



HORIZONS LEARNING FEDERATION
(Holywell, Somersham & St. Helen's)



Minutes of the Standards Committee
Meeting held at Holywell C of E Primary School
Monday 14th November 2016 – 1930hrs

Present:

Becky Ford (Executive Headteacher) [BF]	Val Ford (Chair) [VF]
Dan Aldridge [DA]	Deborah Moss [DM]
Nicola Bodnar [NB]	Barry Smethurst [BS]
Eric Fidler [EF]	

In Attendance:

Claire Macdonald [CM] Associate Member
Emma Smith [ES] Associate Member
Alison Jackson [AJ] Clerk

The meeting was quorate, 7 governors were present out of 7 in post.

1. Apologies for absence

Mark Leonard [ML]. The apologies were accepted by the Committee.

2. Declaration of interest

No declarations of interest were declared.

3. Elect of Chair and Vice Chair

BS requested nominations for Chair.

EF proposed **VF** for the position of Chair and **DA** seconded.

VF was elected unopposed as Chair for the following year.

BS requested nominations for Vice Chair.

VF proposed **DA** for the position of Vice Chair and **BS** seconded.

DA was elected unopposed as Vice Chair for the following year.

4. Minutes of last meeting: 19th April 2016

These minutes were agreed and signed as a true record of the meeting with no amendments.

5. Matters arising from the minutes

EF is the nominated governor for SEND and will arrange to meet with Julia Whittle and Tracey and will review the School Information Report (SEND) for each school and the SEND policy to decide if a Federation document can be drafted. **ACTION EF**

6. Terms of Reference

The Terms of Reference were agreed by the committee to be sent to FGB for ratification.

7. Review working model of the committee

Governors will start with the strategic plans to list monitoring requirements by whom.

8. Strategic Plans: Holywell, Somersham and St Helen's

The EHT was hoping to have the three strategic plans available for the governors; however Somersham strategic plan has been updated and needs to be reviewed before presenting to governors as a working document. Each school is in a different place and the governor monitoring will be tailored for each school. However there are some common threads

throughout the Federation of priorities for example raising standards in writing, encouraging more able students.

The Head of School for Somersham has been appointed.

The Chair commented that the strategic plans should form a basis and link to the Data Dashboard to lead the monitoring on learning walks.

FFT Data Dashboard training will be an agenda item for FGB ON 30th November 2016. **ACTION AJ**

The EHT and H of Ss will all attend Raiseonline training. There will be a constant cycle of Plan – Do – Review.

Challenge: A governor raised concerns on the focus of Somersham and that this may distract attention from Holywell and St Helen's.

The EHT told governors that Somersham will have monthly reviews by the LA due to it being a red school. Holywell will have a SIAMS inspection which will produce an action plan. There has been more joint working within the Federation due to all schools having to work to the new curriculum and the new assessment.

The strategic plans will be available at the next Standards Committee meeting.

9. Targets for Data 2016/17

The EHT is unsure of how reliable the data for each school is. The three schools need to have some focussed CPD on the assessment of work to provide consistency across the Federation. The schools are using target tracker but do not have confidence in the data yet due to differences in staff assessment as to when to agree to each statement. Whilst the teachers are becoming consistent with their assessments the Federation will buy in some standardised tests to have a baseline for each child and test each half term to be able to show progress. Currently investigating i. Assertive mentoring – doesn't link to what is being taught or ii. Rising stars – reading test which shows more than expected / expected / less than expected progress.

Staff are currently reviewing each child's attainment at EY / KS1 / KS2 and tracking their progress to ensure if a child was at age expected at EY they are at age expected or higher at KS1 and KS2.

BF, CM & ES are reviewing the assessment policy and how it is implemented.

Challenge: A governor asked how important is it to have this aligned across the Federation?

The EHT considers this important to get consistency across the Federation due to all schools using the same curriculum and by using the same approach each year group can join together to compare children's work to get clarity on expectations and moderate their work.

10. Governor priorities across the Federation – Autumn Term 2016

- Strategic Plans
- Targets for Data
- Induction for new members
- Rasieonline training
- FFT Data Dashboard training
- Latest Ofsted Framework (August 2016)

11. Governor Training

Governors are responsible for their own booking and attendance at training sessions. Training available:

- FFT Webinar – 24th November 2016

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Signed and agreed as a true record by the Chair

- Raiseonline training, Cambridge – 1st December 2016
- Equality and Diversity Webinar available from EPM

12. Cycle of policy review

Admissions and SEND policies are due for review.

The EHT and the Clerk will meet on Tuesday 22nd November 2016 to review cycle of policy review and report back to FGB with a master list with timings. **ACTION BF/AJ**

13. Correspondence

None

14. Future Points to be discussed

Strategic Plans

Targets for Data

15. Items and Issues for Main Governing Body Meeting

Terms of Reference for ratification

16. AOB

- Rebecca Berton [**RB**] has been appointed as Somersham Head of School. The EHT thinks she will be very effective moving the school forward. It was requested for an early release from **RB**'s current contract. The current employer has refused but will reconsider if they can appoint a replacement earlier. Also suggested was a secondment of 2 days per week in the spring term but no response yet to request. Therefore **RB** will commence employment after Easter break. Somersham staff and children have been informed of the appointment.

Draft a letter to parents of the Federation informing them of Somersham Head of School appointment and the appointment of the GB. **ACTION BF**

Challenge: A governor queried whether **ML** will be available to continue in post until **RB** takes up position.

The EHT replied he will meet with his head to discuss an extension to his secondment.

- Head performance management will take place on 22nd November. **BE & EF** will attend.

17. Date and time of next meeting

FGB – Wed 30th November 2016, 7pm at Holywell

Resources – Tues 22nd November 2016, 6.30pm at St Helen's

Standards – Tues 24th January 2016, 6.30pm at St Helen's

There being no further business the meeting closed at 9.10pm

Accepted as a true record

Signature

Date

Action Points	BY WHOM
EF to meet with Senco's to review School Information Report and SEND policy	EF
Add FFT Data Dashboard training to FGB agenda	AJ
BF & AJ to meet to review cycle of policy review	BF/AJ
Letter to parents of federation re Som H of S appointment & GB	BF