

**Governor Services, Learning and Skills Team**

**ARKHOLME CHURCH OF ENGLAND PRIMARY SCHOOL (01013)**

Minutes of the meeting of the Standards, Effectiveness and Communication Committee held at the school on Monday 7 October 2019 at 6:00pm.

**Present:**

**Mrs R Gibson (Chair)**  
**Mrs E Muckalt**  
**Mrs B Waddington**  
**Mrs L Wallace** (Apologies received in advance for late arrival)  
**Mrs J Ingram (Headteacher)**

**Also present:**

**Miss L Richardson (Clerk to Governors)**

**Apologies:**

Apologies for absence were received and accepted from Mrs N Hills and Mr C Reddy. In the absence of Mrs Hills, Mrs Gibson agreed to chair the meeting.

**19.30 Declaration of Interest**

There were no declarations of interest in relation to agenda items.

**ACTION**

**19.31 Election of chair and vice chair**

In the absence of Mrs Hills, this item was deferred to the Spring SEC committee meeting.

**Clerk/agenda**

**19.32 Representatives from the School Council**

The headteacher explained that the school council had just been elected. These children would be attending a school cluster meeting where the Mayor of Lancaster was going to present them with their school council badges. At this meeting the school council were going to agree on one thing that they would like to improve about the school and how to present this to governors. It was agreed that the school council would be invited to the Spring SEC committee meeting.

**Clerk/agenda**

**19.33 Terms of Reference**

The terms of reference were adopted with a number of amendments:

- Removal of the 'Health and Safety' section as this was covered by the resources committee.
  - Responsibilities
1. '*Targets*' changed to '*objectives*'

2. '*Behaviour*' spelling correction

4. Removal of '*Fischer Family Trust*'

10. addition of '*school council*'

9. There was discussion of the role of the RoSE under the new inspection framework. The headteacher confirmed that the SIP was the key document, and the RoSE was coming to the end of a four year cycle.

13. **A governor asked** for clarification of the process for parental questionnaire feedback. Mrs L Wallace prepared the survey for the second parent's evening. It was agreed that this was a good time. Mrs Wallace prepared a report to the SEC and FGB. This was followed by an initial letter home to parents at the end of the summer term. An additional letter had been sent to parents from the Chair of Governors, at the start of the Autumn term, clarifying the role of parent governors. A governor enquired whether this had made a difference. The Chair confirmed that she had received a few comments to from new reception parents.

14. In response to a governor question, the headteacher explained that there were too few children on Pupil Premium Grant to discuss in great detail at meetings. It was agreed that this subject would be reviewed once a year by SEC/Resources committee to keep governors informed.

15. This item was removed as the chair's annual letter, newsletters were sufficient.

The headteacher agreed to add committee and full governing body minutes to the website once they had been approved.

**Headteacher**

The amended terms of reference were attached as Appendix A.

#### **19.34 Minutes of the last meeting**

The minutes of the previous meeting held on 20 May 2019, having been circulated, were approved and signed by the chair as a correct record.

#### **19.35 Matters Arising**

**Matters arising** (Minute 19.03 refers)

The headteacher confirmed that the tree roots would not be drilled out until a new replacement surface had been agreed. As part of the drilling out of the roots, the drainage would be investigated. This process was ongoing.

Mrs Ingram informed governors that two dates had been scheduled for Maths information events for parents. There would be a 'chalk and talk' evening with parents on 19 November 2019 and an open morning where parents could see maths mastery in action on 26 November 2019.

It was hoped that between these two events, lots of parents would be involved.

A governor had reviewed the website and noted that photos of the Dukes theatre event were not on there and also that there were gallery photos that appeared out of date/showed old uniform. The Headteacher agreed to arrange for photographs on the website to be updated.

**Headteacher**

**School Improvement Plan** (Minute 19.16 refers)

**A governor asked** whether there was an update on writing. Mrs Ingram confirmed that Maths mastery was still the main focus but in the next academic year writing would be prioritised. Writing remained important and a focus during the intervening period.

**Recruitment of new pupils to the school** (Minute 19.21 refers)

The headteacher informed governors that eleven children had started in reception in September 2019. In response to a governor question, the maximum for reception was 14 and there was a whole school maximum. There were 84 children currently on roll.

A banner design had been amended several times and would be put up outside the school.

**School clubs and enrichment activities** (minute 19.23 refers)

**A governor commented** that PE activities were on the website. The headteacher said it was more difficult to put smaller clubs on the website and they often changed. There was a discussion of the use of the school newsletter and reminders on 'parentpay'. Mrs Ingram said that parents did not always read the newsletter and was unsure why this was. She felt that as well as the school sharing information it was also the responsibility of parents to take responsibility for reading and acting on the information shared. A governor commented that they thought the newsletter was invaluable.

**19.36 Attainment Data 2018-19 and Pupil Progress 2019/20**

An information sheet had been circulated, providing details of what was expected of children for all the key descriptors, e.g., expected and exceeding. This was the first time information had been presented in this way and a governor commented that it was really useful and informative.

Attainments and Progress data had been circulated on all the year groups. EYFS, KS1 and KS2 data showed comparisons from previous years and with Lancashire and national averages.

**Key Stage Two results**

Mrs Ingram highlighted that there were only five pupils in this cohort and of these only three had been at the school the whole of their primary years.

Reading: 60% of pupils achieved the expected standard

Writing 60% of pupils achieved the expected standard

Maths 80% achieved the expected standard.

Progress was as projected in all areas.

There was a discussion about why the results for reading and writing were lower. The small cohort meant that individual children made a big difference to the overall percentages.

**A governor asked** about targets set for individual children. The headteacher explained that there were 'aspirational' targets which were not always achieved, but they gave the children a high bar to work towards.

**A governor commented** on the amazing Maths results, which were higher than for reading and writing, and better than Lancashire and the national average.

The headteacher agreed and commented that the school focus on Maths had shown in the results.

### **Key Stage One results**

Phonics end of Year 1: 80% of pupils met expected standard.

Key Stage One results summary (11 pupils)

Percentage achieving at least the expected standard (EX+)

Reading 72%

Writing 63%

Maths 81%

Percentage achieving greater than the expected standard (GDS)

Reading 27%

Writing 0%

Maths 36%

**A governor commented** that the results showed strength in Maths and strong greater depth figures.

### **Early Years Foundation Stage Profile (EYFSP)**

**A governor commented** on the strong EYFS results and commented on the recurring theme of strong results in Maths.

The headteacher and Mrs Muckalt explained that whilst there had been nervousness to start with, the 'Maths mastery' approach had now become embedded. They added that the writing results were a little disappointing but they wanted to make sure that the assessments were

a fair reflection on where the pupils were at. Three children found writing a challenge. There were reasons for this and some barriers to learning.

**A governor added** that the school should be very pleased with their results overall, particularly in Maths. The progress data provided was really useful and gave a better overall picture and the journey over time.

Data had also been circulated for the current year groups 2, 4, 5 and 6. In response to **governor questions**, the headteacher explained that there were some cohort specific issues and writing needed to be looked at. Some of the issues with writing were about attitudes and behaviours to learning around independence and resilience.

**A governor asked** about the new OFSTED framework and there was a general discussion on attitudes to learning. Mrs Ingram summarised that this would be addressed in the SIP.

The headteacher explained that children were very animated in EYFS, this was maintained in KS1 but lost a little bit in KS2 where there was a very content heavy curriculum.

Mrs Ingram added that not all children joined the school in reception and there was an impact on attainment.

Overall, the committee felt that there were no surprises in the data and the current Year 6 results were looking promising.

*Mrs L Wallace arrived.*

## **19.37 Policies and Risk Assessments**

The following policies had been circulated prior to the meeting.

Governors reviewed and adopted the policies:

- **Behaviour and Anti-Bullying Policy**

Mrs Ingram explained that this had been reviewed by the staff and the shaded areas were recent updates. Shaded areas were clarified with governors. In response to **a governor question**, the headteacher explained that issues of bullying would be communicated home by the teacher to the parent on the day, they may be followed up further with the parent depending on the incident. In addition, the school had been stamping down on low level incidents and emphasising what was/wasn't acceptable in a school as opposed to a home setting. On discussion about cyber bullying the headteacher explained that mobile phones were not allowed in the school.

P.10 – The last part of the last sentence was removed "*and a report on the operation of this policy from a named governor*" as it was no longer applicable.

- **Safeguarding and Child Protection Policy**
- **Attendance Policy**

- **Monitoring and Evaluation Policy**

**19.38 School Improvement Plan & Implementation of relevant Strategic Intentions**

Mrs Ingram outlined the three key priorities for 2019/20

1) *To implement a 'Mastery' approach to teaching and learning in mathematics in order to raise attainment.*

Mrs Ingram explained that this area was nearly completed.

2) *To ensure the school's curriculum, is robust, challenging and meets the needs of all learners in light of the revised National focus upon a Quality or Education agenda.*

This was about building on the ownership and responsibility of the subject leaders. The school prided itself on its broad curriculum.

3) *To continue to create a vibrant learning environment that focuses on pupils and which supports and promotes a culture of positive behaviours for learning.*

This would be an area where behaviours for learning would be built in.

Mrs Ingram added that there were still some areas to be added to in objectives 2 and 3.

The SIP was circulated and provided more detail than previous years in terms of data, progress scores and finance.

**A governor commented** on how useful this data was and how the document appeared more focussed and streamlined. It was good that the person responsible was listed and that all staff were responsible in some areas.

