
Boughton Leigh Junior School

Meeting of the Performance and Standards Committee
held at the school on
Monday 15th May 2017 at 6.00pm

Minutes

(non-confidential, as signed)

Governors present:

Jon Baxter (Chair)	Alfred Gand
Paul Birch	Karen Miles
Nicky Brown (also SENCo)	Amanda Windley
Paula Duynstee (also HT)	

The meeting was quorate throughout (three governors)

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

Before the meeting members of the committee looked at the new David Hicks library which is now in use.

The meeting began at 6.06pm

Procedural

MP20170515.1: To approve apologies for absence

All committee members were present.

MP20170515.2: To receive notice of any additional business notified to the Chair

There was no additional business.

MP20170515.3: To record any declarations of interest specific to this meeting

There were no declarations of interest.

MP20170515.4: To approve and sign the minutes of 8th February 2017

The committee approved the minutes of 8th February 2017. They were signed by the Chair.

MP20170515.5: To consider any matters arising from the minutes which are not elsewhere on the agenda

MP20170515.5a: Values and vision

- ~ The mission statement is 'Inspiring the minds of the next generation'.
- ~ The values were sent to governors on 25th April 2017; the final five are supportive, tolerant, aspirational, responsible, successful; these will be displayed throughout the school and on the website.
- **Govs: Will they be explained to the children?**
- **HT: Yes, in assemblies etc.**

School improvement

MP20170515.6: To review the RAP

- ~ **HT: The RAP was not sent to committee members because we are annotating it about meeting the end of spring milestones.**
- ~ RAP 1: Reading is on track for Y3 to Y6.
- The English lead is monitoring and assessing; the acting DHT is working on prior attainment groups.

- *HT*: We want to close the gap between girls and boys to 20 percentage points initially but we are aiming for under 10 percentage points.
 - *Govs*: Accelerate the boys, not slow the girls! 20 percentage points does not seem very aspirational.
 - *HT*: The gap was about 40% last year.
 - *HT*: We are changing the way we are framing the RAP from plans year by year to a three-year progressive plan; there are subject plans with greater depth.
 - The role of the RAP working group will be discussed at the next FGB meeting.
- ~ *HT*: The gap between disadvantaged pupils and other pupils is rapidly closing; there are some success stories.
- *HT*: The books are in line, but there are some pupils with higher level behaviour issues who have trouble accessing the classroom; we are working with them.
- ~ *HT*: RAP 3. The new tracking system was introduced in the spring term; and now shows the information we need.

Action: Clerk

MP20170515.7: *To receive update on assessment without levels*

- ~ This item will remain on the committee's agenda until the SATs results are published to make sure there is an adequate system in place and working.
- The new OTrack system is up and running but it is a work in progress.
 - *Govs*: Is it satisfactory?
 - *Staff*: It gives the information we need; it gave us results as expected; it is much better for tracking SEND pupils.
 - *Govs*: So 'flightpaths' are forecast then tracked every term to check pupils will get to the end-of-year point.
 - *HT*: The Y6 flightpath compared to actual results will be interesting.
 - *Govs*: It is important to look at individuals as well as the overall picture so they don't get lost.

MP20170515.8: *To receive data on the quality of teaching*

- ~ *HT*: The document provided is a summary for governors; we have the underlying details; 'outstanding' is hard to achieve, hence the measure of 'good with elements of outstanding'; the target is 25% to 30% outstanding, with 100% good or better.
- *Govs*: There are clear improvements from the autumn to spring, with 100% good or better; who set the target? How challenging is 30%? Are there national comparators?
 - *HT*: Our books compare well with other schools; we are driving the children; we want them to do well but still enjoy school.
 - *Govs*: That's what good teachers do!

[Document MP20170515.8.1: *Item_8_Over-view of teaching_Grid_2017.docx*; *HT*]

MP20170515.9: *To receive report on pupil progress and attainment*

- ~ The HT spoke about the data grid.
- *Govs*: Are you concerned about Y5?
 - *HT*: Y5 and Y6 have been challenging cohorts; Y5 is a concern, so we are planning staff and resources for September; there are higher level SEND pupils; results have not deteriorated from KS1.
 - *Govs*: If Ofsted inspects in September 2018 what is the likely result?
 - *HT*: It depends on progress; we work to keep pupils at least where they should be while trying to improve; we have gone back to staff with analysis, and they are taking action.
 - *Govs*: Is this a good way of tracking and analysing data?
 - *HT*: We feel we are getting to grips with it.
 - *Govs*: Why is there not more action on the Y5 gap?
 - *HT*: It is about the judgement of the teacher, who has high standards; training is in place; no other action needed.
 - *Govs*: How is evidence collected?
 - *HT*: Looking at books.

[Document MP20170515.n.m: *Item_8_AWL_On_Track_Spring_2017_plus analysis.doc*; *HT*]

MP20170515.10: *To receive subject updates*

- ~ The reports summarise the barriers to learning, the responses, and the results.
- *Govs*: Reports come in different formats every time.

Chair's initials

- *HT*: We will be using a pro-forma.
- *Govs*: At each meeting we need to see progress from the previous time.

MP20170515.10a: *Maths*

The committee noted the report.

[Document MP20170515.10a.1: governor update Maths.docx: HT]

MP20170515.10b: *Literacy (now English)*

- There is some question about the value for money of *Bug Club*.
- *Power of Reading* is an initiative from the consortium; the English lead is being trained; it will be launched next year.
- The HT explained the process and rewards for the 100 hours of reading; governors suggested each class could be set a target as well to increase motivation.

Lynne Mehta left the meeting (7.30pm)

[Document MP20170515.10b.1: GPaS subject file.docx; GPaS lead]

[Document MP20170515.10b.2: Item 10 - English Subject Summary for PAULA + Govs.docx]

MP20170515.10c: *Foundation*

- ~ *HT*: We need to show what we are doing apart from English and maths; governors need to see the bigger picture.
- *Govs*: This is really good information.
- *HT*: We will be putting the reports into bound books as a summary for using with Ofsted; topics and science will be in theme books to show they link across the curriculum.
- *Govs*: Will English be included?
- *HT*: No, maths and English will be in separate books.
- *Govs*: How does GPaS link with English?
- *HT*: There are different lead members of the staff for these but they work together; GPaS was a priority so we needed someone to work on it specifically; English is mainly about reading.

[Document MP20170515.10c.1: Art-Govs update for progression and standards.docx; Staff]

[Document MP20170515.10c.2: EV 2016-17(1).pdf; Staff]

[Document MP20170515.10c.3: Item 10 - English Subject Summary for PAULA + Govs.docx; Staff]

[Document MP20170515.10c.4: MFL(2).pd; Staff]

[Document MP20170515.10c.5: PE.docx; Staff]

[Document MP20170515.10c.6: Science headlines for governors.docx; Staff]

[Document MP20170515.10c.7: Topic Headlines.docx; Staff]

[Document MP20170515.10c.8: governor update Maths.docx; Staff]

[Document MP20170515.10c.9: gov update for progression and standards.docx; F.Hanif-Hussain]

MP20170515.11: *To receive update on SEND*

- ~ Nicky Brown, governor and SENCo, spoke to her report.
- *NB*: There are clear needs in the upper school, however six pupils with EHCPs will leave at the end of the year.
- *Govs*: Are there pupils in Y3 with needs not yet identified?
- *HT*: Perhaps, but it is a settled, quiet year group.
- *NB*: Pupils moving up from KS1 without a paper trail take a lot of time.
- *HT*: There is a high level of SEMH needs; support from agencies takes a long time; we have funded an educational psychologist with other schools.
- *Govs*: Future reports should follow the trail of the 'next steps'.

[Document MP20170515.1.1: SEN summary.docx; SENCo]

MP20170515.12: *To review pupil attendance against targets*

- ~ *HT*: Attendance seems to be settling at about 95.7%.
- *Govs*: What is the target? 96%
- *Govs*: What would Ofsted say?

Chair's initials

- *HT*: We would get outstanding from Ofsted on attendance; the school's follow up procedure is really good practice; however unauthorised holidays continue.
- *Govs*: We are in control, being pro-active.

MP20170515.13: *To review child protection and safeguarding*

- ~ *HT*: Safeguarding 'green forms' are reviewed half termly; increasing numbers may indicate an increase in vigilance, not necessarily an increased in incidents.
- *HT*: We monitor, discuss, follow up; as appropriate, we discuss with staff and refer to agencies.
- *Govs*: Do you feel you are catching as much as humanly possible.
- *HT*: Yes. Our analysis is good and pro-active.
- *Govs*: Are parents involved?
- *Staff*: When appropriate.
- *Govs*: Are there trends?
- *HT*: It is difficult to say; the green forms are very varied.
- *Govs*: They help to build up a picture of a child.
- *HT*: We have a cycle of good practice.

[Document MP20170515.n.m: Item_13_Child Protection and Safeguarding May 2017.docx; HT] (The date in the heading is wrong.)

MP20170515.14: *To follow up the in-house training*

- ~ The governing body development plan will be a major item at the next FGB meeting.
- *HT*: There is a RAG-rated SEF/audit template for governing bodies; this could be worked on at the RAP working group meetings; the HT will send it to committee members via the Clerk.

Action: HT, Clerk

Governance

MP20170515.15: *To receive update on children looked after*

The HT briefed the committee on small number of children looked after in the school.

MP20170515.16: *To receive update on racial incidents*

- ~ There have been seven incidents since the last Performance and Standards Committee meeting.
- *Govs*: That sounds a lot.
- *HT*: Sometimes there has been no racial intent, the pupil(s) do not understanding what they are saying; staff are being educated about responding in a way appropriate to the context.
- *Govs*: Is there a pattern?
- *HT*: We are assessing that.

MP20170515.17: *To consider policies and documents*

MP20170515.17a: *Attendance Policy*

- ~ The policy has been customised for the school.
 - **The committee approved** the policy.
 - *Govs*: Are there prompts about attendance in the school newsletter? *Always*.
- [Document MP20170515.17a.1: Item_17_a_BLJS_Attendance Policy 2017-2020.docx; HT]

Action: Clerk

MP20170515.17b: *More-Able, Gifted and Talented Policy*

- ~ *HT*: The school has to challenge the more-able pupils.
- *Govs*: What stimulus do all pupils need to get the best out of school.
- *HT*: We need to work on getting the balance; 'more-able' is becoming a focus.
- *Govs*: There should be something aspirational in the policy; how are opportunities broadened out beyond the top class pupils?
- *Govs*: Setting was started as a test; is there evidence it has succeeded? The SATs results will be interesting.
- *HT*: The current Y3 was not as easy to get into the system because of the new way of assessing children; we will re-mix the classes at the end of Year 4.
- *Govs*: We need to review in time for September 18; review against our higher aspirations.

Chair's initials

- Govs: Can we look at data this term for change in September 2017?
- HT: The school would not be ready.

~ **The committee approved** the policy.

[Document MP20170515.17b.1: Item_17b_More_Able_Policy Autumn 2017-2020.doc; HT]

MP20170515.17c: SMSC/British Values Policy

~ Govs: This seems to be more a description than a policy.

- HT: It's what we do.
- Govs: It links well to the values.
- HT: A new lead member of staff is looking at this; it could be presented to the governing body in spring 2018.
- **The committee approved** the policy in the interim.

[Document MP20170515.17c.1: Promoting Fundamental British Values Policy_2015-2018.doc; HT]

MP20170515.17d: Teaching and Learning Policy

This policy is still being developed, so was deferred to the next meeting; governors suggested it might need a statement about ambition.

[Document MP20170515.17d.1: Item_17d_BLJS_assessment.docx; HT]

MP20170515.17e: Use of Images Policy

ICT lead Jonathan Gaskell is converting this guidance document into a policy. The committee will review it at the next meeting.

[Document MP20170515.17e.1: images_of_children_guidance_final_12.14_1.pdf; Website]

MP20170515.18: To agree areas for discussion at the next meeting

The next meeting will deal with regular agenda items.

MP20170515.19: To confirm dates and times of future meetings

The dates of meetings in 2017/18 will be agreed at the summer term FGB meeting.

MP20170515.20: To decide whether any items should be excluded from the minutes and papers to be made public

The committee agreed that no items are to be excluded

The meeting finished at 8.25pm

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
21st June 2017

Glossary:

DHT	Deputy Head Teacher	SEMH	Social, Emotional and Mental Health
EHCP	Education Health and Care Plan	SENCo	SEND Co-ordinator
FGB	Full Governing Body	SEND	Special Educational Needs and Disability
HT	Head Teacher		
RAP	Raising Achievement Plan		
SATs	Standard Attainment Tests		

Chair's signature:
Date:

Action summary

Action by	Minute number	Action	Date completed
Clerk	MP20170515.6	Include role of RAP working group on next FGB agenda	Chair's initials

HT	MP20170515.14	Send GB audit template to the Clerk	
Clerk	MP20170515.14	Forward GB audit template to governors	
Clerk	MP20170515.17	Update policy database	