

**Minutes of the meeting of St. Giles Governing Body Achievements & Standards
Committee held on Wednesday 7th November 2018 at 6.00 p.m.**

PRESENT:

Ken Morcombe – Committee Chair, Virginia Marshall - Head Teacher, Paul Thirkettle, Karen Skeets, Caroline Horgan

ALSO PRESENT:

Colin Milsom – Clerk

APOLOGIES:

Beverly Hayllar, Knowshin Kanis, Michael Swadling

1. Apologies and welcome

Apologies for absence were received and accepted from all absent governors. Karen Skeets was welcomed to the meeting.

2. Election of Chair

Ken Morcombe was elected as chair of the committee. Paul Thirkettle was elected as the vice chair.

3. Presentation – Communications

The presentation commenced with a circulation of the school assessment framework paper that had been presented to and discussed with staff and was referred to during the presentation.

The key element of the presentation was that the national curriculum strands were not really suitable for the pupils at the school, and as a result the school had needed to create its own assessment plan which had been formulated through discussions with teachers and support staff. Where possible the school had used existing schemes rather than have to create new ones and an example of this was the fact that for PMLD the school assessment had been based on the Scope communication system and SALT guidance. This analysed the provision and assessment over 4 areas, social communication, listening and attention, understanding, and finally expressive language. The school needed to have systems and ways of communicating that could be understood by non-verbal pupils and be able to show through a range of mediums how the pupil was progressing with their individual communication skills.

The starting point was to baseline all pupils and from there to be able to set a target for each pupil which had commenced in September. This was linked to and formed part of the EHCP target and an individual communication plan set out the targets, time lines and the next steps. As these were achieved so the elements were signed off with relevant comments and links to evidence and at the end of the assessment period the form had the facility for comments. Both the process and the documentation could be tweaked as required.

Committee members agreed that an effective communication skill was critically important for all of the pupils going forward, not just in school but in all other aspects of their life.

It was suggested that one of the committee members might monitor the progress of a couple of pupils to follow through the process and Karen Skeets agreed to undertake this.

The committee thanked the deputy head teacher for the presentation.

4. **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.

5. **Minutes**

The minutes of the Achievements & Standards Committee meeting held on the 9th May 2018 were agreed as a correct record of the meeting and were signed by the Committee Chair.

6. **Matters Arising and referred items**

Rochford – There was a brief update on the current proposals arising from the report. P levels would continue to be used for levels 1 – 4 but beyond that the new system envisaged assessment only at the end of each of the key stages. Although promised by the DfE for the current academic year the latest information was that guidance on the new way of assessing pupils would not now be available until 2019/20.

Saturday Club Contract – The committee was advised that the matter had been raised again and there had been a meeting with LA officers. They had been advised of the way the club was run and funded and had admitted that they would not be able to operate it on the same budget themselves. They would consider how it could be run but the staff employed and parents/pupils needed to know about the provision. As there was no contract, and the school had given notice there was a lack of clarity as to when the current arrangement might terminate, March 2019 or July 2019. The committee would be kept advised of progress. The school could still be used for future provision if needed so long as its incidental costs such as caretaking were being met.

Therapy Report – The head teacher was thanked for the report which was clear and comprehensive. The action list at the end of the report was noted and some areas identified had already been addressed. One of the parent governors raised the fact that they had not been informed about changes to some of the staffing regarding medical support and the head teacher would raise this at her next meeting with HA staff. It was possible that there had been an expectation on the part of the therapy staff that the school would advise parents. Parental communications needed to be reviewed and improved.

There were still some capacity issues regarding some of the provision both for home visits and in school and over time these would need to be addressed.

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

7. **Pupil Progress Report**

Link Adviser Report – The draft report from the adviser had been sent to all board members. The head teacher circulated an autumn term progress report. This listed the percentages of pupils making good and outstanding progress as well as information on the pupils who had not. Reasons were given for those who had

made less than good progress. New systems had been introduced and in particular Clicker 7 which was proving to be a very versatile educational tool. Committee members were impressed with the progress that pupils were making.

The committee noted the areas that had continued to be developed in the last academic year and the increase in the number of SLD pupils who had made outstanding progress.

Q. With regard to science who is now leading on this following the staffing changes?

A. John Bristow still leads in primary and Sharon Newton undertakes this in the secondary department.

The circulated report also included comparative progress data over the last 4 years and a subject progress analysis for 2017/2018 across the whole school.

It was agreed that the updated Assessment Action Plan should be sent to all committee members. **Action: Head Teacher**

The committee was shown a copy of the pupil evidence record.

8. Health & Safety

The committee had met and the minutes would be circulated to the full board. An action list was being prepared. The school had held a fire drill from the hall which had highlighted some areas where improvements could be made but evacuation was still achieved in an appropriate time scale.

9. Safeguarding

The annual Safeguarding Audit had been completed and sent to the LA by the required date. There were some areas that the school would be addressing through training during the current year. It was agreed that a copy of this be sent to all board members. **Action: Head Teacher**

10. School Development Plan 2017/2018 and 2018/19

The agenda listed those areas that were the responsibility of the committee

For 2017/18 the one issue that had not been resolved was the off-site provision for post 16 and post 19 and the head teacher advised that discussion had continued with the LA and Croydon College about suitable provision for pupils. Two pupils had gone to Bromley this year and there were still concerns about the suitability of some of the possible provision. It was hoped that Croydon College would have suitable provision by 2020.

2019/20

Target 1 – This had been covered as part of the earlier presentation and the next step was for staff to research areas.

Target 2 – A working part had been set up to address this area and in school training was being provided to support staff and pupils. It was also an area for a staff briefing in the current term.

Target 3 – This had been discussed earlier in the meeting.

11. Outreach Work

Paul Pierce was providing Makaton training for parents and also HA staff who did not have the appropriate communication skills both at the basic and the advanced level.

12. Curriculum Development 2018/2019

At the start of the meeting the committee had looked at the proposed building changes which would have an impact on the use of class bases. The plans were still being developed and costs prepared for the LA and their capital budget impact. Subject areas – Although the school had long term plans the staff were in the process of writing up termly schemes of work for their subject areas and there would be some staff training to assist them in the production of these.

13. Topics for future meetings

It was confirmed that Careers and work education would be the topic for the next meeting.

14. Policy Review

The following policies had been circulated and were approved:

Positive Touch Policy – amended

Special Educational Needs Policy

Inclusion Policy

Teaching and Learning

Assessment for Learning

Spiritual Moral social and Cultural development

Collective worship

No other policies were submitted for approval.

15. Any Other Business

Mencap – Previous discussions on the support that this organisation could provide had centre around clubs that could be provided at their own premises. This had been followed up and there were accessibility issues however the local organised had visited the school and felt that they would be in a position to run a club at the school. An application for appropriate funding was being made by them.

Staff were thanked for the organisation of the sports activity that took place at Riddlesdown high school.

There was no other business.

16. Date of next meeting

It was confirmed that meetings would commence at 6.00 p.m. and the committee noted the following dates for committee meetings in the current academic year:

Spring 23rd January 2019

Summer 8th May 2019

17. 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 8.15 p.m.

Date

Chairman

Action Schedule

Circulation of Assessment Action Plan to all committee members. **Action: Head Teacher**

Safeguarding Audit be sent to all board members. **Action: Head Teacher**