**19.39 Monitoring and Evaluation of Educational Visits**

The committee approved the visits for Year 3 and 4 to High Borrans (November 27-28 2019) and Year 5 and 6 to Hawse End (May 20-22 2020).

The visit to Westmorland Show was wet but enjoyed by the children. In the future this visit may be moved to every other year rather than every year. There was an imminent visit to Fleetwood museum.

The school Cross Country Team had won an event at Tatham.

Mrs Ingram was looking at dates for Borwick for Year 1 and 2 to have some days out in early spring.

**19.40 Nominated Governor Reports**

It was agreed that this item should be removed from SEC committee agendas.

**Clerk**

**ACTION**

There was a discuss around further clarification of the information provided to parents after the parental survey. There had been a strategy meeting early in the autumn term which had addressed some issues raised by parents. These would filter into the SIP, which would go on to the website. The headteacher agreed to refer parents to the website, to the SIP, when it was available.

**Headteacher**

Mrs Wallace hoped to use 'survey planet' for the parental questionnaire in future as this software generated 'results graphics'. It was agreed that the strategy meeting in September was appropriate timing, rather than in the summer term.

**19.41 Confidentiality**

There were no items deemed confidential.

**19.42 Date and Time of Next Meeting**

The next meetings of the Standards and Effectiveness Committee would be held at 6pm on Monday 27 January 2020 and Monday 18 May 2020.

The chair thanked governors for their attendance and closed the meeting at 7.46pm.

## Appendix A

### ARKHOLME CHURCH OF ENGLAND PRIMARY SCHOOL

#### **Standards, Effectiveness and Communication Committee Terms of Reference**

At Arkholme C.E Primary School the Standards, Effectiveness and Communication Committee also takes on the roles and functions of the Curriculum Committee in order to avoid duplication and additional workload.

#### **Membership**

The sub-committee shall consist of 7 governors including the headteacher.

The sub-committee will elect a Chair from within its own membership or the governing body will elect the Chair of the committee.

Non-voting participants may be invited to meetings by the sub-committee as when required. These will include:

- Senior leaders
- Middle leaders
- School advisors
- Special support advisors (if the school is designed as having special support)
- School Council representatives periodically, to present on relevant issues as deemed appropriate.

The membership of the sub-committee shall be reviewed and determined annually by the governing body.

The sub-committee should seek external advice as appropriate and in the case of the school requiring special support the MIT advisor will have a standing invitation to attend the committee and has a duty to report to it. The school advisor will also attend as appropriate.

#### **Quorum**

The quorum shall be a minimum of 4 governors, excluding the head teacher, and any associate members.

#### **Meetings**

The clerk to the sub-committee shall be responsible for convening meetings of the committee.

Procedures of any meeting held must be minuted and the minutes presented at the next meeting of the governing body.

The sub-committee shall meet at least once each term and otherwise as required.

#### **Responsibilities**

The main functions of the sub-committee are to monitor and evaluate; the standards and achievements of the school, the quality of the education provided and the communication channels between all stakeholders of the school community.

In particular, the sub-committee will:

1. Monitor and evaluate progress in meeting the key objectives identified in the School Improvement Plan.
2. Monitor and evaluate the impact of the school improvement plan, delegated policies and planning on the key areas of outcomes for pupils, Leadership and Management, teaching, learning and assessment and personal development, behaviour and welfare.

3. Monitor pupil progress in relation to the targets set and with specific reference to particular groups. Monitor the impact of curriculum policies and planning on students' learning and enrichment.
4. Receive and critically review school performance data including that from the Lancashire School Improvement Profile and ASP.
5. Ensure that the curriculum provided meets the statutory requirements including those for reporting.
6. To review the aims of the school curriculum in relation to the current statutory requirements and also for Religious Education, Collective Worship and Sex Education.
7. Monitor the progress and evaluate the impact of support received from the local authority and/or other bought in services.
8. Monitor and evaluate aspects of the school's provision, e.g. pastoral care, safeguarding, guidance and support, leadership and management, SEN including disability and inclusion, Able, Gifted and Talented, equality and diversity, and attendance and safe guarding,
9. Ensure members of the committee and other governors have a clear understanding of the vision and aims, strengths and weaknesses of the school so that they can actively contribute to the completion of the Record of School Evaluation (RoSE) or other self-evaluation methods.
10. Request and receive reports from key members e.g. subject leaders, senior leaders, nominated governors and school council.
11. Ensure that committee members and other governors keep themselves informed of the key initiatives and take part in appropriate training and development.
12. Contribute to the preparation of any appropriate strategic action and school improvement plans.
13. Ensure that an effective engagement with, and response to, pupils, parents and staff is taking place, including a response to parent and staff questionnaires and audits.
14. Monitor the effective provision of enrichment activities and Extended School Provision including the use of Pupil Premium Funds.
15. Review the school website. Publish minutes of FGB & sub committees.

**Reviewed and amended 7 October 2019**