

**Minutes of the Furlanesend Community Primary School Curriculum & Standards Committee Meeting held at the School on Tuesday 18<sup>th</sup> October 2016 at 11.00am**

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<b>Present</b>	Mrs J Eason Mr S King Mrs R Norton	Committee Chair Chair of Governors Headteacher
<b>Apologies</b>	Mrs J Dennehy Mrs R Ginger	
<b>In Attendance</b>	Miss H Marks Mrs S Garton	Clerk to the Governors

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**1. Welcome and Apologies**

The Committee Chair welcomed governors to the meeting. Apologies for absence were received and accepted from Mrs Dennehy and Mrs Ginger.

**2. Confirm minutes of the meetings held on 17<sup>th</sup> March 2016 (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.

**4. SEF update**

The Headteacher confirmed that the SEF had been completed and whilst it is no longer a statutory requirement it is still considered to be good practice. The Headteacher ran through the SEF at the meeting and confirmed that it is being verified by Paul Hudson (SIP).

The Headteacher confirmed that the SDP summary setting out the priorities is on the school's website. The Headteacher was asked if this had been drawn to parents' attention and it was confirmed that it would be when it has been verified by the SIP.

**ACTION: Headteacher**

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

The Headteacher distributed a report to all governors containing data taken from the SEF dated Autumn 2016 which she ran through at the meeting:

Attendance - The attendance data was discussed. Mrs Eason asked about the national average and the Headteacher reported that this data is currently unavailable. It was agreed that unauthorised absence was very low at the school. Governors discussed unauthorised absences in detail and the Headteacher confirmed that she keeps this low by issuing fines via Cornwall Council (LA) when appropriate. Governors discussed the process for dealing with non-attendance in detail with the Headteacher.

KS2 – The Headteacher confirmed that the data covered only 11 pupils which is a small cohort and therefore has a more dramatic effect on the results. The Headteacher distributed an anonymised case study to all governors which she ran through at the meeting explaining how the pupil made accelerated progress whilst the pupil was here even though the pupil negatively affected the school's KS2 data. Governors discussed the peculiarity of this situation.

Governors discussed the reported data which the Headteacher ran through in detail. The Headteacher explained how the school annotates and analyses the data received from the LA. Governors discussed the impact of small pupil numbers on the school's results.

KSI – The Headteacher confirmed that performance was better and as expected. The performance of service children was discussed.

ARE – Age Related Expectation was discussed including the gender split. The Headteacher confirmed that next year a smaller gap is expected.

Pupil Premium – This related to 4 pupils.

*Mrs Marks left the meeting at 11.10am.*

The Headteacher drew attention to the comment on Page 6 of the report about anomalies with the EEXBA baseline.

SEN – Governors were pleased to note that SEN pupils are doing well.

Year 1 Phonics - Governors were pleased to note that the data was in line with the national position.

Maths - The Headteacher reported that a meeting had been held with staff to look what the school can do to improve. A new maths scheme (Abacus) is being reviewed. A member of staff (Mrs Ferguson) has investigated and found another scheme (White Rose), which links to the NCETM mastery booklet, and has verified this with the Maths Hub. Governors discussed the scheme. It will be evaluated to see if it impacts on 'greater depth'. The Headteacher reported teachers challenge one another and the Headteacher works alongside them to ensure improved performance. The Headteacher asked for a governor visit to meet with Mrs Ferguson.

**ACTION: Mr King**

A report on attendance will be undertaken.

**ACTION: Mr King**

SPAG - The Headteacher reported that 'Kung Fu' punctuation has been introduced across the school. This was evidence by a short visit to a classroom by governors to see a demonstration by pupils which was very much enjoyed, and governors were impressed.

On returning to the meeting the Headteacher distributed copies of the school's Marking and Feedback Policy which has been updated and she explained how it works in ensuring a raised expectation pupils for SPAG.

An online testing system is in place to enable a baseline to be used by teachers to measure the impact of SPAG more clearly. SPAG has been introduced in the performance management of all teaching staff to ensure improvement and is closely monitored.

Thanks were given to the Headteacher for her detailed data report.

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

The Headteacher reported that the next lesson observations will take place after Half Term. The results are shared with the SIP. The Headteacher reported that lesson observations are good and don't need to increase in frequency. The Headteacher reported that there should be a minimum of 3 a year and a maximum of 5. Detailed feedback is provided to staff.

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

Already discussed in Item 5, above.

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

Already discussed in Item 5, above.

## **9. Website review**

Mrs Eason confirmed that she had completed a review of the school's website and was very happy. The Headteacher confirmed that a website health check had been carried out by e-schools in September and the report was shown to governors. Mrs Eason confirmed she had just checked the Pupil Premium data on the school's website during this meeting and it matches with the DfE's published data on its website.

## **10. Agree staff training and Inset days**

The Headteacher reported that training is provided throughout the year and is linked to the SDP. She shared the SDP monitoring timetable with governors at the meeting.

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

The Marking and Feedback policy which directly links with the SDP had been previously discussed by governors during the meeting and was approved.

The Headteacher reported that she had checked the report of the Independent Teacher Workload Review Group, which was sent by the DfE to schools, entitled 'Eliminating unnecessary workload around marking', and could confirm that the school's policies match.

The Headteacher confirmed that the following documents have been sent to all governors and staff and have been reviewed by Mrs Eason.

- Staff Behaviour
- Staff Handbook
- Code of Conduct.

Governors approved these documents.

## **12. Any Other Business**

The Clerk reported that she had recently attended a Clerking Forum where it was confirmed that is no longer best practice to include AOB on FGB agendas and that instead these issues should be raised by governors in advance and included in the Chair's Report. Governors discussed this and it was agreed that AOB is very useful and should remain on all governor meeting agendas.

The Headteacher reported that Mr Down had suggested the Liskeard School Student Leadership Award to the Headteacher which she explained to governors at the meeting. The Headteacher confirmed that a scheme for the school is being drawn up and is to be introduced after Christmas. This was discussed in detail by governors who were supportive and agreed that it helps focus on behaviour.

Governors discussed the government's academisation agenda and the Headteacher reported that she had met with another primary school head in the area and they had discussed the value of forming a support network with other schools who are not part of a MAT. It was reported that the LA has confirmed that there is no longer a tipping point and that support to LA schools will continue.

## **13. Confirm date of next meeting:**

The date of the next meeting was confirmed as **Thursday 2<sup>nd</sup> February, 10.30am.**

*The meeting finished at 12.00pm.*

**CHAIR:**

**DATE:**