
Boughton Leigh Junior School

Meeting of the Performance and Standards Committee
held at the school on
Wednesday 1st November 2017 at 6.00pm

Minutes

(non-confidential, as signed)

Governors present:

Jon Baxter (Chair)

Paula Duynstee (also HT)

Alfred Gand (arrived late)

Karen Miles

Amanda Windley

The meeting was quorate throughout (three governors)

Also present: Roddie Grant (Clerk)

The meeting began at 6.05pm

Procedural

MP20171101.1: To approve apologies for absence

Governors: Paul Birch, Nicky Brown. Also: Dionne Hunter. **The committee approved** these apologies. Absent: No one.

MP20171101.2: To receive notice of any additional business notified to the Chair

There was no additional business.

MP20171101.3: To record any declarations of interest specific to this meeting

There were no declarations of interest.

MP20171101.4: To approve and sign the minutes of 15th May 2017

The committee approved the minutes of 15th May 2017. They were signed by the Chair.

MP20171101.5: To consider any matters arising from the minutes which are not elsewhere on the agenda

MP20171101.5a: Audit template

This has been overtaken by the governance development working party.

School improvement

MP20171101.6: To review the SEF

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- ~ ASP now replaces RAISEonline
 - The committee discussed governor use of ASP, which no longer has the summary report; FFT may be better; the HT will raise it with other headteachers.
 - **Govs: Is the gender gap being closed by bringing the lower up, not the higher down?**
 - **HT: Yes; the cohort is where you'd expect it to be; the LA's LIO had no issues; there are lots of positives in the data; when looking at progress from KS1 the LA and Ofsted do take in to account that the school is junior; though we still have to show progress; we do baseline assessments in Y3, and the team work on what pupils have forgotten over the summer.**
 - ~ **HT: Attendance is at 96% so edging back up; attendance is at the forefront of pupils' minds.**
 - **Govs: Pupils have engaged with it.**

- The committee discussed the targeting of pupils over absence.
- *HT*: It is embedded and threaded throughout school
- ~ *HT*: There was a dip in GPAS in 2017, but every school was in the same position; it is not a knowledge issue.

Alfred Gand arrived 6.24pm

- ~ HT we plan to buy White Rose resources for maths; it is about reasoning and real understand, not just calculation.
- *Govs*: Might funding come from the PTA?
- *HT*: As this is part of the curriculum it wouldn't be appropriate; the PTA is focusing on development of the quad.
- ~ *Govs*: The Note of Visit is encouraging; it is good to see that an external advisor has recognised the achievement of the Head and SLT.

[Document MP20171101.6.1: SEF; HT]

MP20171101.7: To review the RAPs

- ~ *HT*: The RAPs are constantly being updated; references to 'Part 1' have been taken out; a grid to show data has been added; the data is based on target setting from FFT; the targets are reasonable and achievable; the LA's LIO is happy with them; the SBM is working on costings.
- *Govs*: If these are achieved, will we be broadly in line with the national average?
- *HT*: Yes, definitely in the right direction.
- *Govs*: Has the predictive model been tested before?
- *HT*: It comes from FFT.
- A shortened version has gone to teachers, and will also go to TAs and pupils.
- Staff review the RAPs at the end of term in year groups;.
- *Govs*: They look and feel clear.
- *Govs*: What is the 100% teaching baseline?
- *HT*: There is no leeway on 100% being at least good, we aim for 30% outstanding, usually floating about 20%.
- *Govs*: What is being implemented to move from 20% to 30%?
- *HT*: Triangulation; we have just bought Standards Tracker; teaching is one part of performance management.

[Document MP20171101.7.1: RAP_1_Reading_2017-18.doc; HT]

[Document MP20171101.7.2: RAP_2_Disadvantaged_pupils_2017-18.doc; HT]

[Document MP20171101.7.3: RAP_3_Tracking_Systems_2017-18.doc; HT]

[Document MP20171101.7.4: RAP_4_Maths_2017-18.doc; HT]

MP20171101.8: To receive update on assessment without levels

- ~ OTrack has not been delivering; the DHT has looked at alternatives but opted to work with OTrack to improve it; the new system will clarify where children are with progress; it was been extended by a class tracker to give teachers better understanding of pupils' data.
- *HT*: It is about teacher accountability, year heads have more direct conversations with teachers; it helps with more accurate judgements.
- *Govs*: [Can we have a demonstration at the next Performance and Standards Committee meeting.](#)

Action: Clerk

MP20171101.9: To receive report on pupil progress and attainment

Data is prepared half-termly; the latest is as on the SEF.

MP20171101.10: To receive data on the quality of teaching

HT: 100% of teaching is at least good, with 22% having outstanding elements; three teacher (14%) are securely outstanding; it is about teaching over time.

MP20171101.11: To review pupil attendance against targets

- ~ Attendance is 96%.
- *Govs*: Over what period? Are there detailed 'deep dives' to find out areas needing work.

Chair's initials

- *HT*: Since the start of the academic year; three classes are below 94%; we know where the strengths are.
- *HT*: Slips are given to parents at parents evening to open up discussion about attendance.
- *Govs*: Are data points daily?
- *HT*: Weekly
- *Govs*: Maintaining 96% will be harder as the year goes on; it should have been higher than that for the first six weeks.
- *HT*: It fluctuates. We drill down to vulnerable groups or individual children; this year is better than last year; records are kept to show what school has done; they are RAG-ed so can see where we have made a difference.
- *Govs*: What interventions are there?
- *HT*: We go to houses if necessary; parent meetings, letters, offer additional support such as Positive Parenting Programme.

MP20171101.12: *To receive subject updates*

MP20171101.12a: *English*

- ~ The HT read a report by the English lead, which will be emailed to governors via the Clerk.

Action: HT, Clerk

MP20171101.12b: *Maths*

- ~ The HT read a report by the maths lead, which will be emailed to governors via the Clerk.
- Curriculum governor Karen Miles will meet with subject leads; the HT will send email addresses to Karen.

Action: HT, Clerk

Action: HT

MP20171101.13: *To receive update on SEND*

- ~ The HT read a report by the SENCo, which will be emailed to governors via the Clerk.
- To improve the impact of interventions, TAs are now being used across whole year groups rather than specific classes.
- OTrack continues to be problematic but has improved.
- The EAL and SEN teams work together.

Action: HT, Clerk

MP20171101.14: *To review child protection and safeguarding*

- ~ The committee discussed the issue of aggressive/abusive parents.
- Safeguarding is embedded every day.
- Yellow forms have been introduced to record concerns about the conduct of adults/volunteers; additional members of staff have been trained as DSLs.

Governance

MP20171101.15: *To consider policies and documents*

MP20171101.15a: *Use of Images Guidance*

- ~ The guidance is reviewed by the Performance and Standards Committee every three years.
- The last committee meeting noted that this document was not a policy as such; however this is the guidance the school uses and is embedded in procedures.
- **The committee adopted the guidance.**

[Document MP20171101.15a.1: *Images of Children Guidance_Warks.pdf*; HT]

Action: Clerk

MP20171101.15b: *Teaching and Learning Policy*

- ~ The policy is reviewed by the Performance and Standards Committee every two years.
- The policy has been 'refreshed', and was **approved by the committee.**

[Document MP20171101.15b.1: *Teaching_and_learning_2017-2020.docx*; HT]

Chair's initials

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MP20171101.16: *To receive update on looked after children*

The HT gave the committee a brief summary.

MP20171101.17: *To receive update on racial incidents*

The HT referred to one incident.

MP20171101.18: *To agree areas for discussion at the next meeting*

- ~ Quality of teaching and AWL data.
- Demonstration of OTrack.

MP20171101.19: *To confirm dates and times of future meetings*

Wednesday 7/2/2018 at 6pm

Monday 14/5/2018 at 6pm

MP20171101.20: *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 7.43pm

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
7th December 2017

Glossary:

AWL	Assessment without level	RAP	Raising Achievement Plan
DHT	Deputy Head Teacher	SEF	Self Evaluation Form
DSL	Designated Safeguarding Lead	SEN	Special Educational Needs
EAL	English as an Additional Language	SENCo	SEND Co-ordinator
FFT	Fischer Family Trust	SEND	Special Educational Needs and Disability
HT	Head Teacher	SLT	Senior Leadership Team
LIO	Learning Improvement Officer	TA	Teaching Assistant
PTA	Parent-Teacher Association		

Action summary

Action by	Minute number	Action	Date completed
Clerk	MP20171101.8	Include demonstration of OTrack on next Performance and Standards Committee agenda	
HT	MP20171101.12	Send English report to the Clerk	
Clerk	MP20171101.12	Forward English report to governors	
HT	MP20171101.12	Send maths report to the Clerk	
Clerk	MP20171101.12	Forward maths report to governors	
HT	MP20171101.12	Send subject lead emails addresses to Karen Miles	
HT	MP20171101.13	Send SEND report to the Clerk	
Clerk	MP20171101.13	Forward SEND report to governors	
Clerk	MP20171101.15	Update policy database	

Chair's signature: