



**Minutes of the Standards Committee
St Helen's Primary School
Meeting held at St Helen's Primary School
Friday 5th January 2018 – 11.00hrs**

Present:

Becky Ford [BF] (Executive Headteacher) Deborah Moss [DM]
Val Ford [VF] (Chair) Barry Smethurst [BS]
Barbara English [BE]

In attendance

Julia Walker [JW] Associate Member/HOS
Alison Jackson [AJ] Clerk

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 meeting 7th November 2017

The Standards Minutes 7th November 2017 were agreed and signed as a true record of the meeting with no amendments.

Matters Arising

None

Spring Term Heads Report

Governors received the Spring term Heads report.

In summary:

Year 6:

- Reading is on track to reach target
- Writing is a priority
- Mathematics – a big improvement over the term. The first set of data is based on Puma tests and the second set of data is based on past SAT papers. The HOS and EHT will carry out a detailed analysis and will cross check the pupils to quality assure the judgements.

- Combined is on track for target

There has been extra support within this year for moderating the writing.

Year 5:

There is little difference between data from October half term to the end of Autumn term and the pupils are a long way off of target. The EHT commented that this may be due to the staff being too cautious with their prediction and therefore work needs to be carried out with staff on assessment.

Challenge: A governor asked if this is a split class and whether there is any explanation in their history, eg new curriculum?

The EHT replied this is a Yr5/4 class (all Yr5's are in this class). The targets for this cohort are high but are based on the KS1 outcomes. Yr5 were the first year with the new curriculum so the KS1 data may be unreliable.

Challenge: A governor asked if the school engages with individual parents to support their child for specific subjects.

The EHT replied that child specific strategies are discussed with parents at parent consultations and parents are also given activities to use around reading. Workshops have been offered to parents. Targets are also shared and things to work on at home. A member of staff at HW plans to film a model activity of reading with a child and post to the website – this would be available for all parents to access within the Federation.

Year 4:

This year is split over 2 classes of Yr5/4 and Yr4/3.

There has been little change from October half term to the end of the Autumn term, not achieving their target.

The Yr4/3 class now has a solid team in place, this was previously unsettled.

- Mathematics - currently 38% on track for Greater Depth (GD), KS1 data was 0.
- Writing – there are not as many pupils on track for GD as the KS1 data showed.

Year 3:

No previous data: there was not a complete set of data for October.

The data is based on optional SAT papers. There is work to do to achieve targets but there is now a strong team in place for Yr3.

Year 2:

ACTION: HOS to update Yr2 combined data. ACTION JW

Year 1:

Low results for writing; this has reduced since October half term. The HOS and EHT have reviewed books and have decided to start afresh this term. The topic books have been stopped and from Monday 8th January all pupils will have a new English book. Samples of the English books will be reviewed by the HOS and EHT each week.

Challenge: A governor asked whether this is due to inconsistent staffing.

The EHT replied that where there was secure staffing in place the books were better and expectations were visibly higher. The idea for new books is to instil higher expectations.

The Mathematics target for GD is 6%, the EHT commented that we should be aiming for a higher % at GD.

YR:

Figures are a baseline assessment.

The Early Years (EY) lead has a leadership day for overseeing EY and the EHT is confident with the data for EY.

The EHT commented that there will be a lot of support and training for staff covering assessment over the next term.

OFSTED REPORT:

Governors to review the last Ofsted report.

The EHT commented that the ASP landing page shows that mathematics is significantly lower than average. There is new guidance on how Ofsted carry out their inspections. Ofsted now visit for 1 day and only return for the 2nd day if they categorise as inadequate. For requires improvement a letter will be sent to the school and they then return in 18 months.

From the scatter graph on FFT the HOS and EHT will put together case studies for individual children where appropriate.

Challenge: A governor commented that there were a number of children that did not sit the SAT's and queried whether they were included in the data.

ACTION: Three pupils did not sit the SAT's the HOS will check if they are included in the data on FFT. **ACTION JW.**

Challenge: From the data given to governors it is not clear whether Pupil Premium (PP) or Special Educational Needs (SEN) pupils have shown progress. The governor requested that these pupils are reported on as a %.

ACTION: HOS to report on PP and SEN pupils separately. **ACTION JW.**

The HOS commented that the PP money has been spent but has not been effective.

The current progress of SEN pupils is 26% (low). Within the SIMS system it is very hard to show progress for SEN pupils, staff are now using PIVOT which show small steps of progress and can show gap analysis.

Challenge: A governor commented that the PP information is not on the website.

The EHT replied that it has been completed but not uploaded to the website.

Review Autumn TOP

There was not an Autumn Termly Operational Plan (TOP) in place, previously had a Raising Attainment Plan (RAP).

The LA contacted St Helen's on 18th December to put a LAIG in place for St Helen's. The first LAIG meeting will be on Monday 15th January 2018, 9.30am. St Helen's will now have a Cambridgeshire Termly Plan with shorter actions that are measurable.

The HOS and EHT are currently working on the TOP, which has been sent to all staff for comment and will be presented once complete.

The current priorities are:

- Maths – currently no Maths lead
- Writing – has a strong leader in place and this will continue to be monitored.

The EHT advised governors that a temporary TLR for maths has been offered if a member of staff will take this on.

Challenge: A governor commented that time needs to be made available with the TLR and would then need to monitor the impact of this.

The EHT advised governors that a temporary TLR was made available for the writing lead and to give the staff member extra time her contract was increased from 40% to 50%. Also the TOP will give clear tasks that need to be completed. Maths is also a priority at Somersham and activities are shared across the two schools, for example Gary Casey is working with St Helen's as well as Somersham.

ACTION: Communicate with parents that Gary Casey is working within St Helen's. ACTION BF

The HOS and EHT will meet with Sue Bowman and Ann Housden on Monday 8th January to review the TOP to ensure that it meets the LA expectations. There will be a governor column on the TOP.

ACTION: The EHT to email the TOP to governors after 8th January. ACTION BF

Review Governor Visits folder and follow up

Not currently up and running. Deferred to next meeting.

Agree Spring TOP

Defer to Standards meeting on Friday 12th January 2018, 11.30am

Identify and plan monitoring tasks

Defer to Standards meeting on Friday 12th January 2018, 11.30am

Dates of Future meetings

LA meeting – Monday 8th January 2018

St Helen's Standards – Friday 12th January 2018, 11.30am

LAIG meeting Monday 15th January 2018, 9.30am

St Helen's Standards – Friday 26th January 2018, 9.00am

Patrick Shevlin – Thursday 1st February 2018, 8.00am

AOB (previously raised with the clerk)

None

Documents made available at meeting:

Spring Term HOS Report

There being no further business the meeting closed at 12.45pm

Accepted as a true record
Signature

Date

Action Points	BY WHOM
Update Yr2 combined data	JW
Check if pupils that didn't sit the SAT's are included in the FFT data	JW
Report on PP and SEN pupils separately	JW
Inform parents that Gary Casey is working within St H	BF
Email TOP to governors after 8 th Jan meeting	BF