

**Minutes of the meeting of St. Giles Governing Body Achievements & Standards
Committee held on Wednesday 24th January 2018 at 6.00 p.m.**

PRESENT:

Ken Morecombe – Committee Chair, Virginia Marshall - Head Teacher, Paul Thirkettle, Michael Swadling, Paul Pearce, Caroline Horgan.

ALSO PRESENT:

Colin Milsom – Clerk

APOLOGIES:

Beverly Hayllar, Kathleen Shields Knowshin Kanis

1. Apologies and welcome

Apologies for absence were received and accepted from Beverley Hayllar and Kathleen Shields.

2. Membership

Ken Morcombe was elected as chair, and Paul Thirkettle as vice chair. Paul Pearce had been elected as Staff governor to replace Isolyn Isaacs and was welcomed to the meeting. Sue Appleton had resigned from the board for family reasons. It was agreed that the committee membership should be reviewed by the board at its next meeting.

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 13th November 2017 were agreed as a correct record of the meeting and were signed by the Committee Chair.

5. Matters Arising and referred items

Rochford Review – It was confirmed that following the expression of interest in participating in the Rochford Review pilot scheme; a review of statutory assessment arrangements for pupils working below the standard of national curriculum tests, Caroline Horgan had been appointed to the working party and the school would be trialling some of the new materials. It was hope that this would be at both the higher and lower levels. At the present time this would be confidential.

Q. Why is it confidential?

A. They will only be sample materials, not the final documents and following the trials they may change. It would not be appropriate for wider dissemination of trial documentation which could be amended prior to final publication hence the degree of confidentiality.

The school was also looking at the reporting structure. This would be an assessment for years 2 and 6 only and would, like SAT's, be a snap shot of the levels achieved. The assessment of the materials was taking place now and there would be a report back at the end of next week.

Q. How soon will it be finalised?

A. It is anticipated that it will be in place for the 2018/19 academic year.

Post 16 and 19 provision –

Q. What has happening with the current students who are being supervised by the school?

A. The current and proposed arrangements are being reviewed. One of the suggested placements was not initially considered appropriate but adjustments have been made and this should now meet the student's needs. The second placement is a Sutton based provision. They will leave at the end of the current year.

There is still no planning by the LA for 2018/19 and there will be one extra student then who will need some form of provision. The school has contacted MENCAP who have welcomed the link and could work with the LA and the school to resolve the issues. It will affect one student next year.

Pupil turnover –

Q. Will the students staying at the school reduce the number of places available in the school?

A. Yes it will. There would be 7 places available next year and projections indicate that this will be the position for the next 10 years.

Q. How many students have applied to join the school?

A. Eight, but their needs are being assessed and one might be more appropriately placed at another school.

Q. Will this mean that the school will be over its agreed number again?

A. Yes it will at 102. The funding will need to be reviewed either through student top up or placement value but the students individual needs will be assessed and a moderation meeting will be requested to discuss the level of need and the funding.

Saturday Club Policy –

Q. Is the school now formally responsible for the club?

A. Yes it is. Last year there was a degree of uncertainty about this as well as a lack of clarity as both the school and the LA assumed that the other party was responsible. As it is now being run by the school the head teacher has taken over all aspects including health and safety. It is expected that there will be a new contract from April 2018.

Q. Is the club full?

A. Yes it is and is fully staffed. The staff are on casual contracts as they only work 35 days a year. There was a vacancy but there were 5 applications for the post.

Q. How long does it run?

A. It is from 10 a.m. to 3 p.m.

Q. How many children are accommodated?

A. 10.

Q. How are students selected?

A. There is a waiting list and criteria of need. It is only open to Croydon students but not necessarily just St Giles students although most are. Pupils are selected once there is a place and they have attained 8 years of age but exceptions can be made in urgent cases. At present participants occupy a place but there will be consideration given to sharing places in future in order to widen the support for families. This will be discussed with the manager of the provision.

Q. Is this the only club run in Croydon?

A. No it is not.

Q. Is there a policy which states the admission criteria for the club?

A. Not at present but this is needed and will be formulated.

Action 1: Head Teacher

Paul Pearce arrived during the discussion of this item.

It was agreed that this should be overseen by a governor.

Staff Questionnaire – This would be dealt with by the Resources Committee

Action 2: Clerk

OfSTED – The report had been published. The timing had been unfortunate as it was one week prior to Christmas. The published report did not give any of the positive elements which had been given during the verbal feedback. It lacked focus, being very bland, and in some respects was not an accurate reflection of the comments made during the feedback session.

A formal challenge had been submitted as the school felt that the school was outstanding and there should have been a second day scheduled. A response from OfSTED was awaited. There were concerns as to the experience of the lead inspector and their ability to make judgements give the nature of the school and its pupils.

Q. What is the view of the LA?

A. That the school is outstanding and it is supporting the form challenge.

Q. Has the judgement of the LA being overstated?

A. The link adviser to the school has supported many Croydon schools through inspections and she is supported by experienced OFSTED inspectors in the Croydon, so their judgement should be founded on a wide range of experience and knowledge.

Irrespective of the view of OfSTED the committee agreed that the school was very effective and governors were very proud of what the school was achieving.

Although TA use was very effective it was agreed that as part of the follow up from the report that the board members would look again at the use of TA's in class both through class visits and discussions with the SLT

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

6. Feedback on Governor Monitoring Visits

The report from Paul Thirkettle had been circulated to all board members. As part of his follow up he would be looking at the current Writing Policy and do follow up class visits. It was noted that the Writing Policy was being updated again to identify support for the more complex learners.

Governors were invited to attend the school on World Book Day 1st March 2018, when there would be a focus on writing, and the use of symbols and equipment to improve writing.

Beverly Hallyer had looked at PSHE and SRE and a report was being prepared. Some elements still needed to be dealt with in an age appropriate way to meet a wide range of pupil needs and there would be a staff meeting to address this. Some aspects were being addressed through the Girls Club and similarly for male pupils in the Boys Club.

Arts Mark Governor - Knowshin Kanis was the governor charged with responsibility for this but the chair agreed to cover the area.

The chair raised the question of the size of the current board and its ability to meet the demands being placed on its members. One of the issues was the level of participation by some members and this needed to be addressed.

School Web Site – This was up to date but some links needed to be checked.

7. School Development Plan

The document was being updated with the spring term progress and would be made available to all board members at the full governors meeting.

Post 16-19 provision – There had been a delay in providing space as an outsourcing arrangement had not been permitted and Croydon College and development of the old Art School building had been deferred. Provision was being reviewed again.

Arts Mark – The training day for external practitioners was being planned for early summer.

SLD Pathways – Work had continued in this area and the Y7-8 class used their teacher for core subjects with other staff taking specialist subject areas of PE, Music and Art. This was developing well and pupils were making good progress. Accreditations and life skills work was being reviewed and would be discussed at a planned inset day this year.

Q. How will life skills be addressed?

A. Staff will be looking at what other schools provide and adapt it to what would be appropriate for the pupils and their level of development.

Q. What level of governor support will be required to achieve the Arts Mark?

A. It is having an allocated governor. Paul Pearce stated that he hoped to meet with Knowshin in the next couple of weeks.

PSHE & SRE – had been discussed earlier and progress was being made.

Assessment – This was the last year that the school would be able to use any CASPA data for comparative progress assessment. The Assessment Policy was being rewritten and a copy of the current draft was circulated to the committee. With the P scales disappearing there would still need to be graded progress although the terminology might be different. It would need to be able to match the rate of progress. The head teacher went through the changes to the policy and the progress boxes explaining the reasoning for the entries and the changes.

Although there would no longer be P scales these could be modified as a school based system to meet the pupil's needs. This would provide a degree of continuity but there would be a loss of external and national comparisons which had been a useful guide for pupil progress and the degree of challenge in setting targets. It was agreed that there would need to be some degree of external ratification of the schools assessments.

The head teacher would be visiting Chailey Heritage to look at their methods of assessment as their school was similar to St Giles most complex pupils. The EHCP could be used as a base for target assessment.

MLD – These pupils would need specific progress measures from a base point with identified expectations and progress criteria.

SDP 2018/19 – Work would start on this soon with initial thoughts being gathered from staff on the 9th February when they would be looking at progress and areas for development as well as identifying any aps in the current provision.

Communications would continue to be a focus and an area to develop would be mental health.

8. School Progress Review

It had been suggested that the current document did not refer to areas to be developed however this was covered in the SDP.

9. Health and Safety

The minutes of the last Health & Safety Committee meeting had been discussed last term. The meeting was scheduled for later this term.

10. Safeguarding

Safeguarding Governor – With the departure of Sue Appleton the board would need to appoint a Safeguarding Governor. It was hope that Kathleen Shields or Naledi might take on this role

GDPR - The cluster of schools would be appointing a compliance officer. Staff had attended training and documents and policies were being reviewed to see where changes needed to be made and additional consents obtained. Parental consent forms were renewed every year.

Data Governor – It was agreed that Michael Swadling be recommended to the full board to act as a governor with responsibility for this area. **Action 3: Clerk**

There were no other safeguarding matters to report.

11. Curriculum Development 2017/2018

The behaviour policy would be reviewed and updated as it no longer matched the current pupil intake.

12. Planned Governor Monitoring 2017/18

The chair would look at EHCP's and SLD and would attend the inset day, and Paul Thirkettle writing. Other aspects had been covered earlier in the meeting.

13. Topics for future meetings

Assessment – Beyond P scales would be the summer subject and Communications in the autumn.

14. Policy Review

It was noted that some policies would require updating as a result of the GDPR.

15. Any Other Business

OT Support in the School – Specialist Surgery – Arrangements had been made for pupils to be assessed as some were unable to modulate their senses which had an impact on concentration and learning. There would also be a review of behaviour issues.

AAC clinic – There was a new OT in the school and the provision was becoming more flexible.

Fundraising – There had been an investigation into running a Ball but this was not viable based on the anticipated cost and projected ticket prices. Alternative fundraising activities would have to be considered.

There was no other business.

16. Date of next meeting

The next meeting would take place on the A & S - 9th May at 6.00 p.m.

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 8.05 p.m.

Date

Chairman

Action Schedule

1. Saturday Club Admissions Policy – Head Teacher
2. Staff Questionnaire Resources Committee agenda – Clerk
3. Data Governor role – Full board agenda - Clerk