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PENSBY PRIMARY SCHOOL - MINUTES OF SED COMMITTEE 03.11.17

Membership

D Spencer, co-opted governor (committee chair)	J Lawrence, parent governor
K Brown, headteacher	W Farrell, parent governor
S Evans, co-opted governor	J Thomas, staff governor
Y Clarke, co-opted governor	

Clerk: J Gibson

	Agenda item and discussion	Resolved/impact of discussion/action point (person responsible for action highlighted)
1	Welcome and apologies Apologies had been received from Y Clarke.	Governors consented to the apologies
2	Declarations of interest There were no declarations of interests in addition to those recorded on the school website	
3	Terms of reference DS reminded that the terms of reference had been reviewed and agreed in the Summer term.	
4	Minutes of meeting on 22.09.17 This meeting had focused on setting new targets for the new academic year and WF was thanked for producing the minutes.	The minutes were approved as a true and accurate record
5	Report on monitoring by SED committee members:	
5.1	Literacy SE reported on her feedback from monitoring literacy. She expressed how delighted she was by the literacy writing and reported her findings re how much children were enjoying the daily writes. SE also referred to the quality of the extended writing, which includes note-taking skills in higher age classes, and she acknowledged the enthusiasm of children in lower years who wanted to write stories. She explained how she had monitored progress in nursery by playing a letters game with the children.	
5.2	SE commented on the benefits of reading buddies and KB reinforced that it worked really well for children who were tired when they got home from school and also reduced pressure.	
5.3	KB reported that despite earlier reservations from teachers regarding the new curriculum, both staff and children had embraced it. JT confirmed that staff had risen to the higher expectations and that higher ability groups were still being stretched.	
5.4	SE asked JT about staff reservations re the daily write. JT explained that staff had initially been concerned about the impact it would have on the rest of the curriculum but she anticipated that the SATs writing results would reflect the higher level of skills taught.	SE was thanked for feeding back and members were satisfied that there were no areas of concern.
5.5	DS confirmed that Maths and Science were scheduled to be monitored by WF this term.	
5.6	DS confirmed that there was a curriculum folder for each subject	

	in preparation for governor monitoring, each one including the DfE programmes of study and the school's longer term plan. He reminded newer committee members of the 11 areas of the national curriculum and the wide variation in detail which was provided by the DfE for each subject.	
5.7	A discussion followed concerning the government's focus on SATs results despite Ofsted checking data across the wider curriculum. The difficulty for schools to teach a broad curriculum was noted, to the extent that universities had raised the issue as disadvantageous to university students.	
5.8	WF asked for more detail about the systems in place to measure against the national curriculum in areas other than Maths and English. KB advised that a new tracking document would be in place from January which would be available to governors and would include the data held across the wider curriculum. She suggested that governors include other subjects in their monitoring visits and reminded that SPTO was work in progress and would be refined further to include additional areas.	
6 6.1	Update on Ofsted Inspection DS referred members to the meeting held on 22.09.17 which had addressed the key priority objectives which tied in with Ofsted recommendations. Members were reminded of the key objectives.	Agreed that key performance objectives be attached to all agendas for governors' meetings.
6.2	<i>1. To at least maintain the % of pupils achieving ARE and ARE+ in all subjects – minimum of 75% at ARE and 25% ARE+.</i> <i>Focus on key groups as per 2016/17.</i> KB reported that having seen recent marksheets, the targeted 5% increase for ARE and ARE + in all subjects should be achievable.	
6.3	<i>2. To further improve maths standards through enhanced staff training in PSRN - ongoing.</i> JT produced the resource book Babcock Teaching for Mastery which had been selected for the purpose of closing gaps in resources for Maths and KB confirmed she had asked staff to submit orders for equipment.	
6.4	<i>3. Improving challenge for the more able in writing by introducing new daily writing requirements</i> DS acknowledged that this area had been covered under item 5 when SE had presented her monitoring report, with evidence of progress noted.	
6.5	<i>4. Developing the understanding of standards in foundation subjects through the development of more robust assessment and subject leader development</i> DS confirmed that this had been discussed at the earlier meeting of the Curriculum Committee.	
7 7.1	Headteacher's report KB reported that the only class with space was in Y3 and she reminded members that in all other classes, there had been no available spaces.	

7.2	KB provided a report which outlined the outcomes of the staff appraisal process. She confirmed that Ofsted had approved the content of the report and that the deadline of 31 st October had been met in terms of completion of the appraisal cycle.	
7.3	KB provided evidence that the appraisal process had been completed in line with policies and procedures and that all staff were either outstanding, good with much outstanding, good with some outstanding or good overall. She invited governors to see further documentation that supported the decisions.	The committee was satisfied with the judgement of the headteacher in line with the appraisal procedures.
7.4	SE asked for confirmation that feedback with the individual members of staff had been successful and KB provided assurance that open discussions had taken place and that all staff had agreed the outcome of their appraisal.	
7.5	JT left the room at this point. KB reported on the performance of JT as Deputy Head - recorded as confidential item under section 2 in line with regulations. JT returned to the meeting.	The Committee acknowledged the valuable contribution of the leadership team.
8	SEF – Discussion and questions	
8.1	KB reported that the SEF had been updated to include early years and that she would email to committee members. She referred to the Phonics screen highlighted in red which was awaiting national figures.	
8.2	ECM training was discussed. KB reported that she and JT would be attending the ECM Data for Leaders course on 27 th November.	
9	SDP – Discussion and Questions	
9.1	DS reminded the committee that this had been covered at the meeting on 22.09.17. There were no further questions.	
10	Achievement Summary – Discussion and Questions	
10.1	DS confirmed that this had also been covered at the meeting on 22.09.17.	The importance of raising targets in order to progress was accepted by the Committee.
10.2	The reasons for splitting specified year groups according to ability were addressed and it was questioned whether a class should be split according to higher ability, middle and low.	Agreed that targets would be reviewed again next year when the splitting of year groups(s) according to ability would be examined.
10.3	DS pointed out the need to have achievable targets and KB reinforced the importance of schools being recognised by Ofsted for improvements in progress data which she said should be the main driving force rather than achievement.	
11	Any other business	
11.1	Financing of the path to the new field was discussed in relation to funding from the L.A. as well as formula capital. SE asked if lighting would be installed to generate further income from hiring out. KB responded that lighting was not possible due to proximity to neighbouring properties but emphasised her commitment to maximising income.	
11.2	The benefits of setting up of one joint site team to organise the lettings were discussed and agreed.	
11.3	KB reported that the CCTV system was in need of upgrading to add additional cameras to the top playground as well as other	The need for an upgraded CCTV system was agreed.

	areas of both Pensby and Stanley schools not currently picked up by cameras. She also referred to the need to have enhanced digital imagery to protect staff in the event of allegations made against them and she reported that Atlas Security had recommended a system for both schools.	
11.4	WF asked if it was a legal obligation for schools to have CCTV. It was confirmed that this was not a legal requirement. JL asked for confirmation that there would be an outside defibrillator and KB confirmed yes.	
12	Date of next meeting Friday 9 th February 2018	

Font in grey shaded areas indicates challenge and support