

Coombe Road Primary School

Minutes of the Education and Learning Committee

Meeting Date: 8 June 2016 (*Rearranged from 27 April 2016*)

Meeting Time: 5pm-6.50pm

Present: Gillian Burns (GB) (Chair), Nigel Watson (NW) (Deputy Executive Head Teacher – Executive Head Teacher’s representative), Ray Williams (RW)

In attendance: Vicky Phillips (VP) (Head of School) – Associate, Melanie Arnold (MA) - Clerk

Apologies: Kiran Eyre (KE)

Absent: Matt Jones (MJ)

Quorum: The meeting was quorate.

Item	Discussion and Decisions	Action
1.	<p>Welcome and apologies for absence</p> <p>The Chair was unavoidably delayed and the meeting started at 5.25pm.</p> <p>a) Apologies: The Committee accepted apologies from Kiran Eyre.</p> <p>b) Resignation of staff governor: The committee noted the resignation of the Jane Allen. RW has written to thank her for her contribution to the Governing Body. There are three candidates for the vacancy and VP is organising an election.</p> <p>c) Declaration of interests: There were none.</p>	VP
2.	<p>Head Teacher's report</p> <p>Governors accepted the Head Teacher’s report with the following additional discussion:</p> <p>Scrutiny: The School Partnership Adviser (SPA) has reported that there is a clear system in place, with evidence of progress, and that Key Stage 2 English is being led very well.</p> <p>Reading observations: Governors asked if decisions made in staff meetings were recorded and if actions were checked. VP confirmed that decisions were recorded, and NW reported that actions are included in the Raising Attainment Plan (RAP).</p> <p>Assessment of all pupils: Governors asked who carries out moderation for year 2 and who chooses the subject. VP reported that the moderation is carried out by a representative from the local authority. The local authority also chooses the subject.</p>	

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	<p>End of key stage assessments: NW informed the Committee that the figures for the results for the KS1 national tests had been updated. Reading was 79.5%; and maths 82.1%. Governors said they were very pleased with the pass rates and asked for an overview of the new process to be presented to a Committee meeting next year.</p> <p>Governors asked about the pass rate for disadvantaged children. NW reported that 59% achieved a score of 100 or more (ie the expected standard), compared to 91% of the other children. For maths, 76.5% of disadvantaged children were at the expected standard for maths, compared to 87% of other children.</p> <p>Development of the RAP: Governors agreed that the school need to start thinking about preparation for OFSTED, especially as the inspection process is likely to be revised.</p> <p>New intake: Governors were aware that an intake of over 30 could be a problem bearing in mind the budget deficit. They agreed to wait to see if the intake increased before deciding further help was necessary.</p> <p>Welcome meetings: VP reminded Governors of the dates of the welcome meetings.</p> <p>Attendance: There is a 1% increase on last year and Governors acknowledged this improvement. RW reported that he and the Head of School had discussed attendance. He feels that the school is doing everything possible to improve attendance levels.</p> <p>Deputy Head: Paul Gallagher, the new Deputy Head will be with the school every Monday for the rest of term.</p> <p>Educational visits: Governors asked how many there were until the end of term. NW reported that there will be 11.</p> <p>Governors thanked VP and accepted her report.</p>	<p>VP</p>
<p>3.</p>	<p>Raising Attainment Plan (RAP)</p> <p>a) Training of staff to enhance their use of data: NW has provided training for teaching staff. Each teacher will create a grid sheet for their class in readiness for the pupil progress meetings at the end of each term. NW is producing a guidance sheet to help them. Governors asked if it would be possible to pull out data for a particular year. NW confirmed that it would be possible to see details of progress and trends. This meant that teachers would be able to act on the results sooner, especially for disadvantaged children.</p>	

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	<p>b) Monitoring the impact of Ocean Maths implementation: NW reported on feedback from staff and pupils on Ocean Maths. Teachers of classes for Key Stage 1 liked the system, but this seems to decrease going up the school. Homework was a problem because not all of it was coming back.</p>	
4.	<p>Monitoring visits</p> <p>a) Current visits timetable: VP distributed copies of the visits timetable that she had emailed after the Easter break.</p> <p>b) Visits feedback: There was no new feedback. Governors agreed that Lead Governors should carry out at least one visit per year for their area. Rebecca Shiel, RW and GB have done one each. Governors agreed to revisit Lead Governor responsibilities for the autumn term. MA will add to the agenda for the Full Governing Body on 29 June.</p>	MA
5.	<p>School Partnership Adviser's report</p> <p>VP updated Governors on the most recent report and will send it to MA for distribution.</p>	VP, MA
6.	<p>Policies update/School website</p> <p>a) Anti-cyber bullying: Now termed 'online bullying', this will be included in the 'behaviour' policy. NW will be delivering a talk on anti-bullying next term as part of a Safeguarding session for Partnership teachers. The policy will also consider parental responsibility. Governors asked if anything is given to parents to explain what the school expects in terms of behaviour. NW said that this will be evident in the behaviour policy, which is due to be reviewed in September. VP reported that all new children get the Vodafone guide on online safety. She also mentioned that the school subscribes to the Safety Rocks newsletter, from safety net, for parents/carers.</p> <p>b) Special Educational Needs and Disabilities Co-ordinator (SENDCo) report: Governors discussed the SEND Information Report. Clare Burcombe (the SENDCo) will also be producing an accessibility plan. Governors felt it was important that the report should be accessible for parents. NW said the report was based on a model format and would be published on the school website. Governors welcomed the report. They suggested clarifying the meaning of 'quality first teaching' (under 'Whole School Approach') and thanked Clare for her good work.</p>	

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	<p>c) Other policies: The Foundation Stage policy has been completed and is awaiting publication on the website.</p> <p>Governors thanked NW for his persistence in his work on school policies.</p>	
7.	<p>Standard Attainment Tests (SATs) – years 2 and 6</p> <p>This was covered in the Head Teacher’s report.</p>	
8.	<p>Pupil attainment update - Disadvantaged pupils</p> <p>The Committee noted that reporting of this is annual, but there will be changes from September. NW has organised a meeting to discuss a common approach with the writers of these reports in the Partnership.</p>	
9.	<p>Minutes of the meeting of 24 February 2016 and matters arising</p> <p>a) Accuracy: the minutes of the previous meeting were agreed as accurate and signed by the Chair.</p> <p>b) Matters arising: all actions had been completed except the item on the SPA report. This was on the agenda for today’s meeting.</p>	
10.	<p>Any other business</p> <p>Ethnicity code change in schools: The Local Authority has advised schools that they need to make changes to the ethnicity codes in the SIMS management information system. This will provide improved data for informing Closing the Gap activities, although will involve significant work for schools in implementing the changes. Governors asked what progress there was on this. NW reported that current ethnicity information is on the school website. Governors agreed to raise this in the Education and Learning Committee report at the next Full Governing Body. They asked VP to include it as a section in the Head Teacher’s reports.</p> <p>The meeting ended at 6.50pm</p>	<p>VP</p>
11.	<p>Date of next meeting: 6 December 2016</p>	

Signed Chair

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