

London Borough of Richmond upon Thames

Minutes of the meeting of the Curriculum and Standards Committee of Windham Nursery School held at the school on Wednesday 21 June 2017 at 9.30 a.m.

Present: Cherry Baker (Chair) Katy Heale
Sarah Brodie (Headteacher) Louise Munton (Associate Member)
Alex Hardy

Also attended: Beryl Hawkins (Clerk)

- 1. APOLOGIES** Apologies were received from Jo Berry, Jess Craig and Carole Johnson.
- 2. MEMBERSHIP** The Committee **received** a current contact list for members of the Committee. Katy Heale was welcomed to her first meeting of the Committee.
- 3. TERMS OF REFERENCE** The Committee **received** its updated terms of reference including the amendment to the quorum agreed at the last meeting of the governing body (copy in the minute book). It was noted that the meeting was quorate.
- 4. DECLARATIONS OF INTEREST** There were no declarations of interest.
- 5. MINUTES** The minutes of the meeting held on 23 November 2016 were **confirmed** and signed and the notes of the inquorate meeting held on 8 March 2017 were **received** and signed (copies in the minute book). Arising from the minutes:

Staffing Sarah Brodie updated the Committee on current staff absence and cover arrangements to ensure as much continuity and stability as possible. The Committee asked Sarah to convey its thanks to staff for their support.

ACTION BY: Sarah Brodie

Louise Munton arrived at this point.

Sarah confirmed that there was no requirement for additional volunteers to cover for the current absences.

- 6. DATA SUMMARY 2016/17** The Committee received the final 2016/17 data summary, showing attainment and progress for all pupils in the nursery, the two-year-old provision (2YO) and Jigsaw, and the impact for practice (copy in the minute book). Sarah highlighted key findings in the report and answered governors' questions, supported by Louise Munton for the 2YOs. Arising from the report:

6.1 2YO (N1) It was noted that:

- Attainment in Moving and Handling was a strength of the cohort.
- The area of highest progress was Health & Self-care, where staff had benefitted from the experience of the previous year.
- There were currently no children in the cohort with EHCPs (Education, Health and Care Plans). One child was in the High Needs Block for complex needs. Staff governors reported on the needs of, support for and progress of this child.
- Progress made by the current cohort of free place 2YOs mirrored that of the whole group.

Staff members on the Committee answered questions from other governors:

Question: Are the children first-borns who have not reached the expected level in Managing Feelings and Behaviour and have made less than the expected level of progress.

Answer: Yes. All are first-borns.

Question: Do percentages vary across year groups?

Answer: Yes, but circumstances also vary. For example, children can start in the term after their second birthday so some have attended for longer.

Question: Is there any pressure from parents for children with EAL (English as an Additional Language) to speak in the home language?

Answer: Families of children with EAL are encouraged to speak their home language at home and English is spoken in school. There are a lot of Italian children in the current cohort and initially Giovanni Madigan spoke to them in Italian. The school also uses 'key words', visuals and Makaton, and topic work is put on the board for parents using Makaton.

Question: With regard to the high needs child has it been necessary to educate other children?

Answer: All the children have accepted the child and know that care is needed. The children like to sit with the child and join in activities such as singing and ballet.

6.2 3YO (N2) It was noted that:

- Staff were of the view that the data showing a lower level of achievement for the morning group compared to the afternoon group was inaccurate – the absence of Jess Craig had made it difficult to moderate with confidence and the assessment point for the morning group was three weeks earlier than that for the afternoon group. Louise would be carrying out some assessments before the end of term to unpick the data.
- The data had not presented anything unexpected.
- The N2 data for gender included Jigsaw, where 7 of the 8 pupils were boys.
- The focus on speaking had been successful.
- All Jigsaw children had been offered the school of their parents' choice within the borough.

Staff members answered governors' questions:

Question: Is the number of children with special needs sustainable?

Answer: Yes, given the high quality of the staff team.

Question: Is there a tipping point, where you could have too many children with special needs?

Answer: That is possible. The local authority relies on PVI settings to meet demand, but some of these settings do not have the expertise or training required, which means that more are being signposted to Windham.

Question: Are you still doing forest school?

Answer: Yes. Forest school is done almost every week.

Question: When is the ideal final date for data collection?

Answer: Ideally after the summer half term break, with reports being completed in June.

Arising from the report:

- **Transition** The Committee noted the arrangements for transition made by the borough and the difficulty for Windham of producing 110 end-of-year reports in time for a borough-wide meeting with receiving schools immediately after half term: assessments had to be completed before half term before many summer term activities had taken place and before EAL pupils had sufficient command of English.

It was noted that feeder schools for the current cohort had been contacted by Windham prior to the meeting and made aware of any issues.

The Committee **agreed** that Sarah should contact Charis Penfold, Director of Education Services at AfC, to request that in future the transition meeting be put back to a date later in the summer term and that she should discuss with Charis other or additional options, such as: attending the meeting, but handing over reports at a later date after they been shared with parents; holding a Windham transition meeting for feeder primary schools, when reports would be handed over.

- **Early Years Pupil Premium (EYPP) Pupils** The Committee received case studies for the three EYPP pupils showing progress made during the year.

6.3 Jigsaw Sarah presented a report from Jo Berry (copy in the minute book) and answered governors' questions. In particular, it was noted that:

- EHCPs had been initiated for all children in Jigsaw who did not have one.
- The placement panel would be meeting in February 2018 to consider requests for Reception places and aimed to meet before the Christmas break in future years.
- For the first six weeks the focus for Outreach work would be around the children already attending Jigsaw.

Question: Are parents accessing the guidance they need to apply for places?

Answer: Most of this comes from Jo Berry and the staff team. Parents are often still on a journey of trying to recognise their child's needs.

Question: What is PECS?

Answer: Picture Exchange Communication System. PECS encourages language and is useful in meeting social and communication need. Each child has their own folder of pictures and photos tailored to their specific needs. It is a very comprehensive system.

The Committee **agreed** that Sarah Brodie should produce a one page summary of the data summary for the governing body.

ACTION BY: Sarah Brodie

7. GOVERNORS' VISITS The Committee acknowledged governor visit reports presented to the governing body on 16 May 2017:

- Anne Fouché – 21 March 2017
- Verna Prodrick – 23 March 2017

It was noted that all non-staff governors on the Committee would be joining a visit to Pensford during the term and that Alex would be meeting with Helen Montgomery-Smith and Sarah after the next meeting of the governing body. The Committee **agreed** that it should agree informally who should visit in the first half of the autumn term and that Sarah should map out a programme of visits for the remainder of the year to be agreed in the autumn term.

ACTION BY: Non-staff governors, Sarah Brodie

8. POLICY REVIEW The Committee reviewed and **approved** the following policies:

- Data Protection
- Freedom of Information
- Equality Information and Objectives Statement
- Understanding the World
- Expressive Arts and Design
- Attendance and Punctuality
- Governor Visits

In answer to a question from a governor, Sarah stated that the school was still doing 'community cohesion' and that there had been very little change.

Cherry Baker commended governors for the improvement in the number of governors visiting the school.

It was noted that Sarah had reviewed the SEND Information Report and Accessibility Plan and received comments from Alex. The Committee agreed that these two documents should be submitted to the governing body for approval.

Sarah stated that she had drafted a separate flyer for Jigsaw that would be useful for anyone arriving in the borough. The Committee **agreed** that the flyer could be posted on the school website and that Jo Berry should be invited to contribute a few lines to the SEND Information Report.

ACTION BY: Sarah Brodie

9. CONFIDENTIALITY It was agreed that no matters needed to be recorded in confidential minutes.

10. THANKS The Committee asked for their **thanks** to be conveyed to staff for their part in the progress made by pupils during the year.

11. FUTURE MEETINGS The Committee noted dates scheduled for meetings in the next academic year:

Meeting date:	Reports to Clerk:	Agenda Despatch:
Wednesday 22 November 2017 at 9.30 a.m.	13/11/17	15/11/17
Wednesday 7 March 2018 at 9.30 a.m.	26/2/18	28/2/18
Wednesday 20 June 2018 at 9.30 a.m.	11/6/18	13/6/18

It was noted that the summer term meeting might need to be put back to allow for the proposed later collation and analysis of data.

The meeting ended at 11.38 a.m.

Windham Nursery School Curriculum and Standards Committee Action Sheet		
Minute reference	Action required	By whom and when
5 Staffing and 10 Thanks	Thank staff for support during staff absences and for progress of pupils	Sarah Brodie Immediate
6 Data Summary	Produce one-page data summary for governing body	Sarah Brodie For 28/6/17
7 Governors' Visits	Agree who should visit in Autumn 1. Map out programme of visits linked to new SDP priorities	Non-staff governors Immediate Sarah Brodie Autumn term 2017
8 Policy Review	Invite Jo Berry to contribute to SEND Information Report Submit Accessibility Plan and SEND Information Report to governing body for approval	Sarah Brodie For 28/6/17