



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

Minutes of the Standards Committee  
Meeting held at St Helen's Primary School  
Tuesday 24<sup>th</sup> January 2017 – 1935hrs

**Governors Present:**

Becky Ford (Executive Headteacher) [BF]  
Barry Smethurst (Chair) [BS]  
Dan Aldridge [DA]  
Nicola Bodnar [NB]

Eric Fidler [EF]  
Val Ford [VF]  
Deborah Moss [DM]

**In Attendance:**

Barbara English [BE]  
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**

There were no apologies.

**2. Declaration of interest**

No declarations of interest were declared.

**3. Minutes of last meeting: 14<sup>th</sup> November 2016**

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

**4. Matters arising from the minutes**

**5. Governor priorities across the Federation – Spring Term 2017**

Key Question to explore: **How will the Standards Governors ensure that we are well informed regarding Standards across the Federation and that we can meet Ofsted expectations?**

- Ofsted Framework which includes the expectations of governors and give grade descriptors for a good school. Governors are part of the team and need to understand the data the EHT and the HoS understand. There have been leadership meetings but currently nothing in place for monitoring.

The Executive Headteacher will give a brief overview of the current key documents used for tracking and monitoring currently in place and we will discuss a monitoring plan for the next 2 terms.

- Raising Attainment Plan (RAP) – this shows the targets for the academic year and key priorities for the school; what we want to achieve and how we will get there. The key priorities for each school should be published to the whole school community and the EHT reports these in the newsletter. This is presented as an overview of each school and still requires Governor monitoring to be added with timescales and milestones. HW also has the SIAMS evaluation schedule and so has a School Development Plan (SDP) to meet the SIAMS inspections.
- Weekly Operational Plan (WOP) – this includes columns for: Professional Development (inset days, training, focus for staff meeting); Monitoring and Evaluation (fed from the RAP, key things to focus on); Assessment (half termly tests, pupil progress meeting); Home School

Links (link between home and school eg English and Maths books are sent home termly, Macmillan coffee morning);

## **BS left the meeting at 8pm**

Senior Leadership Team (SLT) (Som have a large SLT: EY, KS1, Yr3-4 & Yr5-6. They use venn diagrams to show children age related for Reading, Writing, Maths and Combined); Subject Leaders (need to up skill in monitoring and evaluation. Subject Leaders have completed their Autumn report for Governors, EHT to forward to the Clerk to distribute **ACTION BF**. For future reporting subject leaders will have a job description and be trained to complete standard documents, there will also be a calendar put in place for information to be fed back to the Standards Committee)

- Head of School meetings – every Thursday afternoon the EHT meets with the HoS to review the progress tracking grid this shows the % of children on track and is completed every half term. Any areas of concern are highlighted early eg Som Yr5 35% of pupils are on track to achieve age related for combined results – this has been identified early to put intervention in place. Any areas that are successful, good practice is shared. These meetings are minuted and circulated with an Action Plan.

A governor commented that this information could be shared at the Standards meetings and within the data tracking sheet groups of pupils could be identified and to include the combined result.

The EHT explained the Teacher Over Time Records – the quality of teaching can not be based on one lesson, teachers are assessed over time by lesson observation, work scrutiny, pupil data and views from pupils and their records are updated frequently.

The Chair of Standards commented that governors could do a learning walk and review the teacher over time records and discuss with the teachers to get feedback on how these records are working.

The EHT proposed to have the documents password protected so that the teachers can access them as well as the HoS. These records can be used to tailor the CPD for individual teachers.

The EHT will forward templates of the documents to the Clerk for governors to view **ACTION BF**

**Challenge:** A governor asked how well the new curriculum is embedded within the schools.

The EHT replied this is very mixed at the present. Teachers are getting together to plan their topics for the Spring term and this will eventually build up to a two year cycle for delivery of the curriculum. There are three groups of the same age children within the Federation to share their experiences.

Next meeting:

- Meetings to be timed to coincide with data points
- Governors to visit each school
- See progress figures. There will be standardised tests taken by every pupil in the week before half term and target tracker will then be updated.

## **6. Cycle of Policy Review – SEND Policy**

EF has met with Julia Whittle (SENCO for HW & St H) and commented that he will meet with Tracey Bauld (SENCO for Som) for her to review the SEND policy before putting this forward for ratification.

## **7. Correspondence**

None

## **8. Future Points to be discussed**

Ofsted expectations of governors

RAP

WOP

Target tracker

SEND Policy

## **9. Items and Issues for Main Governing Body**

Advertise for new Governors

**10. Any Other Business**

- Advertise for new Governors in the Newsletters
- A governor requested the Newsletters to be circulated to governors
- EF is booked on the Governor Briefing on 25<sup>th</sup> January 2017

**11. Date and time of next meeting**

FGB – Wednesday 8<sup>th</sup> February 2017, 7pm at Holywell

Vision morning – Saturday 11<sup>th</sup> March 2017, 9.30am. Venue tba

There being no further business the meeting closed at 8.40pm

**Accepted as a true record**

**Signature**

**Date**

<b>Action Points</b>	<b>BY WHOM</b>
Subject Leader Governor report to forward to the Clerk for circulation to governors	BF/AJ
Forward templates of the documents used to the Clerk for circulation to governors	BF/AJ