

FIELDHEAD CARR PRIMARY SCHOOL GOVERNING BODY CHILDREN AND LEARNING COMMITTEE MEETING

Minutes of the meeting held on Tuesday 2 May 2017 at 6.15pm

PRESENT: Sammy Ellis – Chair (SE) Beki Vargassoff – (Head)
Nichola Carroll (NC) Katie Coates (KC)
Sheena Critchley (SC) Rachael Grimes (RG)
Jane Peacock (JP)

IN ATTENDANCE: – Barbara Walker (Clerk – Governor Support Service)

1.0 APOLOGIES	ACTION
1.1 Apologies for absence were received from Tammy Best.	
1.2 Governors agreed that Sammy Ellis would Chair the amalgamated Teaching and Learning / Pupil Support committees.	
2.0 MINUTES OF THE LAST MEETING AND MATTERS ARISING	
2.1 Resolved:	
• that the minutes of the Pupil Support Committee meeting held on 7 February 2017 were agreed as a correct record.	
• that the minutes of the Teaching and Learning Committee meeting held on 30 January 2017 were agreed as a correct record.	
• that the Chair was authorised to sign the minutes.	
2.2 Item 4.3 – PHSE Policy (Pupil Support)	
Governors were informed that the policy was based on the LA model policy.	
Resolved:	
• That governors agreed to adopt the PHSE Policy	
2.3 Item 5.4 – Whole School Food Policy (Pupil Support)	
Governors had received a copy of the results of the packed lunch survey. It was confirmed that parents had been reminded that children could bring in a piece of fruit for break time.	
Resolved:	
• That governors agreed to adopt the Whole School Food Policy.	
2.4 Item 8.2 – Social Media Policy (Pupil Support)	
The Headteacher confirmed that legal action could not be taken the only offence parents could be charged with was slander.	
2.5 Item 11.1 – Audit of school website (Pupil Support)	
Governors were informed that Jane Peacock had carried out an audit of the website. There were a couple of items that needed to be added which were being actioned by L Warner and the School Business Manager. The Behaviour Principles had been updated and needed to be agreed by the full governing body then added to the website.	FGB

<p>Governors discussed the issue of maintenance of the website which needed to be resolved. A governor asked for clarity on the sanctions in the Behaviour Policy and steps that take place for any severe behaviour. The Headteacher explained that the consequences would depend on the incident and difficult to write into the policy with SLT deciding on the action at the time.</p>	<p>agenda</p>
<p>2.6 Item 13.1 – SDP (Pupil Support) The SDP now included a short commentary on each item still rag rated as Red or Amber.</p>	
<p>2.7 Item 4.3 – Schedule of training (Teaching and Learning) The Headteacher reported that the chairs meeting had discussed this item and suggested that a short training input be given before a governing body meeting. This matter would be discussed at the July governors meeting. It was agreed that the outcome of the skills audit needed to be considered before training needs could be discussed. J Peacock offers to help T Best analyse the results of the skills audit. The Clerk agreed to forward J Peacock a spreadsheet to use to summarise the information.</p>	<p>JP/ TB Clerk</p>
<p>3.0 POLICIES</p>	
<p>3.1 A point was raised on naming people in policies. It was agreed that the job role would be put in the policy unless a specific person had to be named, this would be done when policy was next updated. It was queried whether the policies needed to be reviewed now. It was explained that an internal review would take place each year and if no changes were needed then no further action was required.</p>	<p>Head</p>
<p>3.2 E-Safety Policy A copy of the policy had been circulated to governors prior to the meeting. The policy would be amended to include use of iPads for family members. A query was raised on the tense used in the policy. It was explained that this was a model policy and wording kept the same. A further query was mentioned on the email address for the school, this item was being clarified with L Warner. A point was made regarding the consequences for pupils of misuse of the internet, the Headteacher agreed to check this matter.</p> <p>Q) Were pupils provided with a school email address? A) There should be a school address allocated for each KS2 pupil. It was agreed that the email address would be re-distributed to KS2 pupils. It was proposed that the Social Media and E-Safety policy be combined when the next review took place.</p> <p>Resolved:</p> <ul style="list-style-type: none"> That governors agreed to adopt the E-Safety Policy. 	
<p>3.3 Teaching and Learning Policy A copy of the policy had been circulated to governors prior to the meeting. It was pointed out that the word ‘work’ was still included in the policy and should read ‘learning’. The Headteacher agreed to amend the policy. It was noted that this was a school policy rather than LA</p>	

model policy.

Resolved:

- That governors agreed to adopt the Teaching and Learning Policy.

3.4 Marking and Feedback Policy

A copy of the policy had been circulated to governors prior to the meeting. There were a couple of minor points highlighted which would be amended. In answer to query raised on the success criteria used by pupils was explained.

Resolved:

- That governors agreed to adopt the Marking and Feedback Policy.

3.5 Maths Policy

A copy of the Maths Policy also the Maths Calculation Policy had been circulated to governors prior to the meeting. Governors praised the information provided to parents on the teaching of calculation. It was noted that the new policy was helping to provide a more streamline and consistent approach to teaching Maths. A minor formatting point in the policy would be corrected.

Resolved:

- That governors agreed to adopt the Maths Policy

4.0 PREVENT AGENDA

Governors were informed that the prevent agenda was not a separate item and formed part of the Child Protection (CP) Policy. A copy of the CP policy had been circulated to governors prior to the meeting. Governors noted the radicalisation response checklist which was followed should there be an issue. A point was raised on the reason for only mentioning Muslim groups as there were considered several other radical groups. It was noted that this was a model LA policy. It was point out that this issue may need to be reviewed should the school dynamic change.

5.0 MONITORING AND EVALUATION OF THE SCHOOL DEVELOPMENT PLAN

5.1 Governors had received a copy of the latest SDP which was updated on a half termly basis.

5.2 A number of minor spelling mistakes were highlighted which would be amended. The colour coding was also raised, the Headteacher explained that a total re-vamp of the SDP would take place next year and be based on Ofsted criteria. It was further explained that several actions were amber until the end of year data was available and rating could not be changed until then. The items still rated as red at the end of year may be carried forward to the next year or removed from the plan. The Headteacher agreed to amend the plan accordingly. Governors were made aware that the Executive Summary included in the SDP was for Autumn 2016, this had now been changed. It was

noted that RAISE online had gone and replaced by Analysing School Performance.

- 5.3 A question was raised on when the enrichment tracker would be shared with parents. The Headteacher reported that staff and pupils had seen the document, the Headteacher agreed to send out to parents and forward a copy to governors.
- 5.4 It was suggested that more detail was included on the reasons for an action not taking place.
- 5.5 A query was raised on Item 52 which only mentions punctuality in the rag rating. It was noted that attendance was currently in line with the national figure and work now being done to improve punctuality levels.
- 5.6 In response to a point raise on developing restorative practice it was noted that formal staff training was not taking place and being dealt with at an informal level. It hoped to provide training for lunch-time staff on restorative practice.

5.7 **Q) What agenda gap was being closed?**

A) The gap for vulnerable pupils was the main gap that needed to be closed. It was pointed out that there were various ways being used to engage parents more not just the Fieldhead Showcase. It was suggested that further detail was included in the SDP to detail the other methods being used to engage parents.

Q) How did staff know that parents were taking note of the points being raised?

A) Parents were now being asked for their views following one of the sessions. Governors were informed that any parent not attending parent consultation meeting was contacted.

- 5.8 It was agreed that item 71 should be amended to read regular blogs rather than weekly.

6.0 **LEARNING AND PROGRESS ACROSS YEAR GROUPS OF CURRENT PUPILS**

6.1 **Executive Summary (Spring term)**

Governors were circulated with a copy of the current executive summary. The following points were raised.

- **Q) Were the predictions for Year 6 considered achievable?**
A) The figures were felt to be accurate.
- **Q) What were the reasons for the Year 1 Reading levels being lower than other subjects?** A) There was no baseline data for these pupils in term of the national curriculum, as they had just entered year 1. The teacher was an NQT, and inexperienced, therefore her initial assessments were slightly inflated to looking above national. The data looks like there has not been as much progress, when in fact the children have made good progress and majority are now in line with age

Head

related expectations, which is where they should be. There was now a sheet being used to compare pupils to the statement which provided evidence they had met the statement. The Bsquared programme was being used for a number of SEN pupils to help raise their levels.

- **Q) What were reasons for Year 3 Girls being lower than other groups?** A) There were only 9 girls in the cohort and proportion also SEN. A more detailed breakdown of the figures would be given at the next meeting or early in the autumn term. This would include all groups showing progress made over the year with a commentary also included.

Head

6.2 Pupil Premium / SEND report

This item was deferred to the next meeting.

Agenda

7.0 ANALYSIS OF SURVEYS

7.1 Governors were circulated with an analysis of the surveys of parents and staff.

7.2 Parents' questionnaire

Governors noted the positive responses received from parents. The Headteacher explained that she had spoken to particular parents raising issues on the changes to packed lunch policy. In response to a point made on the support for pupils when they had any concerns in school. Governors were informed that there was the Heads Together campaign also pupils would be reminded about Fab Friends. It was pointed out that this was the perspective of parents rather than pupils which could be different. The results from the pupil's survey when undertaken would be compared to that for parents. A suggestion was made that there were less questions next time the survey took place. A governor raised a point on the percentage not knowing about the role of governors. It was explained that information was included on the website and newsletter had been sent out.

7.3 Staff questionnaire

A governor expressed a view that the responses were disappointing with less than half making a contribution. The Headteacher reported that as a result of the responses a number of items had already been followed up. It was proposed that another survey be carried out allowing for staff to respond electronically.

Head

8.0 MONITOR THE QUALITY OF TEACHING

8.1 Teaching profiles

A copy of the anonymised spring term 1 and 2 teaching profiles had been circulated to governors prior to the meeting. It was explained that the two profiles would look quite similar and as only a short space of time between the two sets of data. Governors were informed that there a support plan put in place to tackle any under-performance.

8.2 TA Structure

A copy of the update on the TA structure for September 2017 had been circulated to governors prior to the meeting. Governors noted the

new structure.

8.3 Staff Structure for September 2017

A copy of the proposed Staff Structure for September 2017 had been circulated to governors prior to the meeting. Governors were made aware that the structure would need to be reviewed when the school becomes 2 form entry. Governors noted the staffing structure.

9.0 GOVERNOR UPDATES

9.1 Safeguarding

This item was deferred to the next meeting.

Agenda

9.2 Attendance

Governors had been circulated with a copy of the report prior to the meeting. A question was raised on the attendance policy and allowing pupils 5 days holiday. The Headteacher explained that this was not correct and holidays were not authorised in term time. The Headteacher also made governors aware that the school did not fine parents; other schools in the cluster did fine. Governors were informed that a persistent absence was deemed as pupils with attendance below 90%. The attendance policy would be amended to include that holidays would only be authorised in exceptional circumstances.

Head

9.3 SEND/ PP

This item was deferred to the next meeting.

Agenda

9.4 CLA

There was no report on this item.

10.0 REVIEW OF COMMITTEE EFFECTIVENESS

The Clerk had forwarded a template to use for the annual governing body statement. The Clerk suggested that a summary of the main areas covered by the committee should be included in the statement. The Chair agreed to produce a summary of the main points at the end of the year.

11.0 ANY OTHER BUSINESS

11.1 Healthy Schools Award

Governors were informed that the validation for the award was due to take place on 23 May 2017 and governors were invited to be involved. R Grimes and J Peacock offered to attend the meeting.

12.0 DATE AND TIME OF NEXT MEETING

It was agreed that the next meeting would be discussed at the July 2017 full governing body meeting.

**FGB
July**

The Chair closed the meeting at 8.05pm.

Fieldhead Carr Primary School
Overview of actions from the Children and Learning Committee meeting
2 May 2017

Item No	Matters Arising	Staff/ Gov	By when
2.5	<u>Behaviour Principals</u> <ul style="list-style-type: none"> To be agreed by the full governing body in June 2017 	FGB	At the full governing body meeting on 6 June 2017.
2.7	<u>Schedule of training</u> <ul style="list-style-type: none"> To be discussed at the full governing body meeting in July 2017. 	FGB	At the full governing body meeting in July 2017.
2.7	<u>Skills Audit</u> <ul style="list-style-type: none"> To analysis the results of the skills audit Clerk to provide a spreadsheet to use 	JP/TB Clerk	Asap
3.2	<u>E-Safety Policy</u> <ul style="list-style-type: none"> To add the use of iPads by family members and to check the consequences of pupils mis-using the internet 	Head	Asap
3.2	<u>School emails addresses for pupils</u> <ul style="list-style-type: none"> To re distribute email address for KS2 pupils. 	Head	Asap
3.3	<u>Teaching and learning Policy</u> <ul style="list-style-type: none"> To amend mentions of 'work' in the policy to read 'learning'. 	Head	Asap
5.3	<u>Enrichment tracker</u> <ul style="list-style-type: none"> A copy of the tracker to be sent to parents and governors 	Head	Asap
6.2	<u>PP / SEND report</u> <ul style="list-style-type: none"> Item deferred to the next meeting 	TB/NC	Agenda for the next committee meeting
7.3	<u>Staff questionnaire</u> <ul style="list-style-type: none"> That a another questionnaire to be undertaken electronically 	Head	Asap
9.1	<u>Safeguarding update</u> <ul style="list-style-type: none"> Item deferred to the next meeting 	TB	Agenda for the next committee meeting
9.2	<u>Attendance Policy</u> <ul style="list-style-type: none"> To be amended to include that holidays would only be authorised in exceptional circumstances 	Head	Asap