

RIVERSIDE PRIMARY SCHOOL
(Part of the Rainham Mark Education Trust)

MINUTES OF THE STANDARDS AND WELFARE COMMITTEE MEETING
HELD ON TUESDAY 7 NOVEMBER 2017
AT 3.45pm

Present: Timothy Scott (Chair), David Brockman (Vice Chair), Helen Maxwell, Helen Robson, Kim Williams (Headteacher)

Also present: Simon Decker (CEO RMET Board of Trustees) [left the meeting at 5.05pm], Cheryl Baxter (Clerk)

Item		Action by/when
	The meeting was quorate	
1	Welcome and apologies Helen Robson was welcomed as Staff Governor. Lesley Singleton was absent. No apologies were received. The Chair would contact Lesley.	Chair
2	Declarations of business Interests No additional declarations were received.	
3	Notification of any other urgent business None.	
4	Minutes of the last meeting held on 25 April 2017	
	4.1 Accuracy The minutes were signed and dated by the Chair as an accurate record.	
	4.2 Matters arising All actions had been carried out.	
	4.3 Confidentiality Item 8 remained confidential Item 11 was no longer confidential and would be released for publication	
5	Headteacher's summary report Safeguarding: The annual safeguarding audit has been completed and will be submitted to the Local Authority (LA) after approval by the LGB on 14 November. The new Education Safeguarding officer at the LA has been invited to attend a SLT meeting to listen to concerns. Behaviour: Remained good. Support and strategies were in place to support challenging behaviour that had been recognised from further diagnosis and medication changes. There had been 2 fixed term exclusions for 0.5 days and 1.5 days but the school was working towards zero exclusions. The school had recently supported an excluded child from TPS and reciprocal partnership working was being considered. In response to Governors questions the support provided had gone well and RMET CEO commented that all the children were children of the Trust. Teaching and Learning: Two observations this morning had seen two outstanding upper KS2 lessons. Book scrutinies and learning walks supported the evidence. The Blue Sky system for training and observations had been set up and performance	

	<p>management linked to training would be added.</p> <p>SDP update: The 'prompt' sheet of key priorities to improve outcomes was tabled and would be posted on Govenorhub.</p> <p>Staffing: This item was confidential and minuted separately</p> <p>Curriculum: Maths Mastery was being taught in years R to 3 and extra teaching support being provided in years 4 to 6. Governors commented that positive feedback had been received from the parents' workshops. Year 5 were a boy heavy class and were undertaking past SATS papers in preparation for year 6. The development lead for Maths Mastery would be in attendance tomorrow. The Maths Lead has applied to be a Development Lead for other schools and joint working with TPS would be reviewed. Governors asked what changes had been made regarding the emphasis on times tables. Years 3 to 6 undertook times table tests weekly and Education City, an education resource, had been bought in. Reading age tests would be completed at the beginning of the year and again in June just before term 6 data was inputted. KS2 teachers planned one comprehension session a fortnight to teach specific skills and how to answer questions. Parents were encouraged to listen to their children read at home and were presented with a list of questions to ask. Guidance for parents were in the front of the Contact Books where answers were recorded. Buster Book Club continued and the school had been awarded KM Gold Award for Literacy. The Big Write competition would be carried out at the beginning of each big term encouraging writing. Governors were pleased that specific intervention was in place with the after school writing club targeting PPG boys. The emphasis was also on spelling where sessions were carried out daily in KS2 and all children had spelling lists in their learning books. Access to Spellodrome encouraged home use. A research project with Rainham Mark would evidence what was working with different groups.</p> <p>Predictions and 2017/18 targets: The new O-Track system tracked termly data and Classtrack identified where the children currently were. This was on line and enabled reports to be created for parents evening. HR will contact O-Track to enable anonymised reports to be available for Governors. The 'A Point in Time' system language has changed to include AE (At Expected) and GD (Greater Depth). The CEO asked how confident could staff be when children come into year 6 that they would be AE for KS2. The SATs were exactly the same and made sure students were on track as did pupil progress meetings. The tests were a more reliable prediction than teacher assessments. It was made sure that the test results were tracked and Rising Stars was used to close the gap between teacher assessments and test results. There were tests every term to ensure that children were more confident at taking tests which replicated a SATs environment.</p> <p>How aspirational were this Year 6 targets? Hoping to be in the 60+% this year. Some outstanding teaching had been seen and the teachers knew exactly what the children needed in the focus groups.</p> <p>2017-18 Term 1 School data (Reception on Entry): This document was tabled and discussed in detail. Responses to questions raised are as follows: Some children coming up from the nursery had high levels of speech and language needs and required referral. Some arrived in pre-school without any interventions but there were no concerns with FS at the moment. The data was an indication of the cohort needs and a high percentage of children with significant needs had already made progress. Year 1 were boy heavy and already 79% of children had achieved more than 20/40</p>	<p>H/T</p> <p>HR</p>
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	<p>in the first termly phonics check.</p> <p>Year 2 were making good progress with focus groups established. The level of high needs had impacted on the disadvantaged and non-disadvantaged data.</p> <p>There were some able children in Year 3 and although a heavy summer born cohort it had not had a negative impact.</p> <p>There continued to be a focus on writing in Year 4 and support was in place. The Deputy Headteacher would continue to monitor the weaker group.</p> <p>Year 5 had a focus on PPG boys with additional reading and writing support in place. Reluctant readers were encouraged by the presence of Eddie the school therapeutic dog.</p> <p>Year 6 had an additional teacher Monday-Wednesday working with focus groups providing additional support to reach combined and narrow the progress gap this year.</p> <p>SATs Benchmark: the data for last year was 57% combined but without EHCPs reached 61% against the National Average of 61%.</p> <p>The CEO commented that it was refreshing to have this level of detail. It was very useful and it was known from that there were no surprises.</p> <p>Governors added that it was encouraging to know that the teachers were aware of the new children and that plans were in place.</p> <p>The Headteacher advised that she was opposing the LA's plans to reduce the number of specialist provision places. Currently there were 57 children on the SENd register and 17 with EHCP. She added that the school continued to fight Medway's proposal as the school was a LA resourced special provision that needed to be staffed. Governors stated that the school was an outstanding centre of excellence for IQM and any LA changes needed to be tapered in over 3 years for budgeting purposes.</p> <p>The Inclusion Manager and the Headteacher are ASD Accredited.</p> <p>The Inclusion Report October 2017 was tabled and is filed with these minutes. The PE subject lead had taken the lead on the LA'S Pilot programme 'Schools for Health and Wellbeing'.</p> <p>Attendance was currently at 96%</p> <p>Simon Decker left the meeting at 5.05pm</p>	
6	<p>Student, Staff & Parent Surveys 2017 Review</p> <p>Governors had received and read these in advance of the meeting and had also been published on Governorhub.</p> <p>In future these will be carried out every year in March.</p> <p>To answer Governors questions, the children surveys were carried out in the classroom and were levelled age appropriate and the parent survey was based on the Ofsted questionnaire. Governors remarked that the surveys proved useful and comments received had been very positive. The Headteacher would meet with Helen Maxwell, Helen Robson and contact ForPS to highlight the changes that had been made as a result of the feedback from previous surveys.</p>	H/T
7	<p>Curriculum monitoring update – Pupil Premium</p> <p>PPG monitoring was carried out in October. The progress for the PPG was in almost every case equal to or better than the non PPG pupils. PPG tended to be spent on a class rather than an individual child but the O-track system should lead to individual tracking. Very encouraging with interventions for attendance and</p>	

	punctuality and very satisfied that the money had been spent effectively. Music monitoring would be taken forward to the next agenda.	Clerk
8	Ofsted's current priorities <ul style="list-style-type: none"> • Safeguarding – the impact of the Governors • Ofsted could change the way longer inspections were carried out • Looking for Governors that consider the wellbeing of the children <ol style="list-style-type: none"> 1. Ofsted were running Webinars for Governors 2. Updated version of the Inspection Handbook 30 October 2017. Included greater emphasis on governance during Ofsted inspections 3. Key recommendations relating to the grab-bag which were suggestions to be included in a file in preparation for an Ofsted inspection <p>It was suggested that when Governors provide a monitoring visit form they include a Q & A section in their report to capture the answers to any questions raised during monitoring.</p>	All Govs
9	Membership Joy Jearum's term of office ended on 6 November and she had decided not to stand again. The Chair commented that he and the Governors had been grateful for her services as a Governor and wished her well. A card and flowers would be given to her by Helen M on behalf of the GB	Helen M
10	TOR – review Education and Curriculum RMET Terms of Reference Annexe 3 was referred to. The Chair advised that the Strategy & Leadership objectives were the responsibility of the LGB. The Finance, HR & Operations were the responsibility of the Resources (including Finance) Committee Annexe 3 to be discussed on Governor Day	Tim/Dave
11	Governors visits and monitoring feedback Dave and Tim had attended the Staff Development Day in September Music and Maths monitoring attended by Helen M, Dave and Tim Maths Mastery monitoring was taken place on 14 November Joy Jearum had provided a SENd report following her visit on 20 October.	
12	Training and CPD update Reminder – Winter Conference 13 November at Strood Academy. Termly Briefing 22 January 6.30pm at Gun Wharf. ASP Training – joint discussions ongoing. Library of Governance Leadership books to be included on the action plan	Dave
13	Any other business None	
14	Confidentiality and discussion of minutes Item 5: Staffing contained in the Headteacher's summary report	
15	Review of meeting/impact of Governance The grab bag was considered in preparation for an Ofsted inspection	

	<p>The responsibilities as a GB were discussed in view of Ofsted judgements</p> <p>Parental engagement was discussed and the review of the surveys feedback was taken seriously</p> <p>The data was scrutinised and appropriately challenged to ensure that the prediction for children remained at expected</p> <p>Gained an understanding of the O-tracking system</p> <p>Examined the duties and responsibilities in line with the MAT changes.</p>	
16	<p>Date and time of next meeting</p> <p>20 February 2018 at 3.45pm</p> <p>GOVERNOR DAY 26 JANUARY 2018</p>	
	The meeting closed at 6.10pm	

ACTIONS

1	Tim please contact Lesley regarding attendance as her apologies were not received for the meeting.	by 14 Nov
5	Kim please post the SDP 'prompt' sheet on Governorhub	By 14 Nov
5	Helen please contact O-Track to enable anonymised reports for Governors.	November
6	<p>Kim please meet with Helen R, Helen M and contact FoRPs for evidence of the changes made as a result of comments on previous surveys.</p> <p><i>Transition from Reception to Yr 1, greeted in the playground</i></p> <p><i>Attendance grade no longer included in the report</i></p> <p><i>Changes to the notice and calendar sheet</i></p> <p><i>Term dates – more notice</i></p>	November
7	Cheryl add Music monitoring to the next Agenda, 20 February meeting.	January
8	Governors please provide a Q&A section in your monitoring report to answer any questions raised during your visit.	Ongoing
9	Helen M please give Joy the card and flowers from the GB	November
10	Dave/Tim please add RMET ToR Annexe 3 to the Governor Day agenda for discussion	January
12	Dave please add the Library of leadership books to the action plan	