

**Minutes of the meeting of St. Giles Governing Body Achievements & Standards  
Committee held on Wednesday 2<sup>nd</sup> October 2019 at 6.00 p.m.**

**PRESENT:** - Ken Morcombe – Committee Chair, Katherine Lewis - Head Teacher, Paul Thirkettle, Karen Skeets, Caroline Horgan,

**ALSO PRESENT:** - Colin Milsom – Clerk

**1. Apologies and welcome**

There were apologies from Beverly Hayllar and Curlita Campbell. The chair welcomed the governors to the meeting.

**2. Election of Vice Chair**

Mr. Paul Thirkettle was elected as vice chair.

**3. Pecuniary Interests**

There were no declarations of pecuniary interest in relation to any of the agenda items.

**4. Committee Terms of Reference**

There were no proposed changes to the current terms of reference.

**5. Minutes 8<sup>th</sup> May 2019**

The minutes of the Achievements & Standards Committee meeting held on the 8<sup>th</sup> May 2019 were agreed as a correct record of the meeting and were signed by the Committee Chair.

**6. Matters Arising and referred items**

Saturday Club – It was confirmed that this had ceased to operate at the school. The LA had increased the funding to Rutherfords which was also providing a Saturday Club although the level of take-up at the new venue was unknown. The head teacher was requested to ascertain from St Giles parents how many had taken up the additional places being offered at Rutherfords.

Action

Mencap Club – This club has also ceased to run at the school as a result of extremely poor attendance. It had not been economically viable to continue.

Karen Skeets arrived during the discussion of this item.

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

**7. The New OfSTED Framework**

The new framework placed more focus and emphasis on the curriculum and what was happening in the classroom. Fifty percent of their judgement would be based on the Quality of Education.

The new terminology was:

Intent - what were pupils expected to learn and was it appropriate

Implementation – how this was delivered in the classroom and

Impact – were the expected outcomes achieved.

There would still be a need for data but this was no longer the main focus of an inspection. Prior to the actual visit the lead inspector would look at the school web site and the government published data on the school ASP and following a discussion with the head teacher would decide on the main focus for the first day of the visit. The other new term was deep dives where the inspectors would go into greater depth on particular aspects of the curriculum being delivered.

This was the first year of the new inspection process and would be a transition between the old inspection process and the new one since it was not expected that school would completely change the way in which they operated. There would also be an attempt to reduce the amount of paperwork that staff had to complete. It was important that the school was suitably resourced to meet the pupil's needs and the school was undertaking a review of the current teaching materials and the school was reviewing theirs and their suitability. There would be some resource implications in relation to any new materials and systems. The main purpose of any assessment was to develop pupils and their learning and the school had looked at different assessment recording systems and selected Evidence for Learning which will fit in with the programmes that were already being developed across the borough. At the school this would also include how sickness absence was dealt with as this was a particular issue which had an impact on pupils learning.

It was agreed that this subject would be revisited at the next meeting with a look at how Deep Dives would operate.

The head teacher circulated a document for The Key to Governors which raised a selection of suitable questions that governors could ask as part of their role in monitoring the appropriate delivery of the curriculum.

It was agreed to look at subscribing to this for the board, and the Resources Committee would be asked to consider this.

Action

Katherine Lewis was thanked for her presentation.

## **8. School Development for 2019/20**

The initial document had been circulated to the board at the last full meeting with the proviso that the new head teacher might wish to make some changes based on her assessment of the delivery of education in the school and the impact of the new OfSTED framework.

Provisional changes had been made and initially discussed at the Strategy Committee meeting on the 1<sup>st</sup> October and the head teacher presented the committee with the revised plan which was based on these key elements. The focus on reading now formed part of Quality of Education rather than a separate strand.

Assessment systems were still being developed. These would replace P5 to 8 but the school would still use P1 – 4 until the DfE had refined the new Engagement profiles which were still being reviewed and piloted in schools.

**Q. When will they be in use?**

**A.** Maths has been completed, reading should be completed before the end of this term, and writing is planned for completion next term but would be implemented before end of the academic year.

The E assessment tool “Evidence for Learning” would allow the school to adapt the system to include the schools own assessment tools.

**Q. Have you tried to put in any bespoke applications?**

**A.** No not yet.

**Q. How will it be populated?**

**A.** Office staff will be able to load the pupil data onto the system but this will take some time.

**Q. Is there any evidence of data on the system at the present time?**

**A.** Yes there is and there is very good guidance and help available on the system. The school will need to see who will input the data. The school will be discussion this at an Inset day on the 25<sup>th</sup> November when training will be provided for all staff. There will also be some networking with other schools that are using the system. There will be a resources issue with regard to the loading of pupil data.

Karen Skeets offered her service to assist in the loading of data onto the system as she had data entry experience and asked if she could attend the training session on the 25<sup>th</sup>. She was advised that she would be welcome to attend.

Ken Morcombe will also attend.

It was noted that two pupils had been admitted to the school without an EHCP.

External moderation dates had been agreed for the next term

The current curriculum was being reviewed in detail to see how it could be improved and this term staff were looking at the structures.

Next term staff would be looking at suitable materials and planning. The aim was to build on and support the existing curriculum, not to replace it.

The aim was to have finalised the curriculum by the end of the summer term and to be appropriately staffed to deliver the curriculum.

**Q. What work is being done to implement the reading strategy?**

**A.** Resources are being reviewed to ensure that they are age appropriate and suitable for the pupils. This will also include working with the reading volunteers who could be used to create more suitable reading materials for pupils.

A curriculum organisation chart had been produced which had 6 segments and this was shown to the committee. In discussions with staff it had been suggested that, communication and impact was important for all pupils and was at the centre of all the curriculum work.

Staff were continuing to look at this and refine it.

- 9. School Residential Journey** – Paul Thirkettle had attended the visit to Woodlarks and reported that it had been very successful with a very wide range of different activities that pupils could take part in. The centre has appropriate facilities and was very well resourced. The committee was shown a short video presentation of the visit this September and it was agreed that the centre be used again next year. The proposed dates were the 15<sup>th</sup> to 18<sup>th</sup> September 2020. The overall cost of the school journey was lower than previous booking so this year it came in just under budget. The significant advantage of the centre was its ability to accommodate a very wide range of age and ability and would be suitable for individual families as

well as school parties. The chair asked that staff and volunteers be thanked for making it a great success.

**10. Safeguarding Update**

The LA Safeguarding Audit was due and would be completed by the required date.

The school had reviewed the current issues and had identified a range of issues including low attendance some of which were being addressed through supporting the families, behaviour, and other which could be a cause for concern. Where appropriate immediate action was taken by the school and agencies notified. The school had three identified designated leads on safeguarding but all staff had received appropriate training and knew the procedures that should be followed if they had any concerns.

Three staff members would be undertaking Safer Recruitment Training and the committee chair felt that he should renew his as well.

**11. Topics for future meetings**

It was confirmed that Pupil Progress Data would be the subject for discussion at the next meeting.

Spring - pupil independence.

The committee would look at Reading in the summer.

**12. Governor monitoring visits**

The chair would be looking at monitoring and review as part of the school assessment process, and Paul Thirkettle would look at the independence strand referred to above.

Karen Skeets would look at data and how the system was being used in the summer term.

**13. Any Other Business**

There was no other business.

**14. Date of future meetings**

All board meetings would take place at 6.00 p.m. unless otherwise stated.

The agreed dates were as follows:

**Autumn**

Resources Monday 14<sup>th</sup> October

A & S Wednesday 6<sup>th</sup> November – Data Presentation

FGB Wednesday 4<sup>th</sup> December

**Spring**

Strategy - Tuesday 14<sup>th</sup> January

A & S Wednesday 22<sup>nd</sup> January

Resources Tuesday 24<sup>th</sup> March

FGB Tuesday 31<sup>st</sup> March

**Summer**

Strategy - Tuesday 28<sup>th</sup> April

A & S Wednesday 6<sup>th</sup> May

Resources Wednesday 8<sup>th</sup> July  
FGB Wednesday 15<sup>th</sup> July

**15. 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 7.40 p.m.

Date .....

Chairman .....

**Action Schedule**

Saturday Club attendance by St Giles pupils at the Rutherfords Centre – Head Teacher  
Subscription to The Key for Governors (Resources Committee agenda item) - Clerk