

# MINUTES OF MEETING

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**School:** Trent Vale Infant and Nursery School  
**Meeting title:** Meeting of the Strategic Development and Pupils Committee  
**Date and time:** Tuesday 5 February 2019 at 6.30pm  
**Location:** At the school

**Membership**  
'A' denotes absence

Mrs D Bagley  
Mrs G Cavangh-Fletcher  
Mr A McPherson  
A Mrs L Sharples  
A Mrs L Shepherd  
Mr G Williams (chair)  
Mrs J Moss (Executive Headteacher)

**In attendance** Ms C Baird (minuting secretary)

**SD&P/01/19 Apologies for absence**

**Action**

Apologies for absence were received, and accepted, from Mrs Sharples and Mrs Shepherd.

**SD&P/02/19 Declaration of interest**

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

**SD&P/03/19 Minutes of the last meeting**

The minutes of the meeting held on 6 November 2018, having been previously circulated, were agreed as a true record and signed by the chair.

**SD&P/04/19 Review of actions**

*3 year review of school food policy*  
To be carried out by the Executive Headteacher.

**Exec Head**

*Governor visit day report – 30 November 2018: maths*  
The Executive Headteacher stated that a detailed report on the governor visit day has been compiled based on governors' notes and this has fed in to the monitoring process. The visit was positive, with governors getting a clear picture on maths teaching within the school.

*Annual review of Early Years Foundation Stage policy*  
The Executive Headteacher informed governors that the review of this policy has been completed.

*Annual review of curriculum policies*  
The Executive Headteacher informed governors that the following curriculum policies have been reviewed:

- English
- Mathematics
- Science
- History

- Geography
- RE
- Music
- Art and design
- Design and technology.

The PE policy is still to be reviewed – Executive Headteacher to action.

**Exec HT**

**SD&P/05/19 2018/19 attainment and progress data for all main groups**

The Executive Headteacher updated governors on progress data, which had been previously circulated.

*Year 2* – Pupils are making good progress. Disadvantaged pupils – acknowledged small number in cohort and some also have SEN. Disadvantaged pupils’ progress is in line with the non-disadvantaged pupils, with disadvantaged pupils making good progress in reading.

*Year 1* – noted small numbers of disadvantaged pupils, each pupil is the equivalent of a large percentage. Achieving national average for greater depth in reading.

*Year F2* – making good progress and on track with targets.

*Year F1* – All children attend for at least 15 hours. Although progress is difficult to measure at this age, children are making good progress.

The Executive Headteacher stated that staff have regular pupil progress meetings and interventions were ongoing.

The chair noted that, on the Inspection Data Summary Report, KS1 2017/18 attainment was above national average and in the highest 10% nationally for the expected standard in writing and maths .

Attainment in maths is at the expected standard and above national for disadvantaged pupils. The Executive Headteacher noted the effectiveness of the mastery approach in teaching maths.

**SD&P/06/19 Ofsted area for improvement – improve leadership and management and outcomes for pupils, especially those who are disadvantaged**

*Ofsted improvements since January 2017*

*Developing subject leadership and governors’ understanding of data*

Governors **agreed** to arrange a joint meeting for the two governing bodies to study and understand the current data. Executive headteacher to email possible dates to all governors, and governors to email Executive Headteacher with questions to be discussed at the meeting. This allows the governors an opportunity to challenge and support the senior leadership team.

*Actions and impact*

The Executive Headteacher stated that the Ofsted improvements data document had been helpful when evidencing impact. The following were noted: subject leaders improving teaching and learning for disadvantaged pupils; interventions monitored and targets set; TAs observed by SLT, with strengths and areas for development identified; disadvantaged pupils made the most accelerated progress in 2017/18; gaps are closing in F2; good progress in F1.

**Exec  
HT/all  
govs**

The Executive Headteacher explained to governors the how pupil progress meetings the system for monitoring and tracking interventions was recorded. Governors discussed the Executive Headteacher's analysis of interventions. The Executive Headteacher stated that the system is being developed to measure the impact of interventions.

**SD&P/07/19 Ofsted area for improvement – improve quality of teaching and learning in KS1 to accelerate pupils' progress and attainment**

*Ofsted improvements since January 2017*

The Executive Headteacher informed governors that the document summarising this has been uploaded to Governor Hub.

*Summary of lesson observations*

These will start again after half term.

*Summary of work scrutiny*

This has been carried out across both schools and SLT are satisfied with the work scrutiny. Marking practices have continued to be developed and a bookmark system is being used at TVI, giving children individual technical targets and helping them to ensure their writing is consistent across all subjects.

*Summary of environment scrutiny*

This went well. Governors noted the positive impact on reading spaces in the school.

**SD&P/08/19 Pupil premium strategy**

Discussed in item *SD&P/06/19* above.

**SD&P/09/19 2018/19 School Improvement Plan**

Covered in items *SD&P/06/19* and *SD&P/07/19* above.

**SD&P/10/19 Safeguarding**

*Governor monitoring visit including confidential file audit, single central record and vulnerable pupils.*

Executive Headteacher to arrange a date with Mrs Shepherd for the above governor visit.

**Exec  
HT/LS**

*Update on safeguarding action plan*

The Executive Headteacher circulated the school safeguarding plan, highlighting the following:

- