

Coombe Road Primary School

Minutes of the Education and Learning Committee

Meeting Date: 14 November 2017

Meeting Time: 3.30pm-4.35pm

Present: Gillian Burns (GB) (Chair), Vicky Phillips (VW) (Head Teacher), Ray Williams (RW)

Apologies: Kiran Eyre (KE)

Absent: Rowan Milsted (RM)

In attendance: Melanie Arnold (MA) (Clerk)

Quorum: The meeting was quorate (two Governors plus the Head Teacher)

Item	Discussion and decisions	Action
1	Welcome and apologies a) Governors accepted apologies from KE. b) Declarations of interest: there were none.	
2	Election of Committee Chair: Governors nominated and seconded GB as Committee Chair for 2017-18. There were no other nominations and she was unanimously elected.	
3	Minutes of the meeting held on 11 July 2017 and matters arising The minutes of the previous meeting were agreed. Governors noted that the actions had been completed.	
4	Terms of reference 2017-18 Governors noted the terms of reference that had been agreed by the Full Governing Body on 27 September 2017.	
5	Raising Attainment Plan (RAP) a) Items for the Autumn term: Governors reviewed the items highlighted for Autumn, including: <ul style="list-style-type: none">• Able Maths: VP reported that this takes place with Coldean Primary School. Lesson observations had demonstrated that the children were showing good progress.• Able Writers days: There will be one session a term, hosted by Hertford Juniors, where children work with an author or poet. Governors asked for more information about the author leading the session. VP reported that this term's session had been delivered by Matt Whyman, a bestselling children's author. Four pupils from year 6 had attended this term and four will attend next term. Governors	

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	<p>asked if this will be the same four. VP confirmed that they will be four different children.</p> <p>Governors sought confirmation that the more able children were chosen for both types of session and VP confirmed this. They asked if a teaching assistant from Coombe Road attended. VP said they had. Governors asked if any of the ideas from the sessions were fed back to the school so that other children could benefit. VP reported that details were fed back to RM, who considers ways of including them in the curriculum. Governors said they found this work very interesting and asked if there were plans for any other 'able' days. VP said there were not at present. Governors noted that several staff members are away from work at the moment and acknowledged that this may impact on delivery of work with able children.</p> <p>b) PSHE 'must dos'</p> <p>VP presented the subject lead, Jane Allen's (JA), report on PSHE 'must dos'. JA had produced an overview of where these fit into the curriculum. The school is using resources from SEAL (Social and Emotional Aspects of Learning) and from the local authority. Governors asked if JA's report shows areas that have to be covered and who sets the content. They sought assurance that the 'must dos' were not national requirements and VP confirmed this. VP said that although PSHE is not statutory, OFSTED does always look at it. Governors asked if any parents opt out of sex education. VP reported that very few do. She invites parents to discuss the issues with her if they have any concerns. Governors also asked whether any children opted out of religious education. VP said that none had previously, but three had opted out this year. JA has discussed this with the parents concerned.</p> <p>Governors asked about PSHE teaching for years 4 and 5, which are joint classes. VP said that Albion in the Community provides PSHE for these children. This follows the topics set out for year 5, although there is little difference in the topics for each of these years. However, children are separated for topics like sex education.</p> <p>Governors said they found the report very detailed and clear, and thanked JA for her work.</p>	
6	<p>Attainment and progress data, including current in-school data</p> <p>Governors discussed the at-a-glance data presented by VP. Teaching</p>	

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	<p>observations had been carried out, and were all good. The school continues to track where progress is needed. Governors noted that in KS1 sets, progress in Reading, Writing, and Maths is very good but not quite age related yet.</p> <p>Governors discussed whether it was possible to identify if there is any relationship between progress and disadvantage or support given by parents and progress. They acknowledged that the data only represented activity a few weeks into the year, and agreed it would be more helpful to review the data following pupil progress meetings.</p>	
7	<p>Disadvantaged pupils</p> <p>Governors discussed the data on disadvantaged pupils, which showed that in some areas they are behind national average. They asked if it was possible to prepare a report showing this year's data against last year's figures. VP will take this forward for the next meeting.</p>	VP
8	<p>Teaching Schools Alliances</p> <p>Governors discussed the Partnership's links with the Pavilion and Downs Teaching Alliance. Partnership schools have been offered free coaching. Governors asked whether this was useful to Coombe Road as Pavilion and Downs is an alliance of secondary schools. VP reported that the Alliance would like primary schools to get involved, and although the local authority offers coaching, it is at a cost.</p>	
9	<p>Any other business</p> <ul style="list-style-type: none"> • Subject lead presentations for future meetings: Governors agreed the following: <ul style="list-style-type: none"> Spring term – Maths – Martha Reeves Summer term – Art – Kate Folley <p>VP/MA will take this forward.</p> • Governor vacancy: Governors noted that the prospective co-opted Governor had met with VP and the outcome had been positive. RW will follow up with him. Governors thought it would be useful to review Committee membership once a new Governor has been co-opted. 	<p>VP/MA</p> <p>RW</p>

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	The meeting ended at 4.35pm	
	Date of next meeting: Tuesday 6 February 2018 – 3.30pm	

Action List – summary

Agenda item no	Heading and action	Who	Progress
7	Disadvantaged pupils VP to prepare a report for the next meeting showing this year’s data against last year’s figures.	VP	Agenda for 6/2/18
9	Any other business a) Arrange Subject lead presentations: <ul style="list-style-type: none"> • Spring term – Maths – Martha Reeves; • Summer term – Art – Kate Folley b) Governor vacancy: RW to follow up with prospective co-opted Governor.	VP, MA RW	Agenda for 6/2/18 To be arranged Completed

Signed
(Committee Chair)

Date