment who has very challenging behaviour however the child is not yet statutory school age. Intensive support is due to start tomorrow, there is also a 1-2-1 working with the child and a behaviour plan has been completed.

## **9. PP Funding Allocation**

This is for FSM children and how we ensure their progress.

**GQ:** How do we ensure we know who is entitled when all KS1 children are entitled regardless of circumstance?

**A:** We request the paperwork is completed at nursery so we can get details onto the system, and when children are school age we ask for the paperwork to be completed regardless. It can be a challenge to get the paperwork back when parents know their child will be getting FSM's anyway but we need the paperwork back in order to

identify the categories. FSM would remain in the PP category for 6 years even if their circumstances change.

We have to publish what the barriers are for children, how we fund the support and how previous support has impacted.

Mr Morris shared the 16/17 report with governors, it is across two financial years.

What we spend is beyond what we receive in PP. Mrs Prior requested that governors are mentioned on the final page regarding tracking progress.

**GQ:** Do you get children who buck the trend?

**A:** Yes. Several children over the yrs and across the school

**GQ:** Where would a child benefit if they are bucking the trend?

**A:** The 1-2-1 would be supporting the class giving better class management and accelerated learning. Allowing the teacher to allocate time to work with the pupil. There is a full report on the website along with previous years.

**GQ:** How do we know our PP spending is having an impact?

**A:** The RAISE data shows impact as well as the SEF on the website. The SEF shows progress is made by PP children in years 2013, 2014 and 2015.

**GQ:** Do you think the 2-year-old funding will help with starting points?

**A:** Yes. These early developmental opportunities will be invaluable for some of our families

The 30-hour funding is starting in September 2017 but this will only be for working parents.

Mr Morris recommended for governors to have a look through the SEF. The new PP link governor will look into this in more detail.

## **10. Report on the standards of teaching and Learning**

The standards are built up overtime, with observations, book samples and what children say are all taken into account. We want outstanding teachers to share their expertise with teachers who are developing.

**GQ:** Why is only 28% outstanding?

**A:** This is because outstanding teachers are not watched as regularly, if we watched outstanding teachers more the figure would be higher. We watch good teachers much more than outstanding teachers.

**GQ:** Would outstanding be the same for a teacher with 25 years' experience against an NQT?

**A:** We have a set of standards that we apply to the teacher depending on what stage they are at in their career. We would also need to look at if the class is making good or outstanding progress. We would expect RQT's to be showing very strong qualities within lessons.

**GQ:** If a teacher is outstanding how long do you leave it before decreasing observations?

**A:** We do lots of drop ins to ensure the consistency remains. Outstanding teachers are still regularly monitored. We pair our outstanding teachers to help others, we are working on strengthening the middle section of the school. We have 2 RQT's and 1 teacher new to the school so we are giving extra support to help them develop.

## **11. Policies for review/adoption**

- **Safeguarding policy and safeguarding statement-** This was reviewed by the safeguarding team in September 2016.
- **Anti-Bullying policy-** This policy has been realigned to include record keeping in CPOM's. Governors approved this policy.
- **Behaviour Policy-** the changes made are additions based on the DFE document.

**GQ:** Can all staff access CPOM's?

**A:**Yes, but only with a login and you can only see children you are dealing with or have been tagged to. DSL's have access to all information. Mr Morris and Julie have been looking through the past term and what actions have been taken. It is also covered at the weekly business meeting.

Mrs Beasley will cover this in more detail in her next link governor report.

The policy was agreed with changes.

#### Impact of Meeting

- Understanding of CPOM's
- Understanding how PP is spent and the impact it has
- Better understanding of SEND
- PP governor appointed
- Attendance system and policy reviewed
- SIP linked to RAISE
- Reviewed and updated relevant policies

Meeting closed 7.45pm.

	What	Who	When
1	Review SEF to be added to Full Gobs agenda	Mrs Fleet	Jan 2017
2	Meeting to put together TOR for PP governor role	Mr Morris, Mrs Prior and Miss Ley	Jan 2017
3	Governors to be mentioned on final page of PP report re tracking progress	Mr Morris	
4	Vice chair to be elected for C&C – to be added to next C&C agenda	Mrs Fleet	Spring tem 2017