

Minutes of Willoughby Primary School

Pupils & Strategic Development Committee

held on Wednesday 15th September 2021 at 4:45pm (via Teams)

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

In attendance: Kate Lambton (minutes)

1. **Apologies**

There were no apologies. The meeting was quorate.

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.

3. **Minutes of the Previous Meeting, held on Wednesday 28th April 2021 (emailed document)**

The minutes of the Pupils and Strategic Development Committee meeting, held on Wednesday 28th April 2021 were agreed as a true record by all Governors.

4. **Actions & Matters Arising**

None outstanding.

5. **Safeguarding Children in Education (CM/BS)**

CM and BS to set a date to go through the Safeguarding Audit in school. This needs to be completed and sent off before December 2021. Evidence is required to back- up answers.

CM and BS to meet on Thursday 23rd September 2021. The SCR also needs to be signed by CM.

CM/BS

Staff safeguarding

The updated KCSIE was read by all staff in school on the recent administration day. All staff have signed to say they have read it and all staff are clear on the procedures. Staff are kept up-to-date of any changes in the weekly staff meetings.

Governors to read the updated KCSIE and confirm they had done so on GovernorHub before the next Full Governors Meeting.

**All
Govs**

All child protection training is up to date. BS is the safeguarding Designated Person and Alice Smith is the deputy, CM is the Safeguarding Governor.

Policies that need updating:

Peer to Peer Policy – this has been updated and seen by CM and ST.

Visitor Policy – this has been updated and is on the school website.

Safeguarding Children in Education: self-audit tool 2021-22

KL and BS are going through the audit at the moment.

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

Headteacher's report on progress including curriculum review (BS)

See Headteacher's report section 9. Both the SEF and SIP are on GovernorHub in the Ofsted folder together with an overview of this year's aims. The key points from the SEF are included in the SIP.

Focus for curriculum has been computer skills progression and the new EYFS framework and baseline assessment.

GE is due to come into school to see how the new EYFS framework is working. EYFS to be add to the agenda for future committee meetings.

Alison Barker is responsible for EYFS and is now in school for an extra day each week working with EYFS. She has also completed a huge amount of work over the summer holidays and all planning is now complete. The two Teaching Assistants are now very well supported.

The Baseline assessment is done within 2 weeks of the children's arrival in school and follows a statutory format.

Question: Are results communicated to parents?

BS – an information leaflet is sent out to parents letting them know the assessment has taken place. The Baseline is just a snapshot of what a child can do when they come into school so parents are not given any details.

This will also be discussed at the next Full Governors Meeting.

7. Pupil Performance Data and Assessment

Review attainment and progress data

See Headteacher's report section 1.8 and Appendix 1.8.

A three year average is used to track progress as comparison data is difficult to use due to the small number of children. Data was submitted to NCC for KS1 and KS2 assessments but the reports that came back were meaningless as only 5 children took SATS in Year 6.

Children were not officially tested again this year, school did their own tests. The Willoughby 10 Step is used to see if any individual children have slipped behind, to identify where extra support is needed. Trend data is not used as there is no trend as the groups are all very different.

Question: Will Ofsted look at the SATS data?

BS – no they are not allowed to, the Ofsted visit is not data driven at all.

Question: Is the Willoughby 10 Step reported on or recorded in meetings other than reports sent home to parents at the end of the Year? The SIP suggests termly report to parents.

BS – attainment is reported in the Headteacher's Report. Last year the Willoughby 10 Step percentages were reported on, this year it is the assessment results. BS said she would like feedback on what the Governors would like to see and what is more meaningful.

The assessment percentages in the Headteacher's Report (page 11) are a summary of teacher assessments, Willoughby 10 Step and data from tests. The Willoughby 10 Step is used to verify the teacher assessments and test data and all three usually match up, if they do then the child is meeting expectations.

Question: How is it possible to have 50% of 5 pupils in KS2 getting GDS?

Of the 80% of children working at the expected standard, 50% were working at greater depth.

8. **Admissions**

This was discussed at the Finance & Personnel Committee meeting.

Are we expecting any Year 5/6 to leave to go to other schools ready for private secondaries?

There are currently no Year 5/6 children expected to leave, apart from the Year 5 child already discussed at the Finance & Personnel Committee meeting.

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

AB to confirm the Link Governor schedule

This will need to be reviewed because of Governors leaving and new ones starting.

AB

AB to confirm Link Governor roles

AB to look at the distribution of roles for the next Full Governors Meeting.

AB

AB to confirm visits done in Summer term and any outstanding

Last term TB did the Science visit, SM did the PE visit and CM did the History visit.

Visits still to be done:

Maths KS2 by AB, French KS1 by GE. It was suggested that Design and Technology be replaced with EYFS with GE to do the visit. BS said that it is up to Governors if they want to do an in person visit or not. AB and GE said they both would be happy to go into school for their visits

AB/GE

10. **Policy Reviews, Prospectus and Website**

No policies to be reviewed, they are all currently up to date.

It was suggested that the eSafety Policy review be brought forward, it is due for review next year. BS has a new one and will send it out to all Governors. This item will be added to the next Full Governors Meeting.

BS

AB has recently gone through all of the policies.

11. **Ofsted Preparations**

Update on current status (BS)

There is a folder on GovernorHub with all the relevant documents. A meeting has taken place and the second half of that meeting still needs to go ahead.

BS said there is no prior warning of when a meeting might take place, it is due by 2024.

12. **EYFS**

This has been covered above. Alison Barker covered the changes in a recent staff meeting. BS said she is confident that EYFS is on schedule.

13. **School SEND Policy**

The SEN Governor was Denise Howitt, so this position needs allocating to another Governor.

The SEN code of practice needs some improvement as numbers have increased and it was felt that the Governors need to have a greater role in SEN.

See Headteacher's report section 1.4. A review has taken place for the pupil with EHCP but no support has been received from Leicester County Council. The key is that the child is happy in school, and that the parents happy, BS said that both child and parents are happy.

Alice Smith is ensuring we are getting the funding for the child. There was a worry that school might not receive continued funding for next year but the child now has a new EHCP medical diagnosis which is expected to be funded. Funding is from Leicestershire County Council, Alice Smith has notification that they have received the request but there is currently a delay in processing.

Alice Smith is now spending an extra half day per week on SEN and has been setting-up targets for children in school for the start of academic year, she will now move her focus onto the EHCP.

It was suggested that the Link Governor for SEN be more involved to make sure school is doing the right things from a Governor perspective, but this will be time consuming. Governors were asked if anyone was interested in the role and this will be taken to the next Full Governors Meeting.

Any Other Business

A date for the next committee meetings was agreed and they will take place on the 19th January 2022. ST to send out Teams invitations.

Question: Any Pupil Premium children in school and how do parents find out about it?

BS – school currently has no pupil premium children. There has been an enquiry and the parent has been signposted to the relevant place. There is also a services child in Year 6.

Extra INSET Day – BS said that because of the extra Bank Holiday in June 2022 for the Queen's Platinum Jubilee, Nottinghamshire County Council have added an extra day onto the summer holidays, the 28th July 2022. This was to be an INSET day for Willoughby so BS suggested that the INSET day now take place on Tuesday 4th January 2022 for a curriculum day for teachers in school. All Governors agreed.

The meeting closed at 5:45pm