

**Minutes of the Foulnessend Community Primary School Curriculum & Standards Committee Meeting held at the School on Tuesday 2<sup>nd</sup> May 2017 at 10.30am**

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<b>Present</b>	Mr A Battley	
	Mrs J Eason	Committee Chair
	Mrs R Ginger	
	Mr S King	Chair of Governors
	Mrs R Norton	Headteacher
	Mr R Wilde	
<b>Apologies</b>	None	
<b>In Attendance</b>	Mrs S Garton	Clerk to the Governors

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**1. Welcome and Apologies**

The Committee Chair welcomed governors to the meeting. There were no apologies for absence as all governors were present.

**2. Confirm minutes of the meetings held on 3<sup>rd</sup> February 2017 (previously circulated)**

The minutes which had been previously circulated were agreed and signed as a true record of the meeting.

**3. Matters Arising**

It was confirmed that the actions as minuted had been completed. It was also confirmed that the next data drop will be undertaken by the Headteacher and that all governors will discuss this in detail at the next FGB Meeting on 29<sup>th</sup> June (see also Item 5 and Item 8 below).

**4. Ofsted update**

The Ofsted short inspection had been undertaken at the school on 28<sup>th</sup> March. The draft inspection letter had been received by the school and the final letter is now due. (NB It was emailed to the school later on 2<sup>nd</sup> May i.e. after this meeting and was sent to all governors).

Mr Wilde reported that he felt the inspection had been a stressful experience. Governors discussed the inspection experience with the Headteacher and Mr Wilde and supported their particular concerns.

The Headteacher read out the draft inspection letter to governors in full at the meeting. Governors agreed it read very much to the Ofsted outstanding criteria but were still pleased with the 'Good' outcome.

Governors challenged on how the school would address the two recommendations from Ofsted. The Headteacher reported that she will be discussing the report at the Staff Meeting due later that week which will focus on how the school is addressing the issues raised by Ofsted, including those on Maths, Science and Reading, and also how it will evidence this. This was discussed in detail with governors. A governor visit on Maths will be scheduled.

**ACTION: Mr King**

**5. Update on curriculum and pupil progress for each cohort inc. vulnerable groups**

As reported in Item 3 above, it was confirmed that the next data drop will be undertaken by the Headteacher and all governors will discuss this in detail at the next FGB Meeting on 29<sup>th</sup> June.

The Headteacher confirmed that the SDP will be updated following the data drop.

## **6. Review quality of teaching**

In response to a question from the Committee Chair the Headteacher confirmed that there will be no movement of staff from September and very little movement in TAs as it is important for the school to have a period of stability.

Governors discussed the reintegration of one member of staff who had been off on compassionate grounds.

The Headteacher confirmed the detail for the organisation of classes from September, including the specific needs of one child at the school. Governors agreed that these arrangements should work very well and were best for the children, and also enabled flexibility.

The Headteacher reported that lesson observations are underway and continue as planned despite the time that had to be devoted to the recent Ofsted inspection. The Headteacher reported that SPAG (spelling, punctuation and grammar) is this year's focus. The Headteacher confirmed that there are no current concerns and all lessons observed are either 'Good' or 'Better'.

## **7. Attendance data and targets**

The Headteacher reported the following data:

- Attendance (Autumn and Spring Terms) – 95.43% (National Average 96.4%)
- Unauthorised Absence – 1.2%
- Attendance for Free School Meal Pupils (Autumn and Spring Terms) – 96.17%
- Unauthorised Absence – 0.53%.

## **8. Pupil Premium and Sports Premium update**

The Headteacher reported that Ofsted had recognised how well Pupil Premium children did at the school. As reported in Item 3 and Item 5 above, the next data drop will be undertaken by the Headteacher (including Pupil Premium) and all governors will discuss this in detail at the next FGB Meeting on 29<sup>th</sup> June.

The Headteacher confirmed that the latest Sports Premium data had been updated and is on the school's website. A governor questioned how expertise brought into the school with the money impacts on the improvement of skills within the teaching staff. Do our staff stay actively involved in order to develop their skills or do they take the opportunity to catch up on other duties? Mr Wilde confirmed that staff remained in the class and shared information on how this has benefitted the staff and how he, as sports leads, monitors this. Sports Premium monies are ring-fenced and have to show the impact on the school. Governors commended the school for their actions in this area.

## **9. Planned induction process for the September intake**

The Headteacher explained the school's approach, including the steps being taken to ensure a smooth transition for pre-school children. A letter has been sent to parents of the children coming into the school from September in order to help the transition process. The school is also undertaking home visits to see the parent and child in their own setting (for all 18 pupils joining in September). Transition afternoons are planned for three days in June and July.

In response to a question from a governor the Headteacher confirmed that there is one child who has particular needs and one with concerns. Transition has already started for one child coming in to the school from September.

The school is working alongside Millbrook and will be involved in the moderation of pre-school children. This will be helpful in understanding the difference in attainment levels amongst pre-school children.

## **10. SATs administration**

The Headteacher reported that the processes are in place including sound security arrangements which she detailed for governors. Governors were shown the SATs log at the meeting. Governors were satisfied with the detailed arrangements as explained.

The Headteacher reported that special arrangements are in place for one child at the school whose SATs paper has to be opened early.

The security check log was shown to governors at the meeting as well as the Year 6 SATs timetable. Governors were happy with all the arrangements and the paperwork shown.

The Headteacher confirmed that the school's SATs results will not be published this year or next as the number of pupils is too small, making it statistically insignificant. Governors discussed this with the Headteacher who confirmed how case studies will be used to demonstrate outcomes/progress. A governor asked about the health and well-being of both pupils and staff in years 2 and 6. It was reported that children are feeling good about the forthcoming SATs week and are looking forward to bacon sandwiches!

## **11. Policies for review/approval**

There were none for this meeting. It was confirmed that the Equality Policy needs to be added to the next FGB agenda.

**ACTION: Clerk**

It was confirmed that the Committee Chair will undertake an accessibility audit.

**ACTION: Mrs Eason**

## **12. Review committee terms of reference in preparation for 2017/18**

Governors reviewed the terms of reference (NGA model) and agreed that no changes were required.

## **13. Any Other Business**

The following issues were discussed:

- The Committee Chair reported that she has some monies left from the National Lead for Governance grant (£900) for spend on governor development. She has prepared a list of governor training already provided which she will email to the School Secretary.
- The Headteacher reported that some schools 'poach' children from other schools in some areas and the school is currently focusing on how it can promote itself further and tie this in to the latest Ofsted inspection outcome. Ideas were discussed.
- The Headteacher asked governors to look at a recent posting on the school's website on its survival day.
- The Committee Chair discussed *Bikeability* with the Headteacher and other governors.
- Mr Battley will join Mr King and the Committee Chair on their forthcoming governor visits in order that he can shadow them to build up his experience.
- Swimming at HMS Raleigh was discussed. The Headteacher explained that to swim there the school would need people to be able to teach swimming.

*The meeting finished at 12 noon.*

**CHAIR:**

**DATE:**