
Boughton Leigh Junior School

Meeting of the Performance and Standards Committee
held at the school on
Tuesday 1st November 2016 at 6.00pm

Minutes

(non-confidential, as signed)

Governors present:

Jon Baxter (Chair)

Paul Birch

Nicky Brown (also SENCo)

Paula Duynstee (also HT)

David Hicks

Karen Miles

The meeting was quorate throughout (3 governors)

Also present: Roddie Grant (Clerk), Lynne Mehta (Acting DHT)

The meeting began at 6.04pm

Procedural

MP20161101.1: *To approve apologies for absence*

There were no apologies. Absent: Alfred Gand. Tim Dedman has resigned from the committee.

MP20161101.2: *To receive notice of any additional business notified to the Chair*

There was no additional business.

MP20161101.3: *To record any declarations of interest specific to this meeting*

There were no declarations of interest.

MP20161101.4: *To approve and sign the minutes of 10th May 2016*

The committee approved the minutes of 10th May 2016. They were signed by the Chair.

MP20161101.5: *To consider any matters arising from the minutes which are not elsewhere on the agenda*

MP20161101.5a: *School website and rebranding meeting*

These two matters (from MP20160510.5a and 5b) were considered together.

~ Review of the website is part of Alfred Gand's role as governor for computing and social media

- **Govs:** Alfred should look at different channels for communications.
- **HT:** We have been looking at other schools' websites for comparison; ICT co-ordinator Jonathan Gaskell has been trying to keep the site up to date but this is not good use of his time which should be spent developing the pupils' contribution to and use of the website.
- **HT:** The school logo (the crest of the Boughton Leigh family) is very strange.
- **HT:** The school's vision will be discussed with staff tomorrow; later by the School Council; then by the governing body.
- Rebranding and the website will continue to be agenda items.

Action: Clerk

School improvement

MP20161101.6: *To review the SEF*

The SEF dated September 2016 was available with the agenda through GovernorHub. The RAP Working Group meeting on 14th October 2016 had discussed it and recommended some changes.

Chair's initials

- ~ It has been verified by external advisor Trevor Davies; the SLT and then the SLT+ has looked at it
- SLT is HT, acting DHT, assistant HT;
- SLT+ is SLT plus the SENCO and maths and literacy leads;
- SLT++ is SLT+ plus UPS teachers and subject leads, nine people in total.
- The SEF has also been shared with LA advisor Linda Thomas who verified it.
- It is not clear why Trevor Davies put all the grades at 2, which implies 'good'; leadership and management was graded 1 (outstanding) by Ofsted; in future the SEF will show the Ofsted grade and the school's current judgement (though Ofsted headings change so exact transfer is not possible).
- The SEF will continue to be refined.
- ~ The meeting looked at the data section of the SEF; the HT explained scaled scores.
 - HT: The data is retrospective; reading was scored 99.8 so we just missed the national average (100) but we really want to be at the national standard (103).
 - HT: The colours used before the summer were based on 100 as expected, but the national standard is confirmed as 103; the school will measure results against that rather than the national average.
 - Govs: Where does it come from? *The DfE*.
 - Govs: Is this tougher assessment want we want to present to Ofsted?
 - HT: The national standard is aspirational; that's the better message for the school to give.
- ~ HT: Working at greater depth is threaded through RAP; resources based on the new-style tests have been ordered; we have been working on this for half a term; our in-house analysis was spot on.
- ~ There is not enough progress in reading; maths is OK, and writing is good.
 - Govs: We need to look at RAISEonline.
 - HT: I will send it out to all governors via the Clerk; it is recently published and staff have not yet had time to look at it.

Action: HT, Clerk

The committee noted the contents of the SEF and discussed the results in light of the national standard of 103. The SEF will be tabled at the FGB meeting on 28th November 2016 for approval.

[Document MP20161101.6.1: Item_6_SEF_2016.doc; HT]

MP20161101.7: To review the RAPs

RAPs 1, 2, and 3, and notes for RAP 4 were available with the agenda through GovernorHub. The RAPs were discussed by the RAP Working Group on 14th October 2016.

- ~ HT: The RAPs have changed slightly, setting outcomes for pupils; 85% to make ARE across all areas, 30% to get greater depth. 100% teaching to be good or better, with 30% outstanding.
- The DfE requires the RAPs to show what are barriers to learning so we have made them clearer; the section at the top of each RAP relate to the long term, the tables underneath are about short-term outcomes which link back to the long term perspective; this makes them more measurable.
- HT: A core theme is that everyone knows what we are looking for; milestones are being worked on; monitoring has started
- Govs: There is not much boy specific; how to engage boys differently? In some areas Pupil Premium children are out-performing boys; we need to work on the gender gap.
- Staff: The RAPs are cross-referenced, for example showing where each one addresses boys' issues.
- Staff: And the reading issue is one for the whole school; girls could have done even better than they did; we need to change the way we teach and assess reading; within that, there is a huge thread on boys and disadvantaged pupils.
- Govs: Is it simply reading or it is a rich language issue?
- Staff: It is about vocabulary and the way pupils tackle the paper; answers must be precise not woolly when writing; as in maths were pupils must explain why they got to a particular answer; the RAP has teachers not just planning reading lessons but also showing evidence of reading.

Chair's initials

- Govs: The evaluation panels in the RAPs are valuable; the governing body will be involved in the monitoring process.
- The HT will send RAPs as they are now to all governors via the Clerk.

Action: Clerk

The committee noted the contents and format of the RAPs, and discussed whether the gender gap was sufficiently addressed. The RAPs will be tabled at the FGB meeting on 28th November 2016 for approval.

[Document MP20161101.7.1: Item_7_RAP_1_Reading.doc; HT]

[Document MP20161101.7.2: Item_7_RAP_2_Disadvantaged_Pupils.doc; HT]

[Document MP20161101.7.3: Item_7_RAP_3_Tracking_Systems.doc; HT]

[Document MP20161101.7.4: Item_7_Rubric_notes_RAP_4_Leadership.xlsx; HT]

MP20161101.8: *To receive update on assessment without levels*

~ The Clerk asked if assessment without levels should continue as a separate agenda item; the committee agreed to keep it until there had been more experience of the new systems; the next committee meeting will look at RAISEonline under this item.

Action: Clerk

- Information is now available about floor standards and coasting schools; the HT confirmed that the school is in neither category.

[Document MP20161101.8.1: Item_8_AWL.docx; HT]

MP20161101.9: *To receive data on the quality of teaching*

Data about attainment by class for reading, writing and maths, including data for vulnerable groups were available with the agenda through GovernorHub.

~ HT: We used to have grids showing, anonymously, various measures relating to each teacher; this fell out of use but will be revamped to give an overall picture.

- Govs: With targets for teaching of 100% good or better and 30% outstanding the committee needs to see figures.
- HT: Books are the most important aspect – they shows how the children are progressing.
- Govs: The tables show that in some classes boys are performing at least as strongly as girls; are there any lessons to be learnt that might help with boys' performance?
- HT: We will look at that. At the beginning of each year pupils may be moved between classes to ensure classes are well balanced and refreshed; the data is for last year and classes have been rearranged.
- Govs: Do you move pupils in and out of the top set class?
- HT: Occasionally; we will look at the overall system in the future; while it might mitigate some issues other may be exacerbated; parents may have concerns about pupils moving; we will do what we believe enables the children to achieve their best.
- Govs: Last year's Y6 was the first to be setted from Y2; results may cast doubt on the benefits.

The committee asked that data on the quality of teaching continues to be tabled though not necessarily in the format used. The committee suggested that investigating the differences between results for different classes might reveal ways of improving the quality of teaching.

[Document MP20161101.9.1: Item_9_Towards_Quality_of_teaching.docx; HT]

MP20161101.10: *To receive report on pupil progress and attainment*

Pupil progress and attainment data was available with the agenda through GovernorHub.

~ HT: Attainment looks healthy compared to SATs; we are constantly readdressing the targets.

~ Govs: Some of the below-expected progress figures are concerning.

- HT: Progress is relative to starting point and [tracking software] O-Track won't allow very low starting points; we have tried to do it manually but it is time consuming.
- Govs: This means the governing body can't do its job properly; it is not a valid way of showing progress.

Chair's initials

- *HT*: Now we have seen how progress is handled under assessment without levels we can look for way to get accurate data.
 - *Govs*: What other systems are there? O-Track seems not fit for purpose.
 - *HT*: O-Track has been quite a good system; Katy Boaler, schools data lead, is in contact with the providers.
 - *Govs*: By the next Performance and Standards Committee we need a system which reliably shows the progress.
 - *HT*: Progress data is measured at end of year – it can't be meaningfully measured through the year.
 - *Govs*: How is performance management handled?
 - *HT*: It is based on overall contribution to the year groups attainment; the report's format is OK; it's the method of calculation that needs improving.
 - *Govs*: Class teachers will want to show evidence of pupil progress.
 - *HT*: This is in hand.
 - *Govs*: Is this data made public? *No*.
- ~ *HT*: We are targeting pupils in Y6 who are just meeting ARE, and those who can be pushed to exceed ARE.

The committee expressed concern about the apparently inaccurate progress data.

[Document MP20161101.10.1: Item_10_Data_current_yr6.docx; HT]

[Document MP20161101.10.2: Item_10_Summer_2016_Progress.doc; HT]

[Document MP20161101.10.3: Item_10_Summer_2016_attainment.doc; HT]

MP20161101.11: *To receive subject updates*

The subject leads usually attend the RAP Working Group meeting when appropriate, but not Performance and Standards Committee meetings.

MP20161101.11a: *Literacy*

The HT drew attention to a number of points in the report.

[Document MP20161101.11a.1: Item_11_English.docx; HT]

MP20161101.11b: *Maths*

~ The DHT spoke about a big shift in maths; mega maths has been introduced for ten minutes daily; it links to maths mastery from KS1; maths quest has also been introduced.

- *Govs*: Will this continue next year as children come from infant schools?
- *HT*: We need to discuss this with the infant schools' HTs; we are working at maths mastery in our own way.

[Document MP20161101.11b.1: Item_11_Maths.docx; HT]

MP20161101.12: *To receive update on SEN*

The SENCo's report was available with the agenda on GovernorHub.

~ Nicky Brown (governor and SENCo) spoke to her report.

- *Govs*: The FGB discussed using assemblies to engage more with parents.
- *HT*: The coffee mornings for parents were a useful way to engage parents when numbers were small; as the number of parents increased it became difficult to make the events useful; now invitations to parents are given only when a child has made a significant achievement and the smaller numbers have resulted in a better balance again.

The committee noted the contents of the report, and changes being made to improve engagements with parents.

[Document MP20161101.12.1: Item_12_SEN.docx; HT]

MP20161101.13: *To review child protection and safeguarding*

Child protection and safeguarding is reviewed termly by the committee.

~ *HT*: Staff are making more reports of possible issues but this may just mean they are more aware of safeguarding; staff are regularly reminded of the process; there are a lot of reports about neglect and behaviour, and very few about physical or sexual abuse.

Chair's initials

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- *HT*: The regular review of the reports by senior leaders is an opportunity to look at trends and raise questions; this information is used to refine staff training.
 - Safeguarding governor David Hicks will be meeting Lynne Mehta, acting DHT.

The committee noted that robust procedures are in place.

MP20161101.14: To review pupil attendance against targets

The committee review attendance termly

- ~ *HT*: Attendance is currently about 95.5%; the target is 96% or higher.
- *HT*: There is a surprising volume of holiday request forms, most of which are refused.
- *Govs*: Do we expect attendance will improve?
- *Staff*: Below 96% is unusual, but it is likely to drop with illness in winter.
- The HT reported on some issues with the timing of the closing of the registers; advice is being sought and staff are being briefed.
- Attendance will be a principal item at the next Performance and Standards Committee meeting.

The committee noted that there are issues with the recording of attendance, and will discuss it fully at the next meeting.

Governance

MP20161101.15: To receive update on racial incidents

The HT reported that three incidents had been dealt with through the pupils involved and their parents.

MP20161101.16: To receive update on looked after children

The HT briefed the committee on possible LACs in the school; more details are being sought from other agencies about the pupils, but they are doing well anyway.

MP20161101.17: To agree areas for discussion at the next meeting

- ~ Progress data calculation (MP20161101.10)
- Attendance (as a principal item) (MP20161101.14)

MP20161101.18: To confirm dates and times of future meetings

Wednesday 8/2/2017 at 6pm
Monday 15/5/2017 at 6pm

MP20161101.19: To decide whether any items should be excluded from the minutes and papers to be made public

The committee agreed to exclude the document giving figures on progress (Item_10_Summer_2016_Progress.doc) because it is not an accurate reflection, and the document about quality of teaching (Item_9_Towards_Quality_of_teaching.docx) because individual staff members might be identified.

The meeting finished at 8.40pm

Text in blue indicates participation by governors; *text in green* indicates participation by the Head, SBM, or another member of staff.

R J Grant
Clerk to the Governors
3rd November 2016

Glossary:

ARE	Age-Related Expectations	HT	Head Teacher
DHT	Deputy Head Teacher	LAC	Looked-After Children

Chair's initials

RAP Rapid Action Plan
SAT Standard Attainment Tests (or
some variation of this)
SEF Self Evaluation Form

SEN Special Educational Needs
SENCo SEND Co-ordinator
SLT Senior Leadership Team
UPS Upper Pay Scale

Action summary

Action by	Minute number	Action	Date completed
HT	MP20161101.6	Send RAISEonline to the Clerk	
Clerk	MP20161101.6	Forward RAISEonline to the governors	
HT	MP20161101.7	Send the RAPs to the Clerk	
Clerk	MP20161101.7	Forward the RAPs to the governors	
Clerk	MP20161101.8	Include RAISEonline on the next Performance and Standards Committee meeting agenda	

Chair's signature:

Date: