



Fen Ditton C. P. School

Minutes of the Meeting of the Standards Committee
Monday 30th April at 6.15pm
Version Final

Present;

James Pilgrim	Parent Governor
Mark Askew	Headteacher
Felicity Bennée	Co Opted Governor
Jess Hemmingham	Staff Governor
Claire Hawkins	Clerk
Ray Pallister	Parent Governor (Chair)

Supporting Documentation:

[1]	Spelling Governor Visit Report
[2]	SDP RAG rated
[3]	Spring Data Report
[4]	Attendance Report
[5]	Equality/Diversity Policy for Fen Ditton Staff
[6]	Sample Single Equalities Policy
[7]	Guidance note on writing an Equality Policy

1. Meeting Attendance

There were no apologies for the meeting.

2. Declarations of Interest

FB declared that she is currently volunteering in school for reading with children.

3. Minutes of the Standards Committee meeting held on 15th January 2018

The minutes were agreed to be a true record of the meeting and signed by RP.

4. Matters Arising

4.1 NPQH project. Claire (Head of Fenstanton Primary) has had further meetings at the school with Andy Richardson. Clerk will raise this again in the Autumn term, when a report on staff deployment/ PP value for money may be available. **ACTION CLERK**

4.2 MA has updated the staff handbook to include PPA clarification and recent updates to lunchtime arrangements. Clerk will check if a copy of this is in the policies file, and replace it if needed.

4.3 FB's governor visit on computing/safety has been delayed until June. FB would like to talk to staff and children (pupil voice). MA suggested meeting either Sally Prosser or Helen Ingham rather than finding a time when both are free.

ACTION FB

4.4a Data by gender. MA has shared this data with the SLT, but there has been no further action at present. The SLT will revisit this next year.

4.4b Clerk will raise the issue of gender bias in writing in Spring 2019. **ACTION CLERK**

4.4c Equality and Diversity policy. See agenda item 9.

4.4d See agenda item 7 for SEND progress report.

4.5a English Curriculum Policy – this has been updated and MA will bring it to the next meeting. **ACTION**

MA

4.5b Teaching, Learning and Assessment Policy - FB has been spell checking this document, and more edits are required. FB raised the problem of double copies of policies being available on the gdrive in different folders.

FB asked if the governor visit report template could be stored in the governor visit folder separately from the policy itself. **ACTION CLERK**

Governors decided to review the storage of governor information and policies in the next academic year, as one of their priorities for the year. **ACTION CLERK**

5. Governor Visits

Spelling Visit Report [supporting document 1] – JP has completed a comprehensive report, with a couple of points to raise with Fergal McDonnell on his next visit. Despite mixed guidance messages, teachers are now more confident on what constitutes independent work.

A governor asked if MA was aware of the issues with Classroom Monitor flagged up by the visit?

MA replied yes, and that AL are looking into a tracking tool which could be used across all primaries in the MAT, which would lead to greater consistency, and could lead into the secondary tracking system.

MA noted that spelling and vocabulary will be a highlight in next year's SDP.

RP had two visits planned, but both were cancelled.

SEND visit – he has been in email communication with CJ.

EYFS visit – he will visit this term and focus on the Summer SDP priorities.

ACTION

RP

Remaining visits for this term are a Phonics visit with Jess Bryan (JP) and a Computing/ESafety visit (FB).

A Pupil Premium visit is also needed. RP agreed to conduct a visit on vulnerable pupils and focus on PP spending/impact.

JP will arrange a Leadership governor visit. MA is currently working on updates to the SEF. MA will invite JP to an upcoming SLT meeting for this visit. **ACTION MA / JP**

Governors decided to focus on attainment and moderation in English data at the next meeting.

6. School Development Plan 2017-18 Progress Report [supporting document 2]

This has been RAG rated by MA, and he is generally very pleased with progress. Most areas are on track, and there are no surprises in the data.

Early Years Risk Assessments need updating, and the EY Lead is currently establishing the statutory requirements so that we can move ahead with this.

A governor asked if this had been held up previously because of waiting for an advisor, and if there was a deadline for these risk assessments to be completed?

MA replied that this work needs to be completed by the end of the summer term. Governors asked MA to prioritise this, and bring updated EY risk assessments to the next meeting on 9th July.

ACTION MA

A governor queried why quality of English provision has been downgraded from green to yellow?

MA replied that improvements in writing have been seen across the school, but a more mixed picture has emerged in reading, hence the confused RAG rating. Good quality teaching and focus time have seen accelerated writing progress in Y6.

A governor asked if having mixed classes altered cohort outcomes?

MA responded that it is not something he has looked into, but it is an interesting question.

Governors decided to look at how progress within a year group cohort is affected by mixed classes during second half of Spring term 2019. They will look at data to see if provision to progress is equal in both classes. **ACTION CLERK**

A governor asked why parental involvement had not been rated green, as all the evidence supplied is positive?

MA replied that there have been some successes, but there is more to do in this, and the SLT would like to calendar in parental engagement events at the beginning of each year as they feel more opportunities are needed to fulfil this area.

7. Performance Data

MA had circulated a whole school data report [supporting document 3].

In terms of SEND data, CJ and MA need more time to give an accurate picture of progress. Attainment is clearly shown in the report. The 'soft' data available show that the majority of children have made progress towards the targets on their individual SEND reports.

MA suggested that RP looks at the tracking tool used for all vulnerable groups during his visit this term, and report back to the next meeting that the above statement regarding SEND pupil progress is correct.

ACTION RP

MA reported that Classroom Monitor is not presenting data usefully for SEND pupils, and CJ has done much work on creating a more accurate picture for individual pupils. This template should be ready for the next meeting.

Pupil Progress meetings are complete.

The focus for the next meeting will be English attainment (breakdown between reading and writing) and moderation. **ACTION MA**

Data for Y2 and Y6 SATs results will be available for the next meeting also.

8. Attendance [supporting document 4]

MA reported that there is currently only one persistent absentee in Reception.

9. Policies

Equalities Policy [supporting documents 5, 6 and 7]

MA reported that equalities will be a priority on the SDP for next year, for both staff and pupils. FB offered to assist with policy writing, as she has much experience of this. She suggested starting with a list of aims first, to create a policy around.

MA will consult the SLT, and FB will provide a 'framework' policy to take to staff and SLT to get the ball rolling. **ACTION FB /**

MA

10. AOB

10.1 MA thanked FB for her help with the interview process recently.

10.2 JP will send out a governor recruitment flyer via Parentmail.

10.3 Governors asked for clarification on the policy updating timetable. **ACTION CLERK**

There being no other business the meeting closed at 7.55pm

The next meeting of the Standards Committee is on 16th July 2018.