

Watcombe Primary School

Data Meeting
Thursday 30th March 2017 4pm

Present	Apologies	Absence, no apology
<u>Governors</u> Mrs Fiona Prior, Mrs Rachel Byford, Mrs Rachel Farrin, Ms Jill Ireland, Miss Jo Ley, Mr Adam Morris, <u>In Attendance</u> N/A	Mrs Suzanne Beasley, Mrs Kelly Snell	

1. Welcome and introductions

2. Apologies for absence / Declarations of Pecuniary Interests

Apologies - as above

Pecuniary Interests - there were none

3. AOB

GQ: Have the parent views been collated?

Ans: Yes. They are very positive and are now on the school website. Parents who had filled in responses as strongly disagree were contacted by the school. All confirmed that they had ticked the wrong column. The staff view has also been completed and it paints a similarly positive picture. This is also on the school website.

4. Minutes from previous meeting

Minutes were agreed as true and correct and were signed by the chair.

Actions from previous minutes:

- The SEF has been added to the annual cycle and will be considered in the next FG meeting.
- New TOR have been drawn up for the role of Pupil Premium governor. They will be considered later in this meeting.
- Monitoring of PP pupils by governors to be added to the PP report. This is still outstanding. AM to Check.**Action point 1**

5. Elect a Chair and Vice Chair

Both Mrs Byford and Mrs Farrin were happy to continue in their role of Chair and Vice and were unanimously re-elected.

6. Data minutes

The minutes are still at draft stage. Clerk to ensure all minutes from sub committees and linked governors to be circulated ahead of the relevant full committee meeting.**Action point 2.**

7. Link governor reports

7.1 To receive report on safeguarding

GQ: What is 360 Accreditation?

Ans: It is an e-safety format which was used internally to assess our e-safety policies and procedures. It was intended for internal purposes initially but it was decided we would submit our report for accreditation as it would give us the highest level of accreditation. It has been returned requesting further narrative before we can be awarded accreditation. This is an OS action for the Safeguarding governors/team.

GQ: What is KCSIE?

Ans: It stands for 'Keeping children safe in education'. It is a statutory guidance setting out what schools must do to comply with the law. The safeguarding governor stated that one issue that came up as part of the review was whether parent helpers, peripatetic teachers, volunteers and coaches should be included.

The head confirmed that all volunteers, staff and helpers go through a safeguarding induction and training process. They all complete a DBS check and there is a new format reference request that has been introduced specifically asking about suitability for the work/voluntary work/role.

GQ: Can the head update us on the pastoral team vacancy?

Ans: The vacancy was advertised but there were no suitable candidates to shortlist. The intention was to re-advertise, but the decreased budget means that it is no longer possible to fill the role. We will also be losing the two apprentices who are coming to the end of the apprenticeship (we would have kept both in budget permitting), and there will be a vacancy where one member of staff is retiring due to ill-health.

7.2 To receive report on PD, B &W

GQ: The report on incidents for behaviour, bullying and racial incidents do not appear to match those reported in the SEND report. Why is this? Was it due to an increase in incidents between governor visits? Is different data being reviewed?

Ans: The data was then reviewed by the head and governors. It was discovered that the data in the two reports do tally, they are simply reporting them differently (one was by incidents and the other was by child). When they were reviewed the total number of incidents matched.

Governors noted the significant improvements made in the attendance of PP children. The new measures to track, report and follow up absences in a timely fashion as made a big difference to the figures. Governors passed their thanks to the school admin team who have worked with the head and other SLT members to improve attendance of this key group.

GQ: How are the pupil questionnaire questions asked? How can we be sure the responses are fair and accurate? The statement the children were asked to consider was 'The behaviour of other children in my lessons is good'.

Ans: Each class is represented on the school council. Each class also has a Yr 6 school council representative who works with the younger counsellors. A question is considered each week and the counsellors discuss with children and teachers what is meant by each question. They discuss this with each class who then votes on it. The responses are fed back to the council, teachers and the SLT where action can be taken where a concern or issue arises as a result of the feedback.

Since the governor visit, the question has been revisited by classes. 53% of children agreed that it was good all of the time, 37% agreed that it was good most of the time, 10% thought it was good sometimes and 3% thought almost never. The 3% accounts for two children who present difficult behaviour themselves.

GQ: Which children are included in the questionnaire? Do all children get involved?

Ans: All children from Yr2 up.

7.3 To receive report on SEND

GQ: Are the percentages/numbers of SEND children correct in the report? They do not appear to tally?

Ans: 16% refers to the number of children in the school that appear on the SEND register. The report should say 5 children have a statement not 5%.

GQ: The report says that it is not currently possible to track progress of SEND children. Why not and will it be possible to track them in the future?

Ans: Progress of SEND children is tracked, just not in the way it was. Depending of their start point all SEND children will have an end of year target in the same way as all other children. Progress through the year is tracked towards the end of year target. They are monitored in data review meetings and is in the data dashboard (which gives historic data). RAISE will show progress and attainment for KS2 children (historic) but you only see attainment for KS1 children (historic).

GQ: Has the issue with SIMS been resolved?

Ans: Yes.

GQ: Has that affected the number of children listed as SEND in RAISE?

Ans: The data was questioned by the school a couple of years ago but the SENDCO now updates data termly so all data should be correct now.

8. Terms of reference

8.1 Review changes- TOR for CC Committee

Governors agreed that due to the amount of work for the linked governor it made sense to have two linked governors.

Meeting times will be reviewed for the linked data governors so it is more convenient for all parties.

Revised TOR were agreed subject to the amends made by the linked governor.

8.2 Review changes- TOR for SEND Linked governors

GQ: Is the SEND code of practice on the school website? Should all governors review it?

Ans: No, it is not on the website. It is a massive document used by the SENDCO. The linked governors review it with the SENDCO and will report back to the full C&C committee on any relevant updates and actions. It was agreed that this was part of the remit of the linked governors' role.

Agreed subject to minor amendments.

8.3 Agree role and TOR for PP link governor

This is a new TOR and role. Governors discussed when and how the monitoring and evaluation of impact of PP budget allocations would take place. They also asked whether a cycle of works and policies should be added to the TOR to bring it in line with the other linked governors TOR. **See Action point 4.**

Agreed subject to minor amendments and action point 4. Above.

9. Pupil Premium Funding

This is on the school website. Due to the way the funding is paid, the financial year and school year do not match. Therefore, current funding runs to the end of the academic year rather than financial year. PP funding and allocation will be reviewed in the Summer term to assess the impact of how our PP money impacted on PP children this year. That can then help inform how we allocate the PP money next year. The historic data for the current Yr6, which is released in October's RAISE, will be reviewed in the Autumn term. Summative data for all other PP children will be reviewed in the summer term to assess the impact of spend.

Action point 5: Add the review of Yr 6 PP data to the Autumn PP governor cycle and the review of the summative data for all other PP pupils to the Summer PP governor cycle.

Agreed subject to Action points 4 and 5.

Action point 6: All new TORs to be added to the school website

The head then presented revised data for PP children. The last RAISE presented areas of weakness which have been reviewed by the head and the SLT. The data was reviewed in the light of the thresholds (which we not released until after the assessment) and it was discovered that our internal assessments of children had been too cautious. Children had made better progress than indicated in RAISE.

The head explained the revised data and tables against that presented in the previous RAISE.

GQ: Did any children make better than expected progress? How would we know?

Ans: Those children would appear in the R/H column under each of the starting points (emerging, expected, exceeding).

Action point 7: Head to add this information to the Ofsted briefing note for governors.

10. Report on standards of teaching and learning

24% of lessons (9 lessons) were outstanding

73% of lessons (27 lessons) were good

3% of lessons (1 lesson) required improvement

The explained that the focus of 'drop in observations' is to aid professional development and to help staff improve. For this reason, the outstanding teachers are observed less frequently by the head and SLT but they will be observed by peers to aid the professional development of the less experienced staff and to act as exemplars of outstanding practice.

GQ: How can we show this? If they are watched less frequently, it can appear that less of the teaching is outstanding than is actually the case.

Ans: We can't show it based on observations as they are simply not observed as frequently. However, pupil progress and attainment shows that there is a lot of outstanding teaching and practise in school. Around half of all lessons are outstanding.

GQ: Do governors come in to observe? If so, can we arrange some observations.

Ans: Yes, they have in the past. Recently, Mrs Beasley came in to observe behaviour within school. She found it most informative.

It was felt that it would be informative and helpful for some governors to come in to school.

Action point 8. Arrange observations of teaching and learning.

11. Update of LA attendance Fining

The LA is still issuing fines for non-attendance but it has issued revised guidance on when a penalty will be issued for term time absence. A fine will only be issued if 10% of lessons have been missed in the previous 6 month period.

The school policy and documents have been updated to reflect this.

12. Ofsted Questions

The questions were circulated to the C&C committee prior to the meeting. Further questions and responses were submitted by governors. The head will take these into the document and will recirculate for discussion in the next FG meeting. **Action point 9.**

13. Policies

13.1 Review Admissions to nursery policy

Unchanged at the moment. Will change when the 30 hours comes in. Action point 10.

13.2 Medical Proposals- change of policy Roll over

13.3 Teaching and learning

This is an operational policy and was only reviewed by governors

Outcomes:

- Appointed chair and vice chair
- Reviewed, agreed and adopted revised and new TORs for linked governors
- Reviewed revised data for PP children
- Reviewed linked governor reports
- Reviewed data on standards of teaching and learning
- Agreed series of fact finding visits to increase governor knowledge on standards of teaching and learning
- Agreed further actions in preparation for Ofsted
- Updated attendance policy in line with revised LA guidance

Actions:

	What?	Who?	When?
1.	Add Monitoring of PP pupils by governors to the PP report	AM	ASAP

2.	Draft minutes from Data Committee to be circulated to C&C committee.	Clerk	ASAP
3.	All minutes from sub committees and linked governors to be circulated ahead of the relevant full committee meeting.	Clerk	Ongoing
4.	Review which actions and policies should be added to the PP TOR.	Head and PP linked governor	ASAP
5.	Amend to PP TOR to add review of historic data for Yr 6 PP children to the autumn linked governor cycle and a review of summative data for all other PP children to the summer cycle.	Head and PP linked governor	ASAP
6.	New and revised TORs to be added to the school website	Head and Clerk	ASAP
7.	Add updated RAISE information to the governor Ofsted briefing note.	Head	
8.	Arrange visit to school to observe teaching and learning	Head, Mrs Farrin, Mrs Byford, Mrs Prior	Next term
9.	Update and recirculate Ofsted questions.	Head	Next FG meeting
10.	Review the admissions policy and update governors on the impact of the 30 hours nursery provision.	Head, Ms Ley	Next FG meeting