

**CARDEN PRIMARY SCHOOL
GOVERNING BODY
MINUTES**

Committee	Curriculum Learning and Achievement
Date/Time:	31 st October 2017 4 pm
Location:	Carden Primary School
Distribution:	Full governing body Website
Quorum:	3 + headteacher. 7 Governors were present so a quorum was maintained.
Present:	Governors (voting) Kevin Cunningham (KC) Chair of Committee Daniel Holmes (DH) Helen Longton-Howorth (HLH) Headteacher Amanda Mortensen (AM) Jeff Nixon (JN) Karen Willbridge (KW) Sophie Wadleigh (SW) Other (non-voting) Janet Johnson (JJ) Clerk
Apologies:	None
Status:	Open Confidential

ACTION PLAN SUMMARY

	OWNER	ACTIONS	Due by
3.1	HLH	Send latest Year planner to all and send AM data from 2016/17	7.11.17
3.4	ALL	Review planner and liaise KC re dates and purpose of visits.	15.11.17
3.4	HLH	Provide grids and Key Theme 2 feedback as an agenda paper for each CLA committee meeting	ongoing
3.4	HLH	Circulate termly up-date on the impact of each of the actions on the single plan.	
	ALL	Review and take forward as appropriate	
3.4	KC/JJ	To note committee dates are to follow pupil progress meetings	Ongoing
3	KC	Oversee and co-ordinate governor visits and reports	

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	DISCUSSION AND DECISION	ACTIONS
1	<p>INTRODUCTION KC opened the meeting. No apologies had been received or were expected as all committee members were present.</p>	
2	<p>DECLARATION of Interest in items on the agenda. Annual declarations of interest had been received by all present and no declarations were made when invited regarding this agenda. All could remain and participate throughout the meeting.</p>	
3	<p>SCHOOL IMPROVEMENT PLAN 3.1 Outcomes for children – results trends and analysis Governors had previously been provided with results from 2016/17 and agreed the resulting action plan but had not been able to compare performance against the national picture. The school had encountered difficulties in setting up Analyse School Performance (ASP), the replacement for RAISEonline, the DfE data system. HLH had gained access that day and was in course of arranging governor access. KC invited HLH to share with governors on the screen, the information included on the ASP system for Carden.</p> <p>3.2 Early Years / Foundation Stage (EYFS) and Key Stage 1 The information loaded was still only 2015/16.</p> <p>3.3 Key Stage 2 2017 results were available; however, these did not include data for the 'disadvantaged' group. Features included, for those with confidential access, the ability to drill down to question basis analysis and individual pupil level. Data can be explored in more depth. The year 6 teachers use the analysis as a planning aid.</p> <p>Progress.</p> <ul style="list-style-type: none"> • The school was clearly above national average (NA) for reading and maths and at NA for writing. The school was well above the floor level and all had a positive progress score. • The numbers of children achieving age related expectations (ARE) in reading writing and maths combined was 1% below NA. This was not significant. In addition, governors recalled 7 out of the 45 pupils had an education and health care plan (EHCP), a significant percentage. • The area to strengthen was pupils achieving the higher standard. • The average scaled score (100 is ARE) was 102.5 for all subjects whereas the NA was 104. For maths this was 102.3 against a NA of 104 <p>Groups As the disadvantaged data was not available the ever6 measure was considered as a proxy. Boys performed better than NA, girls a little worse. Those with special educational needs performed well. Those on roll for both years 5 & 6 showed mobility issues had improved. Those with English as an</p>	HLH

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<p>additional language continued to do well.</p> <p>Groups by prior attainment. Those with prior high attainment continued to have high attainment. Action was needed to improve the numbers achieving the higher standards. Writing was still an issue as was girls' maths last year but this may not be the case across the school. Maths had improved.</p> <p>3.4 Governors agreed the system would be useful and they now checked the targets on the school plan, which were based on the Ofsted areas, and considered how they would be monitored.</p> <p>Key Theme 1. Outcomes Target:</p> <ol style="list-style-type: none"> 1. For at least 65%, (aiming for 85%) of children in Key Stage 1 and Key Stage 2 to attain ARE at end of key stage assessment in reading writing and mathematics. 2. For at least 90% of children in Key Stage 1 and Key Stage 2 to make at least expected progress in reading writing and maths. 3. 85% of children in Year 1 and 90% in Year 2 to pass phonics screening. 4. EYFS 55% of Reception children to achieve a good level of development by the end of the year. <p>Governors noted in EYFS last year all made ARE and a lot made rapid progress but not enough made a good level of development. They also knew phonics results had improved last year.</p> <p>Monitored: Following termly progress meetings HLH to provide a grid showing current levels and a prediction for the end of the year. The committee would meet after the progress meetings. Termly update on the impact of each of the key actions from HLH to be circulated. Governors to cross reference and check. Governor visits and report back.</p> <p>Key Theme 2. Quality of Teaching, Learning and Assessment To maintain 100% of teaching judged good or better with at least 40% with outstanding features. Have you finished a round of observations? Everyone got a good, we saw a couple more than once.</p> <p>Monitored: Feedback from HLH. Termly update on the impact of each of the key actions from HLH to be circulated. Governors to cross reference and check. Governor visits if appropriate and report back.</p> <p>In discussion governors considered sampling book scrutinies, learning walks and inset day sessions would all be informative as would achievement team meetings. AM was attending a learning walk the next day. HLH would send</p>	<p>HLH KC JJ HLH ALL ALL KC</p> <p>HLH ALL KC</p>
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	<p>out the latest year planner. KC would oversee and co-ordinate monitoring.</p> <p>What is the current position re appraisals? HLH had completed everyone's appraisal meetings. The targets were all tied in to appraisals. All now knew their expectations, especially those with upper pay spine responsibilities. Staff members present confirmed this. HLH had produced a document for this which was now being used by the local authority.</p> <p>Next meeting date is 6th March 2018 8.00 am</p>	
4	<p>SKILLS GAP on this committee In discussion it was decided the committee had no skills gap. It was noted it included some educationalists.</p>	
5	<p>MINUTES and MATTERS ARISING The minutes of the previous meeting were agreed to be an accurate record and signed accordingly.</p>	
6	<p>ANY OTHER BUSINESS There being no further business the meeting closed 16.43</p>	

.....signature noted in minutes..... signed Dated