

**MINUTES OF THE MEETING OF THE
HILLYFIELD PRIMARY ACADEMY
EDUCATION AND STANDARDS COMMITTEE
HELD ON 5 OCTOBER 2017 AT 18:00hrs
AT HILLYFIELD AT THE PARK**

Present: **Chair**
Rebecca Lyons [RL] **Parent Governor**

Community Governors
Andrew Jacobs [AJ]

Co-opted Governors
Helen Emara [HE]
Oliver Benjamin-Lowin [OB]

Parent Governor
Fatima Ba-Alawi [FB] (*until 21:00hrs*)

Staff Governor
Anna Mackenzie, Executive Headteacher (Voting) [AM] (*until 20:15hrs*)

In attendance
Pauline Casbolt, Headteacher (non-voting) [PC]

Clerk to the Governors: Victoria Mitchell [VM]

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
6.3	Executive Headteacher to liaise with the Vice-Chair of Governors on drafting an updated Hillyfield Exclusion Policy. This new draft to then be emailed to governors to read before being presented to LGB for ratification.	LGB agenda / Executive Headteacher / Rebecca Lyons	Next LGB meeting
8.5	Executive Headteacher to re-draft the Anti-Bullying Policy, email to governors to read before presenting it to LGB for ratification.	LGB agenda / Executive Headteacher	Next LGB meeting
9.3	Committee to watch pupil attendance figures and consider re-visiting the Attendance Policy if attendance does not rise.	Agenda item.	Next meeting.
10.1	Executive Headteacher and Governor Lyons to discuss the school website.	Executive Headteacher / Rebecca Lyons	Next meeting.
Next meeting	Next meeting to take place on 30 November 2017 at 18:00hrs at Hillyfield on The Hill.	All / Governor Services	Next meeting

1. WELCOME AND APOLOGIES FOR ABSENCE

- 1.1 Due to the absence of some committee members it was decided to defer the election of committee officers until a later meeting. As such it was decided that Vice-Chair of Governors Rebecca Lyons would chair this meeting.
- 1.2 Apologies were received from governors Charlotte Hickman, Roger Pryce and Associate Head Janice Chaplin. These apologies were accepted. The meeting was quorate with six governors present.

2. DECLARATIONS OF INTEREST

- 2.1 There were no pecuniary interests declared in any of the agenda items.

3. MINUTES

- 3.1 The minutes of the Education And Standards Committee meeting held on 22 June 2017 were read by governors. The minutes were agreed as accurate with the following amendments:
- 3.1.1 Item 11.2 – the words “key stage two pupils” should be amended to read “year two pupils”. In addition the first sentence of item 11.2 should end with the words “a number of teachers had left the school during the year on maternity leave”.
- 3.1.2 Item 14.1 – “Lizzie Tar” should be amended to read “Lizzie Tarr” and “there is an artist called Christian at Hillyfield on The Hill” should be amended to read “there is an artist called Christian Griffin at Hillyfield on The Hill”.
- 3.1.3 Item 15.2 – Both sentences should be included as actions.
- 3.2 Matters arising:
- 3.2.1 Action 3.1 – the minutes of the committee meeting held on 4 May 2017 to be approved by LGB at the meeting of 19 October 2017.
- 3.2.2 Action 4.1 – it was confirmed that governor monitoring of safeguarding was now taking place at the school.
- 3.2.3 Action 8.1 – the Complaints Policy had been sent to all governors and would be ratified by the LGB at the next meeting.
- 3.2.4 Action/Item 15.2 – the Executive Headteacher would email a set of dates for governor monitoring visits to take place before the next LGB meeting. A set of priorities would also be decided at that time.
- 3.3 The Vice-Chair of Governors then signed off the minutes of the Education And Standards Committee meeting held on 22 June 2017 and a copy was placed on file at the school.

4. TERMS OF REFERENCE

- 4.1 The terms of reference were read through by the committee. No changes were requested.

5. REVIEW OF SCHOOL ASSESSMENT AND PROGRESS DATA

- 5.1 Data sheets were received by the committee showing Year 2, Year 6 and Year 1 pupil data and analysis from July 2017. Headteacher Pauline Casbolt described and explained the data to the committee.

- 5.2 Data showing the results from Hillyfield year six in July 2017 compared to the national percentages were shown on page one of the datasheet. The data showed results in reading , writing, SPAG and maths. There was also a filtering of the data into data for all pupils in year six; year six boys; year six girls; year six disadvantaged pupils; year six non-disadvantaged pupils; year six SEN pupils and year six non-SEN pupils. There was also a combined score of 50% compared to a national figure of 61%.
- 5.3 The Headteacher explained that the results overall showed the school had moved in all subjects about 8%. When compared to national outcomes reading was significantly below, EGPS (English, grammar, punctuation and spelling) was 7% below the national average and writing and maths were broadly in line with national average. Attainment in maths was the strongest.
- 5.4 There was a similar proportion of boys to girls meeting the expected standard in reading. The attainment of pupil premium pupils was weaker in all subjects, particularly reading.
- 5.5 Attainment at the end of year six was below the national average for all subjects combined largely due to the low attainment in reading. Reading results were significantly below national average. Pupils ability to summarise main ideas from more than one paragraph showed a 13% difference compared to national results. Pupils ability to make inferences from the text or explain and justify differences with evidence from the text had a 12% variance from national results.
- 5.6 A high proportion of girls achieved standard in SPAG.
- 5.7 Pupils ability in geometry (position and direction) showed a 16% difference compared to national results. Pupils ability in geometry (properties of shapes) showed a 13% difference compared to national results. Pupils' ability to answer questions based on ratio and proportion showed 12% difference compared to national results.
- 5.8 The actions and school priorities that arose from this were:
- To ensure that planning for more vulnerable groups of children such as SEN or PPG children impacted on learning by setting aspirational targets.
- Book scrutiny in maths was a priority.
- to improve differentiation particularly in relation to more able pupils.
- to ensure action is taken quickly to address underperformance in teaching.
- to ensure that pupils in receipt of pupil premium grants demonstrate accelerated progress.
The Headteacher explained that the school was below national average in all areas. One priority for this term was to ensure there was consistency in book monitoring.
- 5.9 A data table showing progress based on prior attainment as a percentage was presented. The Headteacher explained that the data showed that low priority attainers in maths progress well at Hillyfield compared to national. High prior attainers in writing progress in line with national, achieving an expected and higher standard. In all other prior attainment bands pupils progress was less than national. The actions and school priorities from this was to ensure that pupils in receipt of pupil premium grants demonstrate accelerated progress. The school will prioritise raising progress and attainment service standards reached by pupils are at least in line with those achieved by pupils nationally.

- 5.10 A data table showing the average scores of year six pupils compared to nationally was also shown.
- 5.11 Data showing the results from Hillyfield year two in July 2017 compared to the national results were shown on page three of the datasheet. The data showed results in reading, writing and maths. There was also a filtering of the data into data for all pupils in year two; year two boys; year two girls; year two disadvantaged pupils; year two non-disadvantaged pupils; year two SEN pupils and year two non-SEN pupils. There was also a combined expected score of +58% and learning at greater depth was 11%.
- 5.12 The Headteacher explained pupils meeting the expected standard in reading was better than national and in line with writing and maths. Pupils gaining greater depth was good in reading and maths. Girls outperform boys in reading and writing. Boys significantly outperform girls in maths. There was an attainment gap in all subjects for pupil premium pupils. SEN pupils performed better in maths tasks.
- 5.13 The Headteacher explained that the actions and school priorities were as follows:
- To ensure that planning for more vulnerable groups of children such as SEN and PPG impacted on learning by setting aspirational targets;
- to improve differentiation particularly in relation to more able pupils;
- ensure that pupils in receipt of pupil premium grants demonstrate accelerated progress.
- 5.14 A data table showing phonics year one results as a percentage was then shown. 86% of all year one pupils had passed compared to 81% at national. 76% of disadvantaged pupils at the Hillyfield had passed compared to 70% nationally. In year two phonics 93% of pupils at Hillyfield had passed.
- 5.15 Of the 206 EYFS pupils at Hillyfield 77.7% showed a good level of development compared to 70.7% nationally.
- 5.16 Question: High achievers – was this in part due to dedicated specialist teachers e.g. the Maths specialist?
Answer:
No these are high attainers throughout the school - high attainers throughout the school in every year.
- 5.17 Question: The arts based subjects have lower grades. Is it the case that these have different skills, requiring more nuance of language and comprehension than maths which often has a right or wrong answer?
Answer:
Yes. In the arts based subjects pupils need to justify their answers in the text – but this isn't always happening.
- 5.18 The Headteacher stated that progress levels in reading were well below the national figure and have not improved sufficiently. Pupils haven't maintained their progress in reading. This suggests there has not been enough rigour in years three, four and five. It could also be because pupils had been wrongly assigned to levels, or there was not enough rigour in terms of progress in years three, four and five. It could be a lack of rigour in monitoring as well.
- 5.19 A new assessment system has replaced RAISE Online called ASP. Similar to RAISE this gives data for pupils ranked as mid-attainers, low attainers and high attainers.

The year two high attainers had 46 achieving a higher standard. To achieve the expected standard they need to score 100 in their test. To be ranked as high attainers they need to score 110 in their test. Every pupil has been set an endpoint that teachers are seeking to achieve.

5.20 Question: Do the pupil progress meetings use data to make predictions?

Answer:

Yes.

5.21 Question: What focus will be given to middle attainers?

Answer:

The middle attainers need to be focused on more this year as some may be able to progress to become higher attainers. It is important to ensure these pupils don't coast. They need to be challenged to help them move up to that level. These children are capable of being challenged more as are the high attainers. The school needs to ensure that teachers know how to challenge them better.

5.22 Question: Do the figures for SEN include the severely autistic cohort of pupils at the school?

Answer:

Yes that's right. Not all schools have such a high number of autistic pupils at the school.

5.23 Question: Has the school moderated its scores with other schools?

Answer:

Yes.

5.24 Question: So would it be that the high number of SEN pupils has in some way brought Hillyfield's overall score down?

Answer:

No that is not the case.

5.25 Question: The year two data looks good.

Answer:

Yes but this doesn't mean the school has solved its problems. However it was a joy to watch these pupils sitting their SATS exams because they weren't stressed about sitting them. However the year two pupil scores at the Hillyfield On The Hill on average were lower than the rest of the school.

5.26 It was noted that there was a very low proportion of SEN pupils in year two - a substantially lower number than in other years. The Headteacher stated this needs to be reviewed as there may be more who have not yet been identified.

5.27 Question: Are the disadvantaged pupils going to be okay with their maths tests?

Answer:

The review that took place did not notice any concerns here but we at Hillyfield do have a few concerns when we looked at the data.

5.28 Question: Is there a difference between the pupil demographics at the two sites of the school?

Answer:

Hillyfield on The Hill has more disadvantaged pupils. Hillyfield at the Park has more SEN pupils.

5.29 Question: The data shows that boys significantly outperform girls in maths at KS1. Is this related to the skills required for coding?

Answer:

This may be something to look at in future. We have observed anecdotally that boys seem to be better in coding and engage with it more. We may look into this further for data.

5.30 The Headteacher then summed up by saying this academic year would be a tough year for the year six pupils, but the year five pupils should do better than last year.

5.31 The committee thanked Headteacher Pauline Casbolt for all her work in providing this data.

6. EXCLUSION POLICY

6.1 A draft of this policy was emailed to governors prior to this meeting taking place.

6.2 The Executive Headteacher confirmed a number of amendments had been received to the draft policy in advance of the meeting. It was also suggested that the updated DfE guidelines on exclusions be included in the Hillyfield policy.

6.3 The committee decided that the Executive Headteacher would liaise with the Vice-Chair of Governors and present an updated Hillyfield Exclusion Policy to the LGB for ratification. The updated draft policy would be circulated to governors on e-mail prior to the final draft being received by the LGB.

ACTION: Headteacher to liaise with the Vice-Chair of Governors on drafting an updated Hillyfield Exclusion Policy. This new draft to then be emailed to governors to read before being presented to LGB for ratification.

7. BEHAVIOUR POLICY

7.1 A draft of this policy was emailed to governors prior to this meeting taking place.

7.2 The Executive Headteacher stated that she had received a number of requested amendments in writing. However a number of the requested changes were ruled out. For example one suggestion was that the wording in the policy should be more precise. The Executive Headteacher stated that there was a need for a less precise wording because the way the rules were interpreted at the school needed to maintain some flexibility in how they were applied towards pupils in a range of different age groups and taking into account the bigger picture for a particular child who may be subject to the policy.

7.3 One governor stated that some parents have voiced concern that some pupils were seen to be rewarded for doing things that they should already be doing. The Executive Headteacher stated that she was aware that some parents may have this perception but were not party to the circumstances of different children with different needs. In relation to the Behaviour Policy, the Executive Headteacher stated that she was aware that a small group of parents believed the school should have no behaviour management strategy at all, however behaviour management policies and strategies were important. However it was agreed that there was a need to ensure the implementation of the Behaviour Policy was consistent across the school.

7.4 Question: Do Hillyfield pupils recite the school rules at assemblies?

Answer:

No they don't recite the rules but pupils do know the rules and can explain them. Hillyfield pupils also have the rules written on their identity lanyards.

- 7.5 The committee agreed to approve the Behaviour Policy and recommend it to the LGB for ratification.

8. ANTI-BULLYING POLICY

- 8.1 A draft of this policy was emailed to governors prior to this meeting taking place.
- 8.2 The Executive Headteacher stated that she felt there was a need for a lot of education for parents to understand what bullying is. She stated that it was important to ensure the word was not used inappropriately to describe one-off incidents. The Chair of the meeting stated that the definition of bullying would be a good start to this policy although she also noted the definition of bullying at Hillyfield was far more detailed than could be found in other comparable school policies online.
- 8.3 The Executive Headteacher stated that the school was currently using a C-POMS computer system to record and track incidents of bullying at the school. The school was able to put a bullying alert on the system that would send out an automatic message to the Executive Headteacher, the Headteacher, and Tiffany Middleton.
- 8.4 Question: Do parents go to a specific person if they are cases of bullying?
Answer:
Parents go to the class teacher. It is important that parents go through the correct channel as set out in the policy.
- 8.5 It was then agreed that the Executive Headteacher redraft the policy taking account of the various suggested amendments. A new draft of the policy would then be sent round to all governors via email before being presented to the LGB for ratification.
ACTION: Executive Headteacher to re-draft the Anti-Bullying Policy, email to governors to read before presenting it to LGB for ratification.

9. ATTENDANCE POLICY

- 9.1 The Executive Headteacher then reported on the implementation of the Attendance Policy at Hillyfield. She informed the meeting that a small minority of parents at Hillyfield at the Park had been very vocal and unhappy about the Attendance Policy. They had argued that they did not believe the school should be rewarding pupils for good attendance school as this was discriminatory. As a result Governors may receive a petition from parents protesting against the policy.
- 9.2 The Executive Headteacher stated that school attendance at Hillyfield had been very low in the previous academic year – only 94% attendance and never rising above 96% for the whole academic year. However this term school attendance had risen to 97% for the first time last week.
- 9.3 The committee discussed the matter. It was agreed that school attendance data be watched by the committee and the Hillyfield Attendance Policy be revisited and reviewed if it did not appear to be raising pupil attendance at the school.
ACTION: Education and Standards Committee to watch pupil attendance figures and consider re-visiting the Attendance Policy if attendance does not rise.

10. WEBSITE COMPLIANCE

- 10.1 The Executive Headteacher stated that the REAch2 Internet Manager had looked at Hillyfield's school website and reported some findings to the Executive Headteacher - a number of items on the website needed to be added or updated. The Chair of the

committee stated that she had a number of suggestions about the school website that she would like to make. It was agreed that she would discuss this matter with the Executive Headteacher.

ACTION: Executive Headteacher and Rebecca Lyons to discuss the school website.

11. NEXT MEETING

11.1 The next meeting of the Education and Standards Committee would be held on 30 November 2017 at 18:00hrs at Hillyfield on the Hill.

12. ANY OTHER BUSINESS

12.1 None.

13. CONFIDENTIAL ITEMS

13.1 None.

The meeting ended at 20:00hrs.

Print:

Signed:

Date:

Chair's Initials:
