

STANFORD INFANT SCHOOL: Full Governing Body

14th March 2018 6.00pm – 8.00pm

Present: Catherine Bradley, Holly Lomasney, Stuart Clark, Kirsti Cox, Madeleine Denyer – Head Teacher; Damian Fisher, Chair; Tanya Grimshire, Wil Mackintosh, Vice Chair, Emma Remnant, Staff
Quorate: 9/10

In attendance: Anna Johnson, Clerk

Item	Objective
1	<p>a. Welcome and Apologies for Absence Apologies were accepted from Natasha Cruse.</p> <p>b. Declaration of any Interest in the Meeting There were no declarations of interest.</p>
2	<p>a. Head Teacher Full Report</p> <p><u>Page 2:</u> Q. When was the progress data collated and how? A. It was collated in the academic year 2016-17 and circulated in the Autumn. Catherine Bradley had asked for the KS1 progress data for 15-16 to be included too in comparison. This had been added and the 'School on Page' document re-circulated as a separate document.</p> <p><u>Page 6/9:</u> Q. When is the current pupil data available? Do we have any indication of performance, especially in maths? A. MD had circulated the most current data following Spring Term Pupil Progress Meetings. We would now review targets in light of current data. Emma Remnant shared examples of the comprehensive data information.</p> <p>Target Tracker provides multiple ways to view data; providing comprehensive tailored reports that highlight whether individual pupils/groups of pupils/classes/year groups are working <u>towards</u>, <u>at</u>, or <u>exceeding</u> expectations. The professional dialogue around data analysis will result in an updated data record showing who is on track to be at the expected standard by the end of the academic year, along with effective evaluation of existing interventions, and an action plan for each class.</p> <p><u>Page 7:</u> Q. How did the Classlist presentation by the PTFA go last week? A. MD had met with the committee and planned the launch. The PTFA Committee had planned a presentation; however, there were the same people present (4) and therefore we just reviewed our agreements. The Parent Reps would be invited to join Classlist following 10-day op out period. A member of the PTFA Committee would be at the Parent Rep Meeting to present 'Classlist' with the view to rolling it out to the parent community after Easter.</p> <p><i>6.30 Stuart Clark joined the meeting</i></p> <p>Q. Should the guidance section of the 'Communications Code of Conduct' be more specific to social media? A. It is intended as a more general guide rather than a "Use of IT" policy and it is hoped that the introduction of Class list will contain school information on social media safely.</p> <p>Stuart Clark offered to review the 'Communications Code of Conduct' in advance of the Parent Rep Meeting – Action.</p>

Page 12:

Q. Can you please provide some more information on how the 'grab packs' have been reviewed for disadvantaged children?

A. Examples of 'Grab Packs' were shared. These are reviewed half-termly with outcomes, evaluation of impact and next steps. New targets and suggested learning tasks are planned for the next half-term. The 'Grab Packs' have been working well, with staff across the school supporting individual children with their targets.

Q. How is accessibility of the 'grab packs' balanced with data protection?

A. The contents do not contain protected information and are stored in Teaching Assistant Tool Kits.

Q. How is the Leadership and Management evaluated in the SSE grades in the 'School at a Glance' sheet?

A. Using criteria from the School Development and Improvement Plan – Priority 1, alongside the Ofsted Framework.

Q. How are disadvantaged pupils monitored?

A. Emma Remnant has developed case studies for every disadvantaged learning which 'tells the story' behind the data. MD keeps a detailed tracking grid for recording area of need, interventions received, termly assessment and attendance data.

Page 3:

Q. How is data on Exclusions and Racist Incidents judged?

A. Benchmarked against previous periods but they are incredibly rare. Governors requested that previous data is included for comparison – MD to action.

Page 4:

Q. What is meant by 'minor incidents of bullying'?

A. This should be rephrased, it refers to 'unkindness' and bears no relation to a definition of bullying which would be reported to the Local Authority.

Page 6:

Q: Would it be possible/appropriate for a Governor from 'Outcomes for Pupils' to observe a Mega Maths Minds Curriculum Leadership Team Meeting?

A: Yes, fine for Governors to attend in monitoring capacity. MD to send the group dates of the meetings for the remainder of the half-term.

Page 13:

Q. 15.9% on the Vulnerable Pupil Register seems a high figure, what does the register monitor?

A. This is not the same as the Vulnerability Index and includes children who staff consider vulnerable for a range of issues, including all disadvantaged children. Children come on and off the school's register often.

Governors congratulated the Head on keeping the school open during the snow, as well as attendance figures, the Green Flag Award and the Breakfast Club Healthy Choice Award noted in the Head's Report.

b. School Performance & Targets:

Current Data Headlines

The data should be approached with caution, as the assessment system is end of year/key stage and therefore this is a 'snapshot' of where the children are now. When making a professional judgement on the step each child has achieved in Reading, Writing, Maths and Science, all statements in the band have to be achieved before the child can be assessed as working at the current band and therefore this is influenced by aspects of the curriculum not being taught yet.

Q. In relation to the School Development & Improvement Plan's target of 89% in Year 1 Working at & Greater Depth in Writing – is the school on plan to achieve this?

A. It is on track to achieve this but closer monitoring of pupil progress in this area is in place.

Q. How is the school responding to the lower attainment in Writing in Year 2?

A. Teacher focus has moved from Maths to Writing.

Q. How is assessment of Writing done?

A. Through year group moderation, teacher moderation and benchmarking with other schools. The school partnership plans moderation meetings with LA Moderators present – staff take books of children working towards, working at, working at greater depth.

Q. The difference between boys and girls is still notable.

A. The data is influenced by the higher proportion of girls (each boy equating to 3.1% in Year 2). Year 1 boys Writing stamina improves by the end of the year and the Year 2 assessment standards are more challenging than in Year 1.

Q. Has attainment changed with changes in the National Curriculum?

A. Yes, in all curriculum areas.

Q. Why is there a contrast between data for disadvantaged pupils in Year 1 (75% working at) and Year 2 (33%)?

A. They are very different cohorts with only 4 children in Year 1 who are academically able and 12 in Year 2 who have more significant needs. Their progress is reflected well in the case studies, as multiple factors impact on their progress and achievement.

Action: Head to add column on data to include SDIP targets.

Q. How are the 'academically more able' identified?

A. Their attainment is measured as significantly above their peers.

c. Interim Review of the School Development and Improvement Plan (SDIP) - individual working group updates from:

The Chair thanked working groups for circulating their reports. These were displayed on the Interactive TV for each Working Group to present.

Effectiveness of Leadership & Management

The group reported that the 3.75% for additional income initiatives and actuals (% of overall budget) was an aspirational target.

Governor visits target had been set at 1 per half-term and 47 was an excellent result at this stage in the year.

A joint meeting was taking place on the 19th April for the purpose of seeking parent feedback.

Quality of Teaching, Learning and Assessment

A meeting was planned to discuss maximising use of Teaching Assistants.

Catherine Bradley joined the Quality of Teaching Group.

Personal Development, Behaviour and Welfare

School is setting up a working group to look at Global Citizenship and British Values. Will be Equalities and Diversity Lead.

Outcomes for Pupils

Governors from this working party are planning on observing a Year 2 phonics session on Friday 23rd March.

	<p>The Effectiveness of Early Years Provision</p> <p>Nothing much to report; another visit would be planned soon. Tanya Grimshire asked whether one Governor would be enough for this Working Group. As Early Years Provision is strong, this would be acceptable.</p> <p>School's Learning Environment</p> <p>The School's Condition Data Collection (CDC) Survey on behalf of the EFA is scheduled for Tuesday 10th April. It is hoped that the rolling programme for refurbishment of the children's toilets would begin over the summer. Anne Giles, Building Surveyor, visited last Thursday to measure the lower ground boy's toilets.</p>
3	<p>a. Accuracy of Minutes - Minutes were agreed as accurate</p> <p>b. Matters Arising & Action Log</p> <ul style="list-style-type: none"> • Clerk confirmed that Board could suggest an LA Governor with background in school governance, education or children's services to the council as no one had come forward at last LA panel. Clerk to confirm if Catherine can be Local Authority Governor. Action • Head confirmed that the school had joined the Sussex Coast Teaching School Alliance.
4	<p>Items for Approval and Decision</p> <p>Finance Report Wil Mackintosh reported that the school was expected to achieve a £16,000 underspend for this financial year. Next year was predicted to be more challenging with an end of year deficit forecast and possibly requiring a consultation for restructure – this was mainly a result of increase in salaries without attendant funding.</p> <p>Schools Financial Value Standard (SFVS) – Governors agreed the report.</p> <p>Appoint Link Training Governor Damian was appointed Training Link.</p> <p>Policy Updates: Whistleblowing Policy – ratified by Governors School Communications Policy – waiting for parent feedback so postponed</p>
5	<p>Items for Monitoring and Evaluation</p> <p>Safeguarding - Standing Item</p> <p>There are two children on Child in Need Plans. A safeguarding Audit is ongoing. It was noted that recruitment panels should record the attendance of the panelist with Safer Recruitment Training.</p> <p>Stuart Clark will shadow Tanya Grimshire as Safeguarding Lead with the view to taking on the Safeguarding Lead role when Tanya's term of office expires. Action: Emma Remnant to forward any details of LSCB Safer Recruitment Training for Staff and Governors to Stuart. Stuart to attend staff annual training in September.</p> <p>GDPR (to consider compliance with the new GDPR – Standing Item) The school is waiting for the audit tool – the audit and action plan should be in place by May.</p>

	<p>Action: GDPR to be monitored by Effectiveness of Leadership & Management working group.</p> <p>Training – Standing Item</p> <p>Ofsted Training: new framework in September. School to prompt parents/carers to log on to Parent View when Ofsted visit announced.</p>
6	<p>Items for Information Only</p> <p>Formal Events coming up – Standing Item PTFA quiz on 15th March. Kirsti attending Finance Meeting at the Junior School.</p> <p>MD had contacted Simon Chandler, SPA, regarding the possibility of an external review of Governance. Damian Fisher to liaise with MD in this respect and report back – Action.</p>
7	<p>Date of Next Meeting: 02.05.18</p>

ACTION LOG				
	Date of meeting	Action	Owner	Due Date
1	24.01.18	DF to attend the next Hove Partnership Governor Meeting – Tues 12 th June @ The Bilingual School. Governors to let DF know if they would like to attend too.	All - optional	12 th June
2	14.03.18	Head to add column on data to include SDIP targets	Head	02.05.18
3	14.03.18	GDPR to be monitored by Effectiveness of Leadership & Management working group	ELM group	Ongoing
4	14.03.18	Emma Remnant to invite Stuart to LCSB Safeguarding Training and staff training at the beginning of the academic year 18-19.	ER	Next Training
5	14.03.18	Clerk to start process for Catherine to become Local Authority Governor	Clerk	Asap

Chair's Signature