
Boughton Leigh Junior School

Meeting of the Performance and Standards Committee
held at the school on
Wednesday 7th February 2018 at 6.00pm

Minutes

(non-confidential, as signed)

Governors present:

Jon Baxter (Chair)

Paul Birch

Nicky Brown (also SENCo)

Paula Duynstee (also HT)

Alfred Gand

Karen Miles

The meeting was quorate throughout (three governors)

Also present: Roddie Grant (Clerk), Steph Cowley (governor, observing)

The meeting began at 6.16pm (because of a working party meeting immediately prior)

Procedural

MP20180207.1: To approve apologies for absence

Amanda Windley. **The committee approved** these apologies. Absent: No one.

MP20180207.2: To receive notice of any additional business notified to the Chair

MP20180207.2a: Appointment of an H&S governor

- ~ The HT raised the importance of having a governor who can cover H&S; while the school can be flexible on timing, it does need to be someone who can visit during the school day; the role is not onerous.
- The committee discussed options, and the Chair of the GB will approach Ian Davis.
- The Clerk will email a copy of a role description to the Chair.

Action: Chair of GB

Action: Clerk

MP20180207.3: To record any declarations of interest specific to this meeting

There were no declarations of interest.

MP20180207.4: To approve and sign the minutes of 1st November 2017

The committee approved the minutes of 1st November 2017. They were signed by the Chair.

MP20180207.5: To consider any matters arising from the minutes which are not elsewhere on the agenda

There were no matters arising.

School improvement

MP20180207.6: To review ASP data

- ~ The HT explained about widespread difficulties with logging in to the DfE Secure Access site to access ASP, the replacement for RAISEonline; the data in the SEF was taken from ASP; hopefully governors can look at ASP after the Challenge meeting on 16th February 2018.
- The Clerk advised that at least some governors should be given access to ASP so they can be familiar with its analysis.
- The HT will send IDSR (the Ofsted dashboard) to governors via the Clerk.

Action: Head of School

Chair's initials

- ~ The January 2018 SEF had been available with the agenda on GovernorHub.
- ~ *HT*: Through the consortium we had training on looking at Ofsted's key areas; grades have been added to the SEF, and strengths and areas for development also filled in.
- *Govs*: It is important to recognise strengths but we need to be clear on the areas for development.
- ~ *HT*: All teaching is consistently good, but there is still a disadvantage gap; work is in progress but not there yet.
- *HT*: Quality of teaching is good but where there are any doubts we dig deeper and agree a plan with the teacher; it's about getting securely good.
- *Govs*: Does it vary across subject?
- *HT*: No. A few teachers over plan, some panic when being observed and over talk or don't adapt a lesson as they would.
- *Govs*: 'Good' quality of teaching is not converting into results; this underpins everything; if the books look good and assessment shows progress but SATs don't reflect that you have to look back at the process.
- *HT*: We believe current data is much more accurate; there shouldn't be surprises
- *Govs*: Neither should we end up with results much better than expected.
- *Govs*: Quality of teaching is about the whole school, not just Y6.
- *HT*: SATs are about the performance on the day; judgements are done differently in Y6, but we have accurate data for all years; we test pupils formally, informally, and with baseline testing to inform what is taught; Y6 is more weighted to SATs practice.
- ~ A sentence of explanation has been added for each of the RAPs under 'Priorities for whole school development'.
- ~ *HT*: The data is from the autumn; the most recent data is brought into the SEF each time; we have noticed the way data has changed as cohorts who never had levels come through the years.
- *Govs*: Will Ofsted look directly at the quality of lessons, or at the accuracy of the SLT assessment?
- *HT*: Both.
- *Govs*: Teachers are likely to be nervous when Ofsted is in the room.
- *HT*: We are clear and supporting on what a teacher needs to improve.

[Document MP20180207.7.1: Item_7_SEF January_2018_24.1.18.doc; HT]

- ~ The RAP review had been available with the agenda on GovernorHub.
- *HT*: The review is intended to help governors focus on key issues, rather than look at the full RAPs every time; it includes evaluation (in bold) of what need further work, and next steps (in red) to show what we need to do.
- The committee discussed at length the contents of the review and pressed the HT for more analysis of issues and the actions taken in response; the committee felt that too much was just statements.
- Discussion focused on 'closing the gap'; even the full RAPs don't include analysis of the gap; fine-tuning is needed.
- The HT spoke about the detail and identification of barriers in the full RAP and urged governors to use monitoring visits to see the school's embedded systems and practice; the review was meant as a digestible summary rather than reviewing the whole RAPs superficially; she was guiding the committee to the line of inquiry Ofsted would follow.

[Document MP20180207.8.1: Item_8_RAP_Review.docx; HT]

- ~ Nicky Brown demonstrated aspects of OTrack, and the HT explained the process of assessment across the academic year.
- *HT*: We spend time gathering information to show where children are; we track the children on their individual levels; teachers can be directed to focus on pupils' particular needs; we have just introduced a class tracker enabling teachers to see gaps in learning of individual pupils.

Chair's initials

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- At the beginning of each year the school uses tests from the end of the previous year to see what learning needs to be secured.
 - ~ The committee agreed that assessment without levels can now be dropped as a specific agenda item; data comes to the governing body under other items.

Action: Clerk

MP20180207.10: *To receive subject updates*

- ~ Reports had been available with the agenda on GovernorHub.
- ~ HT: We are working towards a format Ofsted will expect: Action, Impact, Evidence.
- Govs: These reports have the additional benefit of bringing the new leadership structure in to GB meetings.

[Document MP20180207.10.1: Item_10_Subject_Updates.docx; HT]

MP20180207.11: *To receive update on SEND*

- ~ A report had been available with the agenda on GovernorHub.
- ~ Nicky Brown presented her report.
- HT: SEND attendance was a line of inquiry last year; we did significant work on it.

[Document MP20180207.11.1: Item_11_SENCo_report.docx; SENCo]

MP20180207.12: *To receive report on pupil progress and attainment*

- ~ Data reports had been available with the agenda on GovernorHub.
- ~ Nicky Brown described the format of the data
- HT: We plot the gender and disadvantage gap; we are aiming for a gap of less than 20%.
- HT: Class data can be drilled down to individual pupils.
- HT: The nature of EAL pupils is changing; in the past it tended to be pupils with English as second language but now tends to be children with no English; however progress tends to be good.
- HT: We are preparing year group profiles to so we know movement and turnover within school.

[Document MP20180207.n.m: Item_12_AWL_On_Track_To_Autumn_2018.doc; HT]

MP20180207.13: *To confirm the curriculum offer*

- ~ The curriculum offer had been available with the agenda on GovernorHub.
- ~ HT: Every school has to publish a curriculum offer; it was finalised by staff during the January INSET day; it follows the Prospect Improve pro forma; it is on the website; each year group has prepared their own.
- Govs: It shows just how much we offer.

[Document MP20180207.13.1: Item_13_Curriculum Offer.pdf; HT]

MP20180207.14: *To review pupil attendance against targets*

- ~ HT: Attendance is consistently at 96%; persistent absence is at 12% but we are successful in moving it down, with a target of getting below 10%.
- HT: Advice has been taken from ACE on some cases.
- HT: LA advice is to focus on disadvantaged pupils; perhaps a governor monitoring visit could look at this..
- Govs: Overall it is an improving picture which is good, particularly over winter.

[Document MP20180207.14.1: Item_14_Attendance.docx; HT]

MP20180207.15: *To review child protection and safeguarding*

- ~ The HT spoke about the statistics in her summary, and outlined some of the safeguarding systems used in school.
- Govs: Are the pupils under the 'Concerns' log all individual children?
- HT: No, it is the number of green forms submitted.

[Document MP20180207.15.1: Item_15_CP_Safeguarding.docx; HT]

Chair's initials

Governance

MP20180207.16: *To receive update on looked after children*

This was covered under the SENCo report (minute MP20180207.11)

MP20180207.17: *To receive update on racial incidents*

The HT reported there had been four separate incidents since September; there is not always racial intent; staff respond appropriately.

MP20180207.18: *To consider policies and documents*

MP20180207.18a: *Complaints Policy and Toolkit*

- ~ This is reviewed by the Performance and Standards Committee every three years.
- ~ Recent events have shown the current policy is not always adequate; the Clerk and HT have sourced model policies from The Key and the NAHT; the FGB will be asked to set up a working party to amalgamate these policies and the current policy.

[Document MP20180207.18.1: Model Complaints Policy customised.doc;]

MP20180207.18b: *Assessment Policy*

- ~ **Staff:** The policy has been updated and amended to be more succinct and reflect actual practice; Ofsted will ask how we assess, and the more we can show the same practice across school, the better.
- **Govs:** Has it been approved by staff? **Yes.**
- **Govs:** Can an abridged version be prepared for parents so they understand assessment when they look at children's books. *That's a good idea.*
- **The committee approved** the policy.

[Document MP20180207.18b.1: Item_18_Assessment_Policy_2018-2020.docx; HT]

[Document MP20180207.18b.2: Appendix 1.docx; HT]

[Document MP20180207.18b.3: Appendix 2.docx; HT]

[Document MP20180207.18b.4: Appendix 3.docx; HT]

[Document MP20180207.18b.5: Appendix 4.doc; HT]

MP20180207.19: *To agree areas for discussion at the next meeting*

It will be a standard agenda, including the Complaints Policy.

MP20180207.20: *To confirm dates and times of future meetings*

Monday 14/5/2018 at 6pm

MP20180207.21: *To update the governing body SEF*

The HT and the Chair of the GB will propose ways to get the updating process started.

MP20180207.22: *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 8.37pm

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
8th February 2018

Action: Clerk

Action: Clerk

Action: Head, Clerk

Chair's initials

Glossary:

ACE	Attendance Compliance and Enforcement	IDSR	Inspection data summary report
ASP	Analyse school performance	NAHT	National Association of Head Teachers
DfE	Department for Education	RAP	Raising Achievement Plan
EAL	English as an Additional Language	SEF	Self Evaluation Form
FGB	Full Governing Body	SENCo	SEND Co-ordinator
GB	Governing Body	SEND	Special Educational Needs and Disability
HT	Head Teacher		

Action summary

Action by	Minute number	Action	Date completed
PB	MP20180207.2a	Approach Ian Davis about H&S role	
Clerk	MP20180207.2a	Send H&S role descriptor to the Chair	
Head	MP20180207.6	Send ISDR to the Clerk	
Clerk	MP20180207.6	Forward ISDR to governors	
Clerk	MP20180207.9	Omit assessment without levels from future agendas	
Clerk	MP20180207.18	Update policy database	
Clerk	MP20180207.18a	Include Complaints Policy working party on FGB agenda	
PB, HT	MP20180207.21	Propose way of getting the GB SEF started.	

Chair's signature:

Date: