

MINUTES OF MEETING

School: TRENT VALE INFANT & NURSERY SCHOOL
Meeting title: Meeting of the Strategic Development and Pupils Committee
Date and time: Tuesday 6 November, at 6.30 pm
Location: At the school

Membership

'A' denotes absence

Mrs D. Bagley
Mrs G Cavanagh-Fletcher
Mr A. McPherson
A Mrs L. Sharples
Mrs L. Shepherd
Dr. G. Williams (Chair)
Mr J. Moss (Executive Head Teacher)
Ms. R. Beech
Mr. J. Wynn
Mr. M. Jackson
Ms. S. Osborne (observer)

In attendance Mrs D. Gabbitas (minuting secretary)

SD&P/37/18 Apologies for absence

Action

Apologies for absence were received and accepted from Mrs. L. Sharples

SD&P/38/18 Declaration of interest

There were no declarations of interest, either direct or indirect, for items of business on the agenda.

SD&P/39/18 Election of chair of the committee

Dr. G. Williams had previously been appointed as Chair of this Committee

SD&P/40/18 Minutes of the last meeting

The minutes of the previous meeting held on 15 May 2018, having been previously circulated, were agreed as a true record and signed by the Chair.

SD&P/41/18 Review of Actions/Matters Arising

SD&P/22/18 –

a) *3 year review of school food policy* – not yet completed.

Exec HT

b) *Safeguarding* – Meeting took place in July 2018 with the Executive Head Teacher and Mrs. Shepherd, Safeguarding Governor. Mrs. Shepherd provided an overview of the procedures relating to vulnerable children, attendance, behaviour/bullying/prejudice-based incidents and the single central record. This was duly signed off by the Safeguarding Governor.

c) *Link to Beeston Rylands' Ofsted Report* – now linked on Trent Vale Infant's website.

SD&P/42/18 2018 Attainment & Progress Data for all Main Groups

The Executive Head Teacher updated Governors on progress data, which had been previously circulated. The following headlines were discussed:

Year 2

- National level data is still forthcoming from the Department of Education
- Attainment and progress for all pupils and disadvantaged pupils (DPs) is above the 2018 national averages in all areas at expected level
- Disadvantaged pupils made more progress – this group were the lowest at start of Year 1.

Year 1

- Attainment and progress, overall, for pupils is above the 2018 national averages in all areas at expected
- DPs continue to be the lowest attaining group and they are lower than 2018 national averages compared with all pupils and non-disadvantaged pupils. However, in reading they are the group that has made the most accelerated progress. These children have also made the same progress as non-DPs in writing and maths
- Moderation of work takes place across the family of schools in the Autumn Term.
- At greater depth level for all pupils, reading and writing are equivalent to the national average, while maths is below the national average.

Question from Governors: For maths, is this explained by the attainment level of DPs ? Yes, mainly DPs.

- It might be these children have progressed well since F2.
- Based on data and teacher discussions, there is a focus on children on the borderline between expected and greater depth.
- Of the group who are DPs, a number are also children with SEN.

Question from Governors : Pupil Premium Funding – is this being used to target these groups of children? Yes, and the targeting is linked to the Pupil Premium Strategy. Overall, the school is working on one to one reading, whole-class reading, and age-appropriate texts. The focus on reading recognises that both reading and writing are linked together. Reading, for example, helps develop written vocabulary and writing structure. A further classroom development is that English and Maths now happen every day in the school timetable.

Phonics Screening Check

- Eighty-eight per-cent of Year 1 children passed their phonic screening check, this is above the national average.

Year F2

- Many children started school with a large learning gap but all have made strong progress from their starting points.
- Overall, the F2 results are very positive.
- This year, there is one F2 class.

Year F1

- Seventy-five per-cent of children in F1 are at age related expectations.
- All have made accelerated progress.

outcomes for pupils, especially those who are disadvantaged.

OFSTED Improvements since January 2017:

- Improvements are documented, and this information is circulated to Governors. These records show the current status of improvements and actions.
- Subject leaders are involved in conducting actions and evaluations.
- School Improvement Plan includes monitoring of impact initiatives of DP children. Plan also focuses on SEN support.
- Plans are data informed.
- Monitoring already shows positive impact for reading. Maths also shows strong attainment pattern. Reinforcing to subject leaders the importance of evidencing this impact.

Developing Subject Leaderships:

- Subject leader plans are linked to the school improvement plan (SIP).
- Subject leader appraisal targets are linked to the SIP.
- Actions arising from the OFSTED judgment underpin these plans.
- HT has developed a scaffolding approach to this where, in the previous academic year, the plans were highly structured by the HT. This year subject leaders are expected to provide more input.
- The local authority has provided guidance. They have also undertaken a review and in this review, subject leaders were interviewed.

SD&P/44/18 OFSTED Area for Improvement – Improve the quality of teaching and learning in KS1 to accelerate pupils’ progress and attainment

Governors discussed OFSTED improvements since January 2017 and the recent LA review of Teaching & Learning which took place on 1 October 2018. This document had previously been circulated to Governors as part of the Autumn Term Head Teacher’s Report to Governors. Teaching observations have taken place and senior leaders have provided development points for individual teachers to address. Informal support has been provided to teaching staff throughout the observations.

Phonics planning is being reviewed across school with one member of staff being observed this week. Overall, observations have been positive.

F1 and F2: Staff have worked with EIP to raise expectations in Early Years. Overall, this is working well and teaching & learning is very positive. Focus has been in work scrutiny, followed up weekly.

Before half term, senior leaders looked at English and Maths marking. Further points for development of teaching practice have been discussed with staff. Marking for English has been revised so that the learning objectives are clearer, and work more clearly indicates if an adult has helped.

Following guidance from the LA Review, staff are revising the reading areas in the school so that they have less ‘clutter’ and books in these areas now have core stories for each year group, along with appropriate vocabulary for children to learn.

Executive Head Teacher reported that the support from the LA had been excellent.

SD&P/45/18 Pupil Premium Strategy

Executive Head Teacher updated and discussed with the Committee the impact of the Pupil Premium.

- Attainment – there were no issues last year.
- Learning behaviours: this is a project that is developing with the junior school looking at the learning behaviours that help children's ability to progress at school. This is centred around ideas of the active learner.

Question from Governors – What Strategies are being used with the PP funding?

- Greater parental engagement is being encouraged. There has been positive feedback from parents.
- Achievement for All project – involves working with specific families, many of whom have children classed in school as DP. Involving parents in structure conversations with teachers has had a very positive reception.
- Continuing work on building links with families.
- Communicating clear expectations with all families.
- There will be an impact of the lower budgets projected for the next academic year. This is a result of lower DP numbers and fewer children in F2.

SD&P/46/18 2018/2019 School Improvement Plan

The Executive Head Teacher updated Governors on the School Improvement Plan:

Priority 1 – Disadvantaged Pupils & Improvement of the quality of teaching and learning.

- Delivering and impact of interventions.
- Developing pupils' vocabulary, reading comprehension and writing. Particularly expectations around greater depth.
- Engaging parents.
- Greater depth in Year 1 maths.
- Staff appraisal linked to priority areas.
- Ensure that DPs continue to make progress.

Priority 2 – Leadership – Executive Head Teacher role and SLT role.

- Expectations much clearer.
- Middle leaders now demonstrating confidence.
- Evidence that the curriculum is covered.
- Developing Governors to more fully understand the data.
- Governors – Build in some feedback – do Governors find that useful?
- Executive Head Teacher to send Dr. Williams the current action plan to review.

Exec
HT/GW

SD&P/47/18 Safeguarding

Executive Head Teacher updated Governors on recent actions:

- Safeguarding – Mrs. Shepherd & Executive Head Teacher have met to discuss vulnerable children. This work has been checked against the checklist.
- Safeguarding Audit now complete.
- Safeguarding Action Plan complete.
- New staff have access to PREVENT Training and whole school staff have accessed training for children missing in education.
- Attendance policy has been amended to reflect changes.
- Designated Governors to access training around complaints and managing

allegations (Information is available on GovernorHub regarding future training).

SD&P/48/18 Attendance

Executive Head Teacher updated Governors on Attendance issues:

- 2017 data not available to date.
- Overall, F2 is included in the total figures.
- 3.2% - current absence total, compared to 3.1% in previous year. National figure was 4%
- Infant school compared against primary schools. Typically, primary schools have higher attendance rates because sickness tends to be higher in earlier school years.
- School has had a relatively high take up on the flu vaccine offered to children. Impact on attendance to be monitored as the academic year progresses.
- Persistent absenteeism – 3.4%. This relates to 6 pupils, where all but one of the pupils are F2. National figure is 8.8%

SD&P/49/18 Behaviour

Executive Head Teacher had previously circulated Behaviour Monitoring Summer. Strategies include bespoke sticker charts. Governors discussed the report and commended the Executive Head Teacher for an excellent presentation of the information.

Question raised by Governors – What are the themes around transition?

Executive Head Teacher commented that school is aware of this issue and senior leaders are building a picture and evidence to move forward

Pupil Interviews

Year 2 Questionnaire:

- Overall, positive.
- Children are proud of their learning.
- What makes children happy – children in class, being kind.
- Children would like to learn more Maths.
- Friendship highlighted as something really important to respondents.

SD&P/50/18 Pupil Issues

None to report

SD&P/51/18 Parent Questionnaires

F1 7/25 questionnaires returned

- Overall, positive feedback from parents.
- Parents/Carers found the home visits useful.
- Positive comments around the phone calls received, visits, toys being available.
- Gap between school visit and nursery was commented on, but this would mean operating school during the summer holiday. Parents could choose to delay start date, but that would be a conversation between school and family.
- Children able to bring a special toy if it helps them to settle during the day.
-

F2 9/26 questionnaires returned

- Positive feedback.
- Parents/Carers liked the help from school, visits, and support to help children settle quickly.

SD&P/52/18 Governor Monitoring Visits

Autumn Term Governor Visit Day – Friday 30 November 2018.

- Look at maths as a focus point.
- Executive Head Teacher will email out further information. Exec HT
- Help to increase Governors' confidence in speaking about maths (OFSTED).

SD&P/53/18 Policies to be recommended for ratification

- Annual Review of the Child Protection & Safeguarding Policy – reviewed following KCSIE updated guidance from DfE. LA Template has been adopted for school.
- Peer on Peer Abuse Policy – mainly targeted at older primary age children. Executive Head Teacher still to go through with staff. Exec HT
- Annual Review for the Policy & Procedure for all Visitors – reviewed in light of new KCSIE guidance.
- Annual Review for the Procedure for completing the Single Central Record – unchanged.
- Annual Review of the Staff Employee Code of Conduct – unchanged. All staff to receive a copy (signed for). Updates will be given throughout the year. Exec HT
- Annual review of the Intimate Care Policy – no changes.
- Annual Review of the Use of Force (Physical Intervention) Policy – no changes
- Annual Review of the Acceptable Use (eSafety) policy – no changes. Exec HT
- Annual Review of Pupil Discipline & Behaviour Policy – to be reviewed later in the year (traffic light system).
- Annual review of the Anti-bullying Policy – no changes
- Annual Review of the Class Organisation Policy – Class structure slightly different in current academic year. Amended policy
- Annual Review of the Collective Worship Policy – No changes
- Information about the Curriculum – available on the school website. Exec HT
- Annual Review of the Teaching & Learning Policy – To be reviewed and rewritten in terms of morning structure. Structure needs to be embedded and staff comfortable with the structure before policy is changed.
- Annual review of the Curriculum Planning Policy – no changes
- Annual review of the Assessment for Learning Policy – no changes
- Annual review of the Marking Policy – amended re English marking routes.
- Annual Review of the Monitoring & Evaluation Policy – amended to reflect new quality assurance timetable. Exec HT
- Annual Review of the Early Years Foundation Stage Policy – to be reviewed next term.
- Annual Review of the SEN Policy – Updated with new key stage assessments
- Annual Review of the EAL Policy – no changes
- Annual Review of the Single Equality Policy – no changes
- Annual Review of the Homework Policy – Joint policy with Junior School. No changes
- Annual review of the School Prospectus – Updated and on school website
- Annual Review of the Curriculum Policies:
Completed :
 - Computing
 - PSHCE

- Sex & Relationships Education
- Drugs Education
- SMSC including British Values

Exec HT

Awaiting Review :

- English (rewrite required)
- Mathematics
- Handwriting
- Science
- History
- Geography
- Religious Education
- Music
- Art & Design
- Design & Technology
- Physical Education

SD&P/54/18 Confidentiality of Business

Governors

Agreed

That there was nothing on the agenda deemed confidential, and that all papers and reports be made available as necessary.

SD&P/55/18 Date of next committee meeting

5 February 2019 at 6.30 pm

The meeting closed at 8.15 pm.

Signed(chair) Date