

**St Oswald's Primary School
Governing Body**

**MINUTES OF STANDARDS AND CURRICULUM COMMITTEE MEETING
Held at St. Oswald's Catholic Primary School – Junior Building
Date/Time: 21/11/19 4:30pm**

Present: , M T Hegarty, C. Flood and J Simm. M Walsh, T Gentle.

Also present C. Sime, I Strom (Clerking)

No.	Item	Action by: (insert initials)
1.	<p>Welcome</p> <p>Mr Hegarty welcomed the members of the committee</p>	
2.	<p>Apologies for Absence</p> <p>G. Manley sent apologies, which were accepted.</p>	
3.	<p>Declarations of Interests</p> <p>The members of staff noted their interests.</p>	
4.	<p>Notification of Additional Business</p> <p>It was agreed the Terms of Reference for the committee could be discussed during the items on policies.</p>	
5.	<p>Election of chair</p> <p>Mr Hegarty nominated Mr Manley in his absence. This was seconded by Mrs Simm and agreed by the committee.</p> <p>Mr Hegarty agreed to act as chair in Mr Manley's absence.</p>	
6.	<p>Minutes of previous meeting</p> <p>.Agreed as accurate and signed by the acting chair.</p>	

Signed.....Committee Chair

7.	<p>Matters arising</p> <p>A governor asked about the impact of interventions – It was explained that interventions were having a positive effect but were being disrupted by staff absence.</p> <p>It was noted that the work towards the Attendance Mark had been deferred due to time and staffing constraints.</p>	
8.	<p>Standards summer 2019 ASP/ISDR</p> <p>Reports had been previously distributed. Mrs Walsh identified the key factors, provided further detail and asked if there were any questions on any other elements of the reports.</p> <p>Key Stage 2 – Mrs Walsh highlighted that APS scores showed that the results in Year 6 had been excellent and wasn't reliant on a few just scraping through. She also highlighted the 3 year trend which shows continuous improvement.</p> <p>Key Stage 1 – When compared to national, KS1 results are very favourable and show the development of the provision on KS1.</p> <p>Inspection Data Summary Report (IDSR) – KS2 progress and attainment in reading and progress in writing is significantly above national and in the highest 20% of all schools.</p> <p>Governors discussed the changes in the school's contextual data. The school population is now much less stable than previously with a higher amount of in year transfers. EAL is also increasing in comparison with the national average. The school is in the top quintile for deprivation with regards to school location and for pupils.</p>	
9.	<p>EYFS, Phonics, Y6 and Y2 targets</p> <p>Reports for each element had been previously distributed. Mrs Walsh identified the key factors, provided further detail and asked if there were any questions on any other elements of the reports.</p> <p>Year 2 targets – These have been set based on information gathered throughout Year 1. Each child has been assessed individually. A governor asked if the targets are achievable. The targets set are challenging</p>	

	<p>and aspirational but achievable. Governors noted that there was a gender gap. This was acknowledged and would be something that would be worked on to close the gap over the year.</p> <p>Year 6 targets – Again, the targets have been reached on an individual basis before consolidating the data. A governor asked if the targets are achievable. The targets set are challenging and aspirational but achievable.</p> <p>The year 2 and year 6 targets were agreed by governors.</p> <p>Phonics Year 1 – The cohort did well in Reception so have a solid base to work from. The targets are aspirational but not unreasonable.</p> <p>Phonics Year 2 – These are the pupils who were unsuccessful in Year 1. There are a number of disadvantaged and SEND pupils so the targets are aspirational.</p> <p>Whole school standards – Mrs Walsh explained the traffic light system of the charts. The baseline data for September is taken from the end of summer term results. Governors commented that often there was a summer holiday fall in attainment and this baseline could make progress figures look less favourable. Mrs Walsh explained that it would mean comparing pupils at the same point in the year and would give an accurate reflection of the progress made. Governors commented that the colours helped them understand the charts more easily and therefore could recognise the development from year to year where you can see the reds and ambers decreasing and the greens increasing year on year.</p>	
10.	<p>Update of baseline standards</p> <p>Mrs Walsh reported that the baseline assessments for Reception had been completed within a few weeks of the Reception pupils starting. This was an important piece of work as it gives a consistent starting point for all future progress indicators to be measured from. The writing was higher than expected. It was noted that there is a higher percentage of girls in the cohort. They have settled well and could be a promising cohort but it was noted that there is a tail end that will need some</p>	

	targeted support.	
11.	<p>Attendance</p> <p>The report was previously distributed. Attendance is still one of the biggest priorities in the school and is a big workload, now even more concentrated after Mrs Murphy has left. Policies and procedures are constantly being reviewed and where needed they have been tightened. A governor asked if term time holidays was still an issue. This was confirmed. There have been 20 fines issued already this academic year. A governor asked if the persistent absence (PA) figures were above national. This was confirmed but it was pointed out that early in the year each session absence counts as a bigger percentage so it is easier to fall into PA category. Miss Sime explained that there is a drive to improve the attendance of white British male pupils and those on the SEND register in particular. A governor asked if the list of top 10 absentees include multiple members of the same families. It was confirmed that multiple pupils from a number of families did populate the top 10 list.</p>	
12.	<p>SEND/CLA report</p> <p>The report was previously distributed. The two SENDCOs have both had periods of absence with one still on an extended absence. This has caused some difficulties and the workload has had to be completed by other members of staff. Governors asked which pieces of work were particularly time consuming. The work that goes into an Educational Health Care Plan (EHCP) can be large. Families can ask for these to be carried out but often the families that would benefit most, don't know the system as well. We currently have 5 pupils that are being supported through top-up funding by TAs with another 2 applications pending.</p> <p>Consortia are supporting Nursery to help parents with toileting and other parental support programmes.</p> <p>We currently have 5 Children looked After (CLA). The funding that is identified for these pupils is being spent on educational support.</p>	
13.	<p>Pupil Premium report</p> <p>The report had been previously distributed. Miss Sime informed governors that Pupil Premium (PP) numbers</p>	

	<p>had fallen substantially since September. The previous Year 6 had a high proportion of PP pupils (49%) with the incoming cohorts not currently matching those levels. This will result in a drop in funding. Governors were complimentary on the detailed report and commented on how well it matched up with the School development Plan (SDP).</p> <p>It was noted by governors that the priority was for Year 6 pupils to close the gap on non-PP pupils and that there was evidence that this was proving successful.</p>	
14.	<p>Sports Funding report</p> <p>The report had been previously been distributed. Mr Mosaid has taken over the production of this report from Mrs Murphy. Governors noted that it was clear that the funding was impacting on all children. Mrs Walsh explained that it also supported staff in developing their skills for when they deliver PE lessons.</p> <p>A governor asked how the pupils were taking to the gardening lessons. They were informed that the pupils love it and that it incorporates other areas of the curriculum as well.</p> <p>Governors asked if the field was fully utilised. They were informed that there was a problem with the drainage of the site so it can only be used in certain weather so was seasonal.</p> <p>Governors thanked Mr Mosaid for the clarity of his report.</p>	
15.	<p>School self-evaluation & SDP</p> <p>The School Self Evaluation Form (SEF) had been previously distributed. It is a live document and is based around the Ofsted framework. Mrs Walsh highlighted the current significant challenges for the school, particularly the leadership changes, financial constraints and the difficulties of reduced funding and increased financial responsibilities for SEND and also the school building works. Governors asked if preparing the document impacted on workload significantly. They were informed that the set-up of the document was a large piece of work but reviewing the document should be more organic. The document is a good base for the SDP.</p>	

	<p>The SDP had also previously been distributed and Mrs Walsh highlighted the 9 main objectives in the document. She also explained that this plan was underpinned by the curriculum development plans completed by subject leaders and SLT. Curriculum is a priority and Ofsted now looking at “Deep dives” into subject areas. Governors commented that they understood that this was important particularly for secondary schools but was a challenge for primary school where subject leaders were not necessarily experts in that field before becoming subject leader.</p> <p>Governors commented on their appreciation that the support of local food banks was included within the SDP. They recognised that this provided valuable experience of communities and organisations and reflected well the key area of Spiritual, Moral, Social and Cultural (SMSC).</p>	
16.	<p>Curriculum overview</p> <p>The report had been previously distributed. Mrs Walsh showed governors an example of a teacher’s big book which includes long and medium term plans. Staff are using directed time to plan for spring term.</p>	
17.	<p>Statement on SMSC</p> <p>Governors asked if diversity and the SMSC statement could be shared and discussed at the Full Governing Board meeting. This was agreed.</p>	
18.	<p>Extra curricular clubs</p> <p>Mrs Walsh informed governors that despite the current staffing pressures, staff were still providing additional after school clubs for pupils.</p>	
19.	<p>Policies for ratification</p> <p>EYFS Policies and procedures – This had been previously distributed. Mrs Gentle explained the minor updates from the previous policy, including detailing how the drop in sessions and parental involvement had expanded.</p> <p>Governors agreed the policy.</p>	

	<p>Mr Hegarty tabled the new Terms of Reference for the committee. With the restructuring of the committees, there had been a number of responsibilities that had been reassigned to this committee.</p> <p>Governors agreed the Terms of Reference.</p>	
20.	<p>CPD Report</p> <p>Mrs Walsh reported on the courses that staff had attended to this point. It was noted that releasing staff for courses may become more challenging due to staffing issues.</p>	
21.	<p>Notified Business</p> <p>Already covered in item 19.</p>	
22.	<p>DATE AND TIME OF NEXT MEETINGS</p> <p>As previously distributed.</p>	