

**MINUTES OF THE MEETING OF THE
HILLYFIELD PRIMARY ACADEMY GOVERNING BODY
EDUCATION AND STANDARDS COMMITTEE
HELD ON 3 MAY 2018
AT 7.50 P.M.
AT THE PARK SITE**

Present: Ms Charlotte Hickman (Chair) Community Governor

Co-opted Governor

Mr Oliver Benjamin-Lowin

Executive Head Teacher (voting)

Mr David Worrall

Parent Governors

Ms Fatima Ba-Alawi

Ms Rebecca Lyons

Staff Governors

Ms Lydia West

Mrs Pauline Casbolt

Clerk to the Governors: Julie Cornelius

Also present: Ms Janice Chaplin, Associate Head Teacher (non-voting)

To note: All action points recorded within the minutes, will state only the person(s) responsible for that action. Full action details are recorded in the summary table below.

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
1.5	To update the Education and Standards committee membership details and respective attendance register, to include Mrs Pauline Casbolt.	Governor Services.	Immediate.
4.	To e-mail the Clerk a copy of the Pupil Premium Link Governor report for attachment to the minutes.	Charlotte Hickman	Immediate
9.1	Date of next meeting: Thursday 14 June 2018 at 7.15 p.m. at the Hill site.	All/Governor Services	

9.2	<p>Agenda items:</p> <ol style="list-style-type: none"> 1. To receive the minutes of the Education and Standards Committee meetings held on 22 March and 3 May 2018. 2. Homework policy – this is in place but consideration may be given to implementing a homework procedure. 3. Presentation from Ian Connor, Maths Lead. 4. Results of audit of cultural activities in the school. 		
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1. WELCOME AND APOLOGIES FOR ABSENCE

- 1.1 All present were welcomed to the meeting.
- 1.2 Apologies for absence were received and accepted from Mr Andrew Jacobs.
- 1.3 Apologies not received
There were no Governors to whom this was applicable.
- 1.4 The Clerk confirmed the meeting was quorate with seven Governors present.
- 1.5 **Action: Governor Services**

2. DECLARATIONS OF INTEREST

- 2.1 There were no declarations of interest (personal or pecuniary) made, pertaining to any of the agenda items for this meeting.

3. MINUTES

- 3.1 Governors received the minutes of the Education and Standards Committee meeting held on 25 January 2018 and agreed these to be an accurate record of the meeting. The Chair, Ms Charlotte Hickman, signed a copy of the minutes and these were retained by the school.

- 3.2 Matters arising
There were no matters arising.

- 3.3 **Agenda item: To receive the minutes of the Education and Standards Committee meeting held on 22 March 2018.** Governors were unable to sign off these minutes as they had not yet been received from Governor Services.

4. LINK GOVERNOR REPORTS

The Pupil Premium Link Governor provided a verbal report; a copy of the report would be attached to the minutes.

An action plan was in place to reduce the gap between Pupil Premium and Non-pupil Premium children. Pupil progress review meetings have been re-structured to support this.

Action: Charlotte Hickman

Chair's Initials:

5. SCHOOL DEVELOPMENT PLAN (SDP) - Spring review

5.1 Attendance

Attendance overall was very good. A meeting took place last week with the Education Welfare Officer (EWO) to review data. The EWO tracks pupils with below 90% attendance; this includes late attendance also. Prior to school holidays, letters are sent to parents regarding absence from school. The Executive Head Teacher said there were individual children whose attendance previously, was appalling but who were now regularly attending school.

5.2 Quality of teaching and learning

Pupils were on track to achieve national expectations though there is still a gap between the outcomes of pupil premium and non-pupil premium children.

Whole lesson studies would provide more information. This information would be shared with class teachers to ensure impact. Pupils' response to questions and the level of involvement on the class carpet, would be reviewed.

5.3 Reading

A Governor commented that reading in Year 4 at the Park site appeared to be low. In response, a Governor said this seemed to apply to most subjects for this year group. The Executive Head Teacher said of the two school sites, this year group had the highest level of Pupil Premium children.

Greater depth statistics were good.

5.4 Staffing structure

A staffing restructure had taken place to ensure that Line Managers were in place; by September, there would be a re-aligned staffing structure to further support initiatives taking place within the school.

5.5 Visible Learning

It had been agreed previously to discontinue with Visible Learning and consequently, it would be removed from the SDP.

6. SPRING 2 DATA SUMMARY AND KEY HEADLINES

Governors received a document entitled Data Summary – Spring 2 2017-18. This detailed the process, key headlines and next steps related to: learning, teaching and planning; Assessment and moderation; Data analysis; Action; Impact.

6.1 Teachers were clear regarding what element of the national curriculum needed to be taught.

6.2 Data was moderated.

Q. Who does the school use for external moderation?

A. The Local Authority. Additionally, cross-moderation was taking place with other local schools.

At every Education and Standards committee meeting, Governors would receive the latest data information, enabling Governors to make comparisons.

6.3 Gap analysis document showing 2017-18 spring 2 data – pupil group gap analysis at age expected

6.3.1 The document provided a review of data relating to three subjects (reading, writing and maths) across both sites and looking at key pupil groups.

6.3.2 This information shows trends and enables staff, over time, to look at and to compare gaps. Following this process, the Leadership team would have specific actions to undertake; the 'Actions – Spring 2 Data Analysis' within the document presented to Governors, referred.

Q. When undertaking lesson observations, do staff look at particular children, where gaps have been identified?

A. The Executive Head Teacher said no more than four children would be reviewed during a lesson observation, at which pupil engagement would be monitored. This was about raising awareness of these pupils.

6.3.3 Staff were aware of trends; analysis had been undertaken.

6.3.4 The most significant action was to raise expectations for these pupils and for them to engage and to take pride in their work.

6.3.5 There was a lot of work to do but there was confidence that all of the information needed to develop this work was in place. Staff have been great at undertaking this work.

6.3.6 Discussion took place regarding some of the significant gaps relating to Spring 2 data.

6.3.7 Discussion took place regarding the sharing of best practice.

6.3.8 **Q. A Governor asked for more information relating to Year 3 Greater Depth for Pupil Premium children, where the gap appeared significant?**

A. There is a high proportion of Pupil Premium children and SEND (Special Educational Needs and Disability) children. The Executive Head Teacher said there were significant gaps but there was no reason why those gaps would not be closed.

7. HEADSHIP MONITORING FOCUS – Summer 1

The Executive Head Teacher provided a verbal update.

- 7.1 Pupil books were reviewed. There was clear evidence of progress; from the cold through to the hot tasks.
- 7.2 Key issues were identified, i.e. pride and presentation of work and attitude to learning was not as strong for Pupil Premium children, as it was for non-Pupil Premium children. There was also evidence (not in every class) of variability compared to other pupils.
- 7.3 A review of strengths and next steps took place and this was fed back to the teams. An impact check was then undertaken at four weekly intervals. The Executive Head Teacher said the feedback was fantastic and there was clear evidence of improvement over this four-week period.
- 7.4 This was about challenge which teachers were stepping up to.
- 7.5 The review takes place a site at a time and for each pupil group within a specific year group.

8. DATES FOR GOVERNING BODY MONITORING VISITS FOR THE SUMMER TERM

24 May 2018: Early Years (across both sites if possible).

6 July 2018: Maths with Ian Connor, Maths Lead. It was hoped this could be followed up with a maths monitoring visit.

Governors commented on how beneficial they had found previous visits.

9. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

- 9.1 The next meeting would take place on Thursday 14 June 2018 at 7.15 p.m. at the Hill site.
- 9.2 Agenda items:
 - 1. To receive the minutes of the Education and Standards Committee meetings held on 22 March and 3 May 2018.
 - 2. Homework policy – this is in place but consideration may be given to implementing a homework procedure.
 - 3. Presentation from Ian Connor, Maths Lead.
 - 4. Results of the audit of cultural activities in the school.

10. ANY OTHER BUSINESS/CONFIDENTIAL ITEMS

Rebecca Lyons said she was looking forward to receiving feedback from the audit, including information on competitions (music, sport, arts) and the breakdown between boys and girls, both inside and outside of school. This feedback would be reviewed to consider 'next steps'.

Summer term 2018

The meeting ended at 9.10 p.m.

Chair: (print)

..... (sign)

Date:

Chair's Initials:
