

Minutes of Willoughby Primary School

Pupils & Strategic Development Committee

held on Wednesday 12th January 2022 at 5.00pm (via Teams)

Present: Stephen Marshall (Chair of P&SD), Adrian Bath, Celia Dyson, Gretta Edley, Rebecca Kealy, Caroline Marlow, Beatrice Smith & Sander Tiel (Chair),

In attendance: Kate Lambton (minutes)

1. **Apologies**

There were no apologies. The meeting was quorate. ST said that RK was welcome to joining both meetings as this was her first committee meeting.

2. **Declaration of Interest/Signing of Register of Business Interests**

Governors were reminded of the need to declare any interests in the items for discussion – there were none. Governors were reminded that the Register of Business Interests can now be signed on GovernorHub. All Governors to sign.

All Gvs

3. **Minutes of the Previous Meeting, held on Wednesday 15th September 2021 (emailed document)**

The minutes of the Pupils and Strategic Development Committee meeting, held on Wednesday 15th September 2021 were agreed as a true record by all Governors.

The minutes are to be put on the school website after formal approval. In future the minutes will be emailed to all Governors asking for email approval so they can be added to the school website without having to wait until the next committee meeting.

KL

4. **Actions & Matters Arising (not dealt with by following agenda items)**

There were none.

5. **Ofsted Review**

Confirmation of result, extra submissions and feedback (BS)

BS said that the Ofsted result was good across all categories, she thought this was a very good result and as expected. This information cannot yet be shared outside of the meeting, until the official result is received from Ofsted.

Disruption because of Covid was not taken into account by Ofsted. Ofsted focus was on curriculum design, EYFS and KS1. School is in transition because of the new EYFS curriculum and framework. School focus needs to be on the phonics curriculum going forward.

Governor question: When will school be re-assessed?

BS said it would be in 4 years. Next time it would be a short assessment.

Governor question: Has the safeguarding issue mentioned by Ofsted been addressed?

BS said yes, it was an issue with third party contactors such as Rattle and Roll, Rockley Music where evidence of relevant checks needed to be confirmed.

Communication plan to parents

It was agreed that BS would send the final report to Governors first then put it on the school website and let parents know.

BS

Book a review session for the feedback

This will be done when the report has been received. Also feedback to be put into Vision 2022.

Create an action plan for the improvements

A sub group will look at the feedback, Vision 2022 and how to move forward.

6. Safeguarding Children in Education (CM/BS)

The safeguarding audit was done in September 2021 by BS and CM.

Staff complete all the relevant safeguarding training and safeguarding is at the top of every staff meeting agenda. Alice Smith is to complete her level 3 training in two weeks time. Vicki Ridgway and BS will completed NSPCC online safety training, there is also a course to do with the children about online safety. Staff need to be up to date with issues relevant to our children.

Governor question: Are Year 6 leavers prepared for transition to secondary school?

BS said yes, Year 6 children have transition days in their new schools and tutors come into school to talk to the children. There is also the DARE programme that takes place in school in the Summer term.

Governor question: What records are kept in school about accidents/incidents and how are they reported to parents?

BS advised that not all minor accidents/incidents that happen are reported to parents, they are dealt with in school. There have been no major issues in school.

7. Progress on School Self-Evaluation and Improvement Plan 2020/21 (BS)

SEF – see Spring 2022 HT Report item 9 (page 6) and Appendix 9.03 (page 24). The section included this term is EYFS. BS to update grades to good following the recent Ofsted visit.

BS

SIP - plan for the year to include the new EYFS framework, new EYFS baseline assessment and EYFS planning.

Governor Question: Will first year of new EYFS framework be reviewed and possible changes looked at?

BS said yes and that she is very happy with the way things are going with EYFS.

Phase 2 playground – SM and BS still to meet up and discuss. As there is £10,000 in the current budget to cover the cost it was decided that it is still OK to go ahead with phase 2 which involves moving the bin area. There is no other major spending coming up. FOWS are to use Co-Op funding for EYFS.

Vision 2022

This is reviewed every 4 years, with the focus on the first 2 years. It is now at end of the 4 years. It was suggested that a working group be set up to include staff and parents for brainstorming. This should take place in the Summer term and be included on the SIP. It was decided that a simple version works well and this time there is the current Vision to work from. It was decided to start at Governor level first, to produce an outline, before getting parents involved. This is to be started before Easter.

Governors were asked if anyone would like to volunteer to lead Vision 2022, AB said he would like to. BS said AB's experience from last time would be beneficial. Preparations to start in March with a face to face meeting in April.

AB

8. **Pupil Performance Data and Assessment (BS)**

See Spring 2022 HT Report, Appendix 1.8, pages 8 and 9, this shows 2 years of information.

Autumn maths for Years 2 to 5 were NFER tests and Year 6 were old SATS papers. Year 1 is a percentage test score, not NFER. Every line in the tables represents one child. It was noted that for Year 2 and Year 1 it was not a normal school year. NFER scores are an average of all children in country. Year 6 took the 2018 SATS paper and they all passed. BS said she was pleased with results especially with all of the disruption due to Covid.

The marks out of 3 are Willoughby 10 Step teacher assessments, they will be out of 10 by the end of the year.

BS is aware that parents find the Willoughby 10 Step difficult to understand but that this was an inherited system which she will keep for now, it might change at a later date.

Progress is compared to the previous year, but it is difficult to compare. There are more differences in maths as children have lost some factual knowledge. This could be due to disruption or areas missed or not understood with on line working away from the classroom. BS said that on the whole she was pleased with results and that with test preparation children will progress. Children highlighted in yellow are identified as requiring TA support or catch-up tutoring.

There is a strong Year 6 at the moment, so SATS results should be good this year but results will probably not be published.

Governor question: Are published tests just for Year 6 or for KS1 too?

KS1 tests are internally marked only, so will not be published. SATS take place the first full week in May. There is not an overload on preparation for tests, there is a 6 week programme of preparation with time to practice and past papers.

Governor question: Were the Year 2 phonics results good?

Yes all children passed, they have all done well.

Attendance and punctuality – attendance for Summer term is fine but the Autumn term attendance will be affected by the Covid outbreak.

Catch up premium spend – we have no pupil premium children in school at the moment.

Do we have a target? - Teachers set targets for each child for the year which are reviewed after testing in the Summer term. This forms part of the HT's performance management.

9. **Link Governor monitoring Visits (AB/BS)**

AB to update the calendar and list of responsibilities and email to all Governors. There are some changes as RK has now joined, there is a vacancy in science and some of last term's visits were missed because of the Covid outbreak in school. As there have been some more Covid cases in school it was decided that it is unwise to plan any school visits at the moment, these would be deferred until later in the Spring term. The focus is to be on the maths and English visits with the other subjects scheduled for once a year.

AB

The Governor Training Package for the year is £383.00. It was decided that because there are some new Governors it is worth purchasing the training package. CD still needs to do her induction training as they were all fully booked when she tried to book last time.

10. Policy Reviews, Prospectus and Website

Charging for School Activities Policy – this has been customised to suit school and been updated by BS.

Health & Safety Procedures – adopted from NCC, no changes required.

Health & Safety Policy - adopted from NCC, no changes required.

Admissions Policy – adopt from NCC, no changes required.

Complaints Policy – AB has checked, looks fit for purpose, has complaints procedures.

Appraisal Policy – AB recommends approval.

All policies to be taken to the next Full Governors Meeting for approval.

**FGB
Meeting**

Governor question: What is compulsory school age?

BS said it is 5 years old, but children start in the school year they turn 5. If a child has a birthday that is late in the school year then parents can defer them starting school to the following year.

Admissions Policy – this is dated 2021, BS to check the policy and link to the NCC policy.

BS

11. EYFS

Feedback on the books and resources from Ofsted review

Children's reading books are not to include any phonics that they have not yet learnt. New reading books need to be purchased. At the end of the school year Mrs Barker will do a review of the first year to identify any lacking resources and any training or support that may be required. FOWS have allocated funds to spend on EYFS.

12. School SEND Policy

The SEND link Governor is CD. The SEND Policy is next due to be updated in 2023. BS and CD to look through and have a meeting with Alice Smith. BS thinks that this is the family of schools policy. AB will email the policy to CD.

Governor question: Are SEND children included in the NFER results?

BS said yes all children are included, see section 1.4 of Spring 2022 HT's report for SEND details.

Update on funding from the EHCP child from Leicestershire – this was discussed in the Finance and Personnel Committee meeting.

Any Other Business

BS told Governors that Kate Lambton the Office Manager (job share) will be leaving at the end of this half term. Sarah Ledward the other Office Manager (job share) has agreed to cover the extra hours in the office until a replacement is found for Kate. BS and Governors thanked KL for all of her help.

Next meeting date: 11th May 2022 for committee meetings and 25th May 2022 for the Full Governors meeting.

The meeting closed at 6:20pm