

**Minutes of the meeting of St. Giles Governing Body Achievements & Standards
Committee held on Wednesday 9th May 2018 at 6.00 p.m.**

PRESENT:

Ken Morcombe – Committee Chair, Virginia Marshall - Head Teacher, Paul Thirkettle, Michael Swadling, Beverly Hayllar.

ALSO PRESENT:

Colin Milsom – Clerk

APOLOGIES:

Caroline Horgan, Kathleen Shields, Knowshin Kanis

1. Apologies and welcome

Apologies for absence were received and accepted from all absent governors

2. Presentation – Rochford (Assessment and beyond P Scales)

The assessment, recording and reporting policy was reviewed in the light of further information on the programme for implementation of the Rochford review. The latest information was that P scales would continue to be used for another year, which took pressure off the school to plan, finalise and agree a new system in the current period. This did however still raise the problem of assessing pupils who had issues with accessing some aspects of the curriculum.

The draft policy had been amended to reflect changes to the way the school carried out its assessments and the internal tracking systems the school used. There was still a need for some form of assessment to be reported at the end of year 2 and 6, KS1 and KS2, and the school maintained assessment folders which showed the progress. The LA had agreed that this was appropriate and the assessments were moderated during the year. This was carried out by the LA and between schools. The targets were set in the autumn, with an interim moderation in the spring and a final moderation in the summer.

Although the P scales were likely to be retained for one year, Caspa would cease to be maintained as there would not be a universal assessment system to populate it with data, so the school needed to devise an assessment system which met the needs of the pupils, the school and the governors, in setting targets and assessing progress. Options were individual pupil plotting as well as cohort analysis although the latter would need to be based on pupil ability type and not necessarily the standard age cohort.

There would be a need to recognise the level of challenge in the targets and learning so that the governors could assess the effectiveness of the school in meeting the needs of its pupils.

Q. How long would the school be able to use the developmental bands for pupil progress assessment?

A. They could only really be used in Reception, although some elements could be used in other areas of the school.

Q. How long does it take to identify the actual degree of ability?

A. This is usually identifiable during the first year in the school. Some pupils may appear to have some specific learning difficulties on admission but that could be as a result of being very slow learners so the assessment of a pupil during its first year helps to identify the specific area or areas of need.

What the school could do in future would be to use the Caspa graph system to match against a school based assessment level.

The draft assessment document listed the different levels that were available:

P1 – 3 – Routes to learning

P4 – 8 – other support systems appropriate to the pupils needs

Bridging levels 1 – 3 Core subjects

Milestones (National Curriculum (level 1 – 3) Core subjects and science

Q. Why is there no science in the bridging levels?

A. There are some science elements at P8 and then in the milestones but there is a need for pupils to be able to undertake reasoning and problem solving and this is an issue for some pupils which is why appropriate skills need to be developed in order to be able to deal with the next phase of the science curriculum.

The SDP had included the development of the replacement system for P levels but it was agreed to defer this because of the staffing changes which would be discussed in more detail later in the meeting.

It was agreed that a system which could mirror Caspa with regard to the comparative graphs would serve the needs of the school in relation to the setting of meaningful targets and assessing pupil progress against them.

KS4 - SLD Pathways – Work had continued in this area and the awards system would depend on the different pathways that pupils followed based on their abilities. Some pupils would be able to access some college based education at 16 whereas other might need to develop a range of life skills for which there would be appropriate unit awards for a range of core skills that pupils could achieve.

The committee thanked the head teacher for the presentation on the current progress on the policy

3. Pecuniary Interests

There were no declarations of pecuniary interest in relation to any of the agenda items, and all Governors present had completed a declaration of interests form as an annual requirement.

4. Minutes

The minutes of the Achievements & Standards Committee meeting held on the 24th January 2018 were agreed as a correct record of the meeting and were signed by the Committee Chair.

5. Matters Arising and referred items

Saturday Club Contract – The committee was advised that although the matter had been raised on numerous occasions, the LA had still not provided the school with a contract for the club, and the school had not received the funding to run the club in the current year. The committee suggested that the school give formal notice of their intention to terminate the management of the club from April 2019. While still being prepared to host the club at the school, it would not be practical for any of the senior staff members to be the responsible for the club going forward. The LA would need to put the provision out to tender.

Q. Does the income cover the school costs?

A. In general it does but only because the school is open for swimming clubs and so a caretaker is on duty. There is no charge for any heating lighting or cleaning after the event or for the caretakers time so none of these costs are covered. If the swimming is not taking place then the school does and would incur caretaking costs.

Q. Is the club run during school holidays?

A. No not necessarily but if the LA provided additional funds to cover the premises related costs, and additional staffing costs for the club, then it could be run for longer periods.

There were no other matters arising from the minutes which were not covered by agenda items.

6. Feedback on Governor Monitoring Visits

Paul Thirkettle would be attending a staff meeting when the Writing Policy was discussed. This would be the last part of the current monitoring review.

Ken Morcombe had attended an EHCP parent meeting which was the final part of his review of the EHCP process. This had been very informative and there had been very good dialogue between the parent and the staff. The child had not been present on this occasion but it was felt that if the process could be repeated it might be useful for him to attend one of the review meetings when the student was also present.

A report would be written up and submitted.

7. School Development Plan 2017/2018

The document was being updated.

The Writing Policy was having further refinement as a result of input from staff across the school.

PSHE – There was to be a staff meeting to clarify the way in which the subject areas could be delivered.

Arts Mark – The training day for external practitioners was scheduled to take place on the 10th May but some attendees might not be able to visit the school because of some health issues. The school would be running a second course for early year's groups

Q. Is there a charge for the course?

A. Yes it is £50 which is cheap for a course but is designed to cover basic costs and a sandwich lunch.

Q. How much do courses general cost?

A. Upwards of £200 a day in some instances, but the school does not have a designated training room and the particular course has minimal expenses. If there were specific training aid being distributed then these would need to be covered by the course fee.

The SDP for 2018/19 was being reviewed to include additional matter arising from the review of the last year and the information which had been provided concerning the use of P scales. While there would be some preparatory work on assessment it was agreed that given the changes to the SLT from autumn 2019 it would not be appropriate to introduce a new system if a new head teacher had a system which might be more appropriate. The matter would be reviewed again in Spring/summer 2019 depending on the success of the appointment process as the school might need to have interim management arrangements.

8. School Progress Review Document

The committee looked at the school document as well as samples from other schools. It was agreed that as Caspa information would cease to exist the school would still need a comparable base line and that the school could use the Caspa tracking graphs as the base line for the school performance data when assessing pupil progress.

9. Health and Safety

The minutes of the last Health & Safety Committee meeting had been discussed by the full board in March. The meeting was scheduled for later this term. It was agreed that in future the report would be made to the full board rather than the committee given the timing of the meetings.

Fire Audit – The LA was carrying this out and a report would be made to the full board on the published findings.

10. Safeguarding

Safeguarding Governor – As an interim arrangement Ken Morcombe had carried out a preliminary review and will conduct a number of derailed checks during this term.

The committee discussed training and in particular Safer Recruitment training for members of the board. It was agreed to check to see which board members and staff had up to date training. Michael Swadling felt that he might need to refresh his training.

GDPR - The cluster of schools had appointed compliance officers. Staff had attended training and documents and policies were being reviewed to see where changes needed to be made and additional consents obtained. An implementation plan had been prepared and was being followed.

There were no other safeguarding matters to report.

11. Curriculum Development 201/82019

This had been covered earlier in the meeting.

12. Topics for future meetings

It was confirmed that Communications would be the topic for the autumn meeting.

13. Policy Review

The Assessment policy had been circulated and discussed and was agreed. Writing was almost finished and feedback on the draft would be welcome.

It was noted that some policies which required updating as a result of the GDPR were under review as part of the agreed implementation schedule.

14. Any Other Business

There was no other business.

15. Date of next meeting

The clerk would prepare a schedule of dates for the next academic year and submit to the board. The committee noted the following dates and events:
Head Teacher Performance Pay meeting 8th June
School Fun Day 9th June
Link Adviser Visit (Judith Lunnon) 28th June
Parents Evening 3rd July
Full Board meeting 11th July

Ken Morcombe tendered his apologies for the next board meeting and these would be added to the agenda

16. Publication of Minutes

As there were no matters of a confidential nature contained in the Minutes it was agreed that the Minutes could be published after they had been agreed by the Chair

The meeting closed at 8.25 p.m.

Date

Chairman

Action Schedule

Saturday Club Contract arrangements.