

MINUTES
SELF EVALUATION AND DEVELOPMENT COMMITTEE MEETING
FRIDAY 8th June 2018 AT 1.00pm

Membership

D Spencer, co-opted governor (committee chair)	J Lawrence, parent governor
K Brown, headteacher	J Thomas, staff governor
S Evans, co-opted governor	L Grant, associate member
Y Clarke, co-opted governor	

	AGENDA ITEM AND DISCUSSION	OUTCOME OF DISCUSSION /ACTION POINTS
1	WELCOME DS welcomed new parent governor Michael Weston to the meeting.	
2	APOLOGIES FOR ABSENCES There were no apologies	
3	DECLARATION OF BUSINESS AND PECUNIARY INTERESTS There were no declarations of interest	
4	APPOINTMENT OF MINUTE TAKER J Gibson	
5	TERMS OF REFERENCE	The terms of reference were agreed.
6	REPORT ON MONITORING BY SED COMMITTEE DS invited members to raise any queries arising from the tracking documents which KB had circulated prior to the meeting. KB asked members to delete any electronic documents and hand in paper copies straight after the meeting for shredding, in order to comply with the new data protection regulations. She welcomed MW as the governor representative for GDPR.	The Committee acknowledged that the school needed to be GDPR compliant following the stricter regulations that came into force on 25/05/18.
7	TRACKING OUTCOMES (PROGRESS)	
7.1	KB referred the committee to the end two columns in the progress tracking report which highlighted shifts in expected progress. She said that some groups were still emerging or below, and emphasised that they were still progressing within the groups. She also reminded the Committee that the information in the report was calculated using Spring term data. The importance of progress was highlighted in a discussion that followed.	
7.2	A query was raised in relation to the reduction in percentage exceeding in Y2 writing in the spring term compared to the autumn term. KB said that it was a true representation of the more demanding writing tasks set and it was concluded that the updated percentage was positive.	
7.3	The committee acknowledged that Y2 maths was a strong year group and the distortion of percentages in some categories of data was put into context in terms of pupil numbers. In response to a question about the percentage of children in the exceeding category, KB explained the positives of children who might not be in the exceeding category at this stage but who were making very good progress within the expected category.	

7.4	DS queried the required sustainability needed in Y3 writing to be in the exceeding writer category and KB reminded that teaching staff had additional refined data which allowed them to more closely monitor individual progress. KB added that children were judged against their KS1 SATS and could flourish and move to a higher band at KS2. She added that some might also dip. Governors agreed that the school's data compared favourably with the national data for writing.	The Committee was satisfied with the responses from KB when challenged about the progress data and agreed that the statistics for the full academic year would provide the full perspective. It was agreed that percentages needed to be put into context in terms of number of pupils in a data set.
7.5	In Y4 it was noted that the majority of pupils were in the middle band for reading and KB confirmed that the data had been checked by JT.	
7.6	With reference to writing in Y4, DS reminded the committee that the national figures for writing were last year's results at the end of the summer term and were only useful as an indicator. Again, the percentage adjustments were put into context with 3% decrease or rise equating to one child in this class. In Y5, the committee recognised the number of higher group readers.	
7.7	Queries were raised in relation to the variances of reading in Y6 reading. KB reported that again percentages needed to be taken into context with 2 children representing 10% of that class.	
8	TRACKING OUTCOMES (ATTAINMENT) The committee discussed attainment in relation to the key objectives and DS invited questions.	
8.2	DS suggested that the Committee evaluate performance by measuring against the first key objective: Key objective 1. To at least maintain the % of pupils achieving ARE and ARE+ in all subjects – minimum of 75% at ARE and 25% ARE+. Focus on key groups as per 2016/17. KB reported that 25% writing for greater depth was on track. She added that although 72% had met ARE in one year group, this equated to only one child whose needs were being addressed.	The Committee agreed that it was necessary to put percentages into context, particularly for smaller groups.
9	Review of other Key Objectives	
9.1	Key objective 2. To further improve maths standards through enhanced staff training in PSRN DS enquired re staff training to improve maths standard and KB said that improvements were as expected with evidence available when SATs results and Teacher Assessments published alongside national data.	The Committee was satisfied that the school was on track to meet this objective.
9.2	Key objective 3. Improving challenge for the more able in writing by introducing new daily writing requirements SE confirmed she had seen evidence in her monitoring role of the impact of the Daily Write. Governors discussed the benefits of various styles of writing being covered - instructional writing and creative writing - as well as the link between reading and writing going hand in hand. LG's input in reception was acknowledged with SE commenting on the displays she had seen which she described as fabulous.	The Committee was satisfied with the impact of the objective re daily writing requirements.
9.3	The help provided for homework in school was discussed and the committee acknowledged that the school gave support to children if there was no capacity at home. KB reported on plans to further improve the monitoring of writing as well as the restructuring of the curriculum within year groups	
9.4	Key Objective 4. Developing the understanding of standards in foundation subjects through the development of more robust	

	assessment and subject leader development This objective to be covered in item 11	
10	MASTER TRACKER (NURSERY F1)	
10.1	DS queried the criteria for expectations in technology and said he had expected this to be higher due to a child's access to technology at an increasingly younger age. LG/KB said that the criteria changed constantly with multiple statements in different areas which went beyond the basics. LG also said that assessment in EYFS covered smaller steps than higher up the school, evidence of which would be made clear to the link governor for EYFS (YC).	
10.2	KB expressed her support of the EYFS team led by LG and BE, and JL acknowledged the benefit to parents of the data being made regularly updated and accessible to parents on SPTO. SE reinforced the high standards of writing she had monitored in early years.	The commitment of staff and success in Early Years during a challenging time of change was acknowledged by the Committee.
11	MASTER TRACKER (RECEPTION F2) It was queried why 65% of children overall were assessed as age typical in maths on entry compared to 58.6% at the end of the Spring term. LG explained that other target areas had been identified which had impacted on the timetable and that the end of year results would show a more accurate reflection across all areas.	
11.1.	DS asked if separate data would be made available for those children who had joined the school in nursery and/or had accessed the full 30 hours childcare at the school. It was confirmed that YC as link governor would be provided with the refined data tracked through SPTO and would share her report with other governors. The committee raised no concerns about the progress of children in reception.	YC, Link Governor for Early Years to report to governors after monitoring visits
12	FOUNDATION SUBJECTS ANALYSIS YEAR 1 – YEAR 6	
12.1	KB reported that a course for middle leaders was being followed by one of the teachers, which had allowed her to build up cluster contacts Wirral wide so that she was now working jointly with another teacher to further improve the detail in data sheets. KB referred to a meeting she had held with the middle leaders about adding SEN details and split gender data.	
12.2	KB explained that the end of spring term assessment data did not present an accurate reflection for the separate foundation subjects because the timetabling meant that some topics were not covered until the summer term in accordance with the long term plan.	
12.3	It was KB further explained that the data for ICT in Y5 was not a true reflection because elements of the curriculum, specifically programming, would be covered in the summer term. She added that it had been decided to defer programming due to it being a complicated element of the curriculum.	The Committee was satisfied that the school was on track for key objective 4 relating to foundation subjects
13	HEADTEACHER'S REPORT TO GOVERNORS	
13.1	The report had been circulated prior to the meeting and the committee was satisfied that they had received the information required to monitor performance objectives	
13.2	SE expressed regret that some children had felt disrupted by the SATS monitoring visits. Ways to ensure one governing monitoring visit for each test were discussed, as well as a limit to the number of test paper security checks. The clerk offered to look into using Google Docs which	Clerk to look into use of Google Docs to avoid duplicate visits next year

	would allow governors to input preferred days/times on a shared document next year.	
13.3	<p>10 year celebration.</p> <p>The Committee discussed the financial implications of the 10 year anniversary celebration which was a spin-off from the school's garden project. KB expressed concern re future budget constraints as well as the impact on workload. She acknowledged the amount of work carried out by JL who had made several provisional bookings, some free of charge. Catering, a band, lighting, a sign choir and a magician had been provisionally booked and KB reported that she had been able to commission a local artist free of charge who would involve children in the creation of a work of art to commemorate the anniversary.</p>	It was acknowledged that further help was required to organise the event – to be agreed at Full Governors.
13.4	<p>KB proposed a budget of £3,000 with the expectation that a return could be made at £10 per ticket per adult with children free. KB said that family events proved to be popular and that tickets would be on sale at the summer fair.</p> <p>DS acknowledged this would test the level of interest in the celebration from parents.</p>	A budget of £3,000 was provisionally agreed, to be referred to Finance Committee.
13.5	<p>The development of the garden was discussed with a proposal to involve parents.</p> <p>The role of the PTA was acknowledged for their raising of money for equipment, shelters and benches.</p>	Agreed that the garden was an ongoing project in conjunction with the PTA.
14	ANY OTHER BUSINESS	
14.1	<p>Meetings with parents in Autumn term</p> <p>Changes to scheduled meetings were discussed and KB said that it had been decided not to hold a welcome to class meeting because the website was a source of increasingly useful information and was being more frequently accessed by parents. She said that appointments could still be made, initiated by parent/carer or teacher and she said that the September parents evening would run from 1 to half 6 in an attempt to cater for all parents/carers.</p>	The Committee supported the change in meetings scheduled for the Autumn term.
14.2	<p>Savings on Utilities</p> <p>KB reported on the significant savings on utilities to be made through Power Solutions, which focused on making savings for businesses, including schools.</p> <p>She reported on her interaction with the LA in an attempt to facilitate a partnership with Power Solutions as she had identified that schools were not getting the best deals.</p> <p>She said that once the school's SLA with the LA had expired she would be renegotiating with Power Solutions for better deals.</p>	The Committee supported KB in pursuit of savings to be made.
15	<p>DATE OF NEXT MEETING</p> <p>To be agreed</p>	