

Redlands Primary School

Curriculum, Pupils and Community Committee meeting on 5th May 2018 at 18:30

Minutes

Present

Sarah Bamford - Chair
Sarah Bergson
Maurice Dixon - Observer
Jane Ibbotson
Azra Raja – Vice Chair
Deborah Robinson – Clerk
Stuart Singleton-White – arrived late
Linda Watsham

Welcome

1. Apologies

1.1. Apologies were received from Kelly Britton

2. Declaration of interests

2.1. None were declared.

3. Minutes of the meeting 31st January 2018 (distributed to committee members)

3.1. Proposed by Azra, seconded by Sarah Ba, agreed by the Governors and signed by the Chair.

4. Matters arising from the minutes

4.1. **ACTION 310118/01:** Sarah Be to provide a progress report. Sarah Be has provided a progress report.

ACTION: CLOSED

4.2. **ACTION 310118/02:** Sarah Be to ask Shelley to provide feedback to the governors after the meeting with KS1 parents. The feedback from meeting was very positive. **ACTION: CLOSED**

5. Policies reviewed by Headteacher:

5.1. **Parents in Redlands (website)**

5.2. **Transition**

The above were approved by the Governors.

6. Data – whole school Term4 progress and on-track update (distributed to committee members)

6.1. Sarah Ba asked why the percentages of children on track to meet Age Related Expectation (ARE) were different (some higher, some lower) than at previous points in the year. Sarah Be said that the number of children assessed as being on track to meet ARE does change throughout the year. Teaching staff track this daily to determine if children are progressing well or if they required support. A steady increase would not necessarily be seen. External factors can also influence a child's progression. It was noted that these data updates are primarily useful for teachers to identify where teaching should be focused (Assessment for Learning).

6.2. Sarah Ba asked Sarah Be to explain the year 3 data as an example of the above. Sarah Be replied that the children who were assessed as being on track to ARE last term may have slowed down, so that 70% were considered on track to meet expectations in Term 2, whereas now that figure has dropped to 57%. Stuart remarked that a drop of 13% seemed a lot. Sarah Be said that in reality this represented 4 children. In the cohort some children struggle with learning or have behavioural issues. The data only looks at numbers and does not take into account the children. The teachers are aware of the children's needs. Stuart said that it would be useful for the governors to see what actions were being done to address these numbers. Sarah Be responded that the data summary presented to the governors shows actions for each class. This was recognised by governors as being a particularly helpful addition.

6.3. Sarah Ba asked about the biggest areas of concern in terms of progress and attainment. Sarah Be said this was writing and that it was a school issue. There is an on going process to improve children's writing and several different strategies were being explored. It is a major focus in the school development plan.

- 6.4. Maths is also a concern in one of the year 5 classes (CK). Cathy and Azra do a maths group in year 5CK. There have been staff changes in this class. Rachel McCabe teaches the class on Thursday and Azra teaches them on Friday. For maths the classes are merged and they are split according to ability. Cathy focusses support for SEN, Azra has EAL and Shelley is tracking the White British. Azra looks to see who is not doing well and puts together an action plan. This is done for the whole school.
- 6.5. Sarah Ba asked if there were any children not doing SATS. Sarah Be said that there were 2 children who would not be sitting SATS, however, they were still included in the schools data. The SATS results are available the day before the FGB in July so the governors may not get the full data.

7. Curriculum update

- 7.1. Sarah Be said that year 6 had been focusing on preparation for SATs.
- 7.2. Science, Technology, Engineering, Maths and Arts (STEAM) has had representatives in to encouraged girls to think of these areas as potential careers and to breakdown any stereotypical thinking around STEAM being for males.
- 7.3. University of Redlands starts next term.
- 7.4. The Jelly Arts Awards for years 1, 3 and 4. There are workshops for the rest of the school.
- 7.5. Outdoor learning has now finished.
- 7.6. Reception year now do P.E. at St Joseph's School.
- 7.7. Circus Workshop is a free workshop on Wednesday and takes place all day.
- 7.8. Musical extravaganza end of term 5
- 7.9. E-safety week is this week.

8. SEND - update

- 8.1. Sarah Ba stated that she was overdue to see Cathy
- 8.2. Sarah Ba said that she was aware that there had been some difficulties with the school and families communicating with each other and will be discussing this with Cathy.
- 8.3. Azra said that Cathy had organised training about the impact of trauma and attachment in particular secure attachment verses non-secure attachment. This is very welcome and will have application for many children, not just those who are looked after or adopted. Sarah Be said that mental health is becoming a much bigger issue in primary schools.

9. Attendance – Term 4 sent out

- 9.1. Attendance of Free School Meal Pupils is being tracked closely by Azra. The Free School Meal Pupil attendance has improved. Some new children to the school have poor attendance. These children also had a poor attendance record at their previous school. This is being carefully monitored and an attendance review panel has been set up for one particular family.
- 9.2. Sarah Ba asked there were any children in school experiencing difficulties with school refusal. Sarah Be said that there has been an instance of this in year5 although this fluctuates. There are times when teachers do go to the child's home to encourage them to go to school.
- 9.3. Stuart asked if the 2 absences by Pakistani children were related as one was in year 1 and the other in year 3. Sarah Be replied that these were 2 separate cases and were unrelated. Penalty notices can only be issued on the 8th day of continuous absence and the parents are aware of this.

10. Safeguarding - update including annual safeguarding audit

Sarah Be said the following

- 10.1. The Safeguarding audit that she carried out was a huge piece of work. This was acknowledged and the Governors thanked Sarah Be for her efforts.
- 10.2. There were only 3 area which were amber. There were no red areas. The amber issues have either been addressed or being progressed. All have to be completed by the end of the school year. The audit is done annually.
- 10.3. Linda, Safeguarding Governor, has read through the document.
- 10.4. It is sent to the local children safeguarding office.
- 10.5. Nobody in school has been able to attend train the trainer for Safeguarding training as RBC have not provided this course for sometime. Currently Sarah Be does training in school but staff will have to attend RBC training in the future unless any members of staff can receive the relevant training.
- 10.6. The NSPCC are coming to Redlands on 24th May 2018 to present Speak Out Stay Safe programme assemblies for KS1 and KS2 and workshops with Y5 and Y6.

- 10.7. Stuart asked if there were any Child in Need families in the school and if they had been assigned a Social Worker. Sarah Be replied that there were 3 families in the schools and meetings were held with them at least every 6 weeks. All had a Social Workers assigned to them but these social workers tend to change on a regular basis.

11. GDPR

Sarah Be informed the meeting of the following:

- 11.1. Omnigov Data Protection for schools in Reading are offering a service to show GDPR compliance where and improvements need to be made. They conduct an analysis to establish where the gaps are and show areas which are compliant/non-compliant with the new regulations. This will cost the school £650.
- 11.2. The school needs a designated Data Protection Officer (DPO) who is independent and does not handle data and who has knowledge and expertise in data protection. For this reason the school will have to employ someone from outside the school.
- 11.3. For the first year the school is minded to pay a local company recommended by Reading Borough Council (RBC) for their Gold Service which will cost £7950. This is a discounted price for Reading schools. The normal cost is £10000. The school is considering using Omnigov who offer 3 levels of provision to schools for the first year of GDPR based on the outcome of the gap analysis.
- 11.4. Stuart said that the school needs to have a plan in place by 25th May 2018. The school does not need to be compliant by that date but to show what steps are being taken towards compliance. The plan needs to include training for all staff and governors.
- 11.5. Jane asked if there were any other organisations offering the same service. Sarah Be said that there are a large number of companies offering advice about GDPR but Omnigov were the cheapest and were very knowledgeable. Both Michelle and Val attended their meeting at St Michael's and said that they did not feel forced to use this company. It is being recommended by RBC because the person who set up the company was previously employed by them.
- 11.6. The presentation that Val and Michelle saw is being sent to Sarah Be. Stuart said that he would send her a presentation from another company for comparison.

ACTION 020518/01: Stuart to send Sarah Be a presentation from another company offering GDPR compliance.

- 11.7. Department for Education has sent out a data protection tool on 30th April 2018.
- 11.8. Sarah Be is writing a new Privacy Notice, Record Management Policy and Privacy Data Protection Policy for the school website.
- 11.9. All software packages (such as SIMs Target Tracker etc) need to be checked to ensure they are GDPR compliant.
- 11.10. Paper files need to be locked away. Retention periods and classification need to be checked. Schools could be fined for a breach of data protection and the money would come out of the school's budget. Stuart said that the greatest risk came from human error.
- 11.11. An annual audit has to be completed.
- 11.12. Stuart said that the school needs to have an exit policy for staff and governors.
- 11.13. Stuart asked Sarah to give an update on GDPR at the FGB on Wednesday 16th May.

ACTION 020518/02: Sarah Be to update governors GDPR at FGB on Wednesday 16th May 2018.

- 11.14. Sarah Be asked the clerk to put this as an agenda item for the FGB on Wednesday 16th May 2018.

ACTION 020518/03: Clerk to put GDPR update as an agenda item for the FGB meeting on Wednesday 16th May 2018.

12. Community - update

- 12.1. Sarah Be said that Matt Rodda visited Redlands.
- 12.2. A grandad of a year 3 pupil did an art lesson and a group of parents offered a lantern-making workshop to the same class. Both were much enjoyed by the children.
- 12.3. Years 3 and 4 went to the library. The South Street Arts Centre are displaying the drawings for the days that the festival was on.

13. Clerking matters

None

14. Any other business

- 14.1. Stuart said that he was interested in the Chair training offered by NGA and asked Sarah Ba if she was also interested. Sarah Ba said that she was interested in the training course. Stuart said that he would speak to Val about funding for the course.

ACTION 020518/04: Stuart to ask Val about funding for training Governor Chairs.

Summary of Actions

Action Number	Action	Action on	Action Status
310118/01	To provide progress report	Sarah Be	Closed
310118/02	To ask Shelley to provide feedback to the governors after the meeting with KS1 parents.	Sarah Be	Closed
020518/01	To send Sarah Be a presentation from a company offering GDPR compliance	Stuart	New
020518/02	To update governors GDPR at FGB on Wednesday 16 th May 2018.	Sarah Be	New
020518/03	To put GDPR update as an agenda item for the FGB meeting on Wednesday 16 th May 2018.	Clerk	New Clerk Note: Closed on 15/5/18
020518/04	To ask Val about funding for training Governor Chairs	Stuart	New

Hand-outs: Term 4 Data Analysis Summary 2018
Governors 2017-18 Attendance data termly and annual over 8 years
How Will GDPR Affect Your School?
Redlands Child Protection and Safeguarding Audit Feb 2018

The meeting closed at 19:45