



**Minutes of the Standards Committee
St Helen's Primary School
Meeting held at St Helen's Primary School
Friday 1st December 2017 – 09.15hrs**

Governors Present:

Becky Ford (BF) Val Ford (Chair) [VF]
Barbara English (BE) – (minuted meeting) Deborah Moss [DM]

In attendance:

Emma Smith (ES) Associate Member/HoS

The meeting was quorate, 4 governors were present out of 4 in post.

Apologies for absence

No apologies, all committee members present.

Declaration of interest

No declarations of interest were declared.

Minutes of last meeting 7th November shared and action points addressed.

Action Points	BY WHOM
<p>To contact LA to check current level of support from LA <i>St H is a medium support school with Anne Housden from LA responding. AH has met at school recently with BF at BF's request. Main barriers to school improvement shared i.e. retention and recruitment of staff. AH to feedback to Rosemarie Sadler and set up ½ termly progress meetings and with focussed support with Sue Bowman from LA. BF to drive this agenda of support so no duplication of support.</i></p>	EHT
<p>Reassess TAs deployment linked to pupils' level of need and T's need re Y2/3 split class <i>A recent budget meeting with Ray Byford showed concerns for total TA hours across Federation with St H falling below. BF to review needs and redistribute. Additional hours have been assigned on a temporary basis until review.</i> Challenge: Are TAs used for covering teacher absence? <i>BF replied-Yes if a Level 3 or HLTA. This arrangement is often used at St H. where appropriate. BF said more rigour and monitoring is being applied re Sickness Management Policy as staff absence an issue. A revised policy has been shared and operated with all staff across the Federation and will be put to GB for approval.</i> <i>Q. Does the school operate anti-bacterial hand washes?</i></p>	EHT/ES

<i>BF said No but this could be implemented.</i>	
Show measured outcomes for TA support <i>TB is engaged with tracking pupils and is ongoing and can report in future.</i>	EHT/ES
UPS staff and responsibilities to be reviewed <i>This needs to stay as an action. EF explained some discontent between staff who see TLRs not being used consistently across the federation some historical issues to work through.</i>	EHT/ES
Impact of "Leadership Champions" re attendance and behaviour to be reported <i>Staff absence of champions has delayed any reports.</i>	EHT/ES
Request for data sheets to include gender split, movement in and out of school, birth dates for EYFS <i>Continue action.</i>	EHT/ES
RAP to include focus on raising standards in writing and reading looking at skills development <i>Kristie is keen and has been awarded a temporary TLR. For this. She will work on days not employed in class and team teach.</i>	Kristie
Federation to look at developing a bespoke SIMs package to bring consistency and accuracy to data collection and analysis across the schools <i>Donna Flynn from ICT Service is engaged to support this and will work with office staff.</i>	EHT/Ho Ss
To maintain a CUSP register for borderline pupils to ensure progress monitored and acted upon and outcomes measured <i>Register made and working on with all staff. To be used in PPMs.</i>	EHT/Ho Ss
"Perspective Light" log in to be activated for governors and to share analysis for discussion on how to improve pupil outcomes <i>BF activated and used in Patrick Shevlin's monitoring visit which was attended by three governors.</i>	EHT
How support disadvantaged pupils and show progress- a project for TB- to be a future proposal for governor monitoring visit <i>In progress. TB invited to take part in DFE project for Somersham re disadvantaged so will be of benefit to all Federation schools. EHT and HoSs all attending course in February 2018 with Nigel Battey on Assessment and progress.</i>	TB

Governors Visit Report 7th November

Focus: Data Review

Governors reviewed Agreed actions to overcome barriers. Most points covered in action points above. Governor monitoring visit to have SEND as future focus to be arranged for Spring Term.

Resources: Class dictionaries have been ordered.

Safeguarding: E-Safety questionnaire has been completed.

Focus on Assessment Data of all year groups. EHT shared St H document from last October ½ term data drop. All data was for matched pupils. Each pupil was worth a certain percentage according to the number in cohort. eg 31 pupils in current Yr6 so each pupil worth 3.1%

Columns were headed :-

*Achieved ARE + or greater at the end of previous year
Currently on track*

*Identified cusp groups
Target at ARE+/GD*

Challenge: How confident are the staff with their assessments? How reliable are the targets? How reliable are the 2014 targets?

Staff are all getting to grips with assessment having had levels disappear as well as working with a new curriculum. Federation to have a review of curriculum, pupil activities and resources. Gary Casey(LA) has been supporting Som and looking at critical analysis of maths test papers and St H will benefit in a targeted plan for CPD for all Fed staff.

Challenge: How will gaps be plugged?

At next PPMs discussion with class teachers and target gaps and target appropriate intervention.

Q: Do PUMA and PIRA tests identify gaps?

Yes, they identify gaps for each year group and as a school.

Q: Can parents support?

Teachers will have discussions with parents and advise how to support.

Challenge: My Maths programme now operating across all three schools seems to have a problem on Android for some parents?

My maths is the recommended programme for Federation and Flash is needed. EHT to look into with ICT service.

EHT went through all year groups and explained Cusp groups. Year 2 have no group data for maths. ICT service to help pull in from individual records.

Challenge: When will school show progress of pupils' journey?

At meeting in January after next data drop. This will be through lesson observations, scrutiny of work, and talking to pupils.

EHT and HOS said a staff meeting is planned for this week on assessment. Aim to build subject knowledge and get professional feeling back to all staff. An approach to gain confidence in a year group as well as across as mixed age classes in St H this year by consulting staff. EHT making a folder of useful key documents for each year group/class. Folders will support new staff and job share structure.

Progression frameworks to be used eg Rising Stars.

- *Writing objectives to be on a grid for teachers to use dated and with evidence but Yrs 5 and 6 in pupil's books.*
- *Maths-Yr 1-Yr 6 grids being compiled by EHT for teachers to highlight and date to inform future planning.*
 - Q.** *Grids For each child?*
APP style so 3 children choosing broad groups to benchmark across class (mixed classes x 4 children) so manageable for class teachers.
 - Q.** *Can agreed statements be shared with governors?*

EHT to email or share at next meeting.

Focus of meeting – How reliable is data?

EHT explained reliability of data is still questionable. Plans are in place to support improvement in staff expertise by offering x3 afterschool drop in sessions for assessment and help import on SIMS. All pupils have numerical targets entered on SIMS. It was easier on SIMS to look back at EYFS and KS1 results and make accurate inferences.

Q. *How does school help with parents understanding of progress within ARE? Is there an answer?*

EHT explained that the best way is to look at own pupil's/child's books to see progress.

EHT is compiling an Ofsted ready folder containing SI documents such as ASP, FFT and ½ termly meeting records as well as governor visit reports and standards minutes.

Challenge: Do governors have recent quality of teaching percentages?

Data in Autumn heads report. Teaching is not consistently good so assessment is not reliable.

Q. *Is there any analysis for recent PUMA tests?*

General Agreement to take forward to next meeting.

At next meeting governors to talk with pupils to gather their views on maths teaching and learning?

Dates of Future meetings

- Friday 8th December- 10.15am Review of progress -updates and invite of attendance at Nativity in school. At 9.30am.

Documents made available at meeting:

Minutes- not agreed- from Standards meeting 7th November 2017

Governors' Visit Report 7th November 2017

St H Pupil targets all Year groups from data drop October 2017

There being no further business the meeting closed at pm

Accepted as a true record

Signature

Date

Action Points	BY WHOM
General Attendance data for staff to be shared.	EHT
Plan governor visit for Spring 2018 SEND focus	EHT /EF
Data sheet to be updated and presented at Standards Jan 2018	EHT/HoS
Copy of agreed statement re Assessment grids to be emailed/shared next meeting	EHT
Quality of teaching -monitoring updated in percentages to be included in next Autumn HoS Report	EHT