



Fen Ditton C. P. School

**Minutes of the Meeting of the Standards Committee**  
**Monday 20<sup>th</sup> November 2017 at 6.15pm**  
Version final

Present;

James Pilgrim	Parent Governor
Mark Askew	Headteacher
Clare Rosscornes	Parent Governor
Jess Hemmingham	Staff Governor
Claire Hawkins	Clerk
Ray Pallister	Parent Governor (Chair)
Vicky Barden	Parent Governor

Supporting Documentation:

[1]	Parents Evening Visit Report
[2]	Governor Visits Schedule
[3]	2017-18 SDP Progress Report
[4]	Pupil Progress Meeting Format
[5]	Maths Impact Analysis
[6]	KS2 Data Dashboard
[7]	Governor Terms of Reference Updated

**1. Meeting Attendance**

There were no apologies or absences for this meeting.

**2. Declarations of Interest**

Clare Rosscornes declared her lunchtime ukulele club. This does not affect any items on this agenda.

**3. Minutes of the Standards Committee meeting held on 2<sup>nd</sup> October 2017**

One clarification amendment to the minutes in item 4, and then the minutes were agreed as a true record of the meeting, and signed by RP.

#### 4. Matters Arising

All matters arising are covered on the agenda, except creation of a governor visit schedule, but this has been completed and discussed at Full Governors.

#### 5. Governor Visits

Parents Evening Feedback Visit [supporting document 1] – one query from a parent regarding the Wing development school (could an assurance on the longevity of FD school be written into a trust deed?) was discussed. Governors decided to pass this query to members of the Academisation sub-committee and JP will email the parent directly.

**ACTION JP**

A query on the proposed cycleway has been passed to RK, governors discussed the repeated failure of the pedestrian crossing lights, and communication on the street improvements to parents, and decided that these items should be discussed at Resources.

**ACTION CLERK**

Other visits [supporting document 2] – governors decided to bring this document to Full Governors in December in order to tick off completed visits, and remind governors of any outstanding visits.

VB will meet with AR and MA regarding Pupil Premium. RP will chat to CJ (possibly over email) to discuss SEND. CR will meet with JH in the next week regarding art. JP will meet Fergal McDonnell to discuss guided reading.

RP will email individual governors to remind them of their visits for this term. **ACTION RP**

MA will put a copy of the visits schedule up in the staff room. **ACTION MA**

#### 6. School Development Plan 2017-18 Progress Report [supporting document 3]

MA reported that a lot has already been achieved on the plan, but it is difficult to assess impact after just eight weeks. He will meet Prue Raynor tomorrow for a SLT/ Leadership day, looking at the Self Evaluation Framework (SEF) and spring term workplan.

*A governor asked how governors can communicate with Prue, as emails are going unanswered at present?*

Governors discussed the need to agree new governor policies with the other primary schools joining Anglian Learning (AL), and a communication protocol would be helpful. MA will raise this tomorrow when he meets Prue. **ACTION MA**

*A governor commented that EYFS baseline testing has flagged up a challenging cohort, what is in place already to support this group?*

MA replied that focus groups have already been identified, CJ is building her knowledge of the EYFS curriculum in order to fully support SEND needs in this cohort early. TA's are aware of

the needs of the cohort, and Jen Rogan will have extra capacity to undertake additional phonics teaching. Intervention started very early.

Parental engagement is being encouraged from the outset, through an EYFS email account, which parents can use to show what activities and milestones have been achieved at home.

*A governor asked if equal targeting on pupil progress was being used across the school, or just in Y6?*

MA responded that every class has a targeted approach based on pupil progress discussions, Y5-6 had their Pupil Progress meeting as early as possible this term, in order to action interventions as early as possible, but every other class has now had Pupil Progress meetings, and focus groups have been established.

*A governor queried if the 'ambitious' targets are actually achievable?*

MA responded that he prefers to aim a little higher, not intending to set up people to fail, but because it encourages aspiration.

*A governor asked for clarification on proposed 'non-negotiables'?*

MA explained the school's intention to develop a list of non-negotiable grammar punctuation and spelling skills that initially teachers, and in time children, will become aware of in each year group as a base line of expectation.

In response to interest from a governor on project work and it's implementation in school, JH presented to governors on her Project Friday Trial – JH explained that she has been trialling this approach on Friday afternoons with her class this term. It aims to improve learning behaviours and independence. Pupils use a common stimulus to plan their work over a series of weeks, and evaluate their learning behaviours after every session. JH has seen great positive behaviours as the children have been immersed in their projects, but lack of space for storage has been problematic. The time has been available for this due to less French and Music teaching this half term. The next steps for the project is the children thinking about what they'd do next time for their project, and evaluating the whole process.

The longer term aim is to roll this out across the whole school, it fits well into the SDP priorities of developing children's ownership of learning, and promoting school values.

## **7. Performance Data**

MA had circulated a Pupil Progress Meeting format document [supporting document 4]. Governors noted how progress in each subject is noted down to individual pupil level at each termly meeting. Interventions are reviewed every term. Pupil progress meetings this term were held with just MA and the class teacher, but ideally CJ would join the meetings too. The Pupil Progress document is referred to often, and touched on during learning walks.

MA had circulated a Maths Impact Analysis [supporting document 5] and the KS2 Data Dashboard [supporting document 6]. The KS1 data dashboard was only published last week.

Governors discussed how difficult it is to show patterns or trends with small cohorts and different contexts for every year group, and also noted the exceptional 2015 results but otherwise general positive trend in results.

Governors noted that there was missing data in the data dashboard which lead to a discussion about the change in assessment and the difficulty tracking from the old measure to the new. The school is aware of this and have considered how they could best track progress from the old system to the new.

*A governor asked how we are particularly tracking underperforming pupils?*

MA showed governors an anonymised tracking document for underperforming children which follows them through every year they are at the school, which can demonstrate periods of accelerated progress and show impact of intervention.

Regarding the Data Dashboard, progress data is based on teacher assessment at KS1 and SATs testing at KS2.

*A governors questioned what measures are in place to ensure the accuracy of teacher judgements at KS1?*

MA replied that staff collaborate to ensure the judgements are accurate, and use all the evidence available across each year group. In addition, the LA carry out moderation checks to ensure accuracy.

*A governor asked if any other staff are involved in data analysis in school, or just MA?*

MA responded that eventually he aims to have subject leads involved in the data analysis of their subjects, but this is not happening yet.

Governors decided to focus on gender/attainment data in the first half of the spring term, and look at SEND progress data in the first half of the summer term. **ACTION CLERK/MA**

## **8. Attendance**

Attendance is very good at present, around 97%. MA reported that a statement from the Education Welfare Office (EWO) Service will require some changes to our attendance policy. The statement sets out a much stronger approach on the importance of attendance, and the expectation of 100% attendance.

Governors discussed attendance fines, letters and the possibility of a phone call to parents before a statutory letter regarding attendance is received. Governors decided to leave any alterations to the policy until we are clear on what other changes will be required by academisation.

Governors agreed that a phone call to parents before a statutory letter regarding absence is sent would be well worth trialling. **ACTION MA/ Gill Topley**

## **9. Policies**

### **English Curriculum Policy**

MA reported that Fergal McDonnell has a draft guided reading policy which includes EYFS, KS1 and KS2. The new curriculum policy will also include EYFS. MA will update governors as

this policy is still being developed.

**ACTION MA**

**Governor Terms of Reference** [supporting document 7]

Clerk has updated this policy, governors were happy to ratify.

**11. AOB**

Governor training – no training has been undertaken recently. Clerk will circulate the date of the spring term briefing for governors.

Academisation – MA reported that the academy conversion date has been put back to February 1<sup>st</sup> 2018, due to some complications with land ownership with the other schools involved. This change has not been communicated yet, governors discussed informing parents at the end of term. The TUPE date is set as Tuesday 5<sup>th</sup> December 2017.

**There being no other business the meeting closed at 8pm**

**The next meeting of the Standards Committee is in January 2018.**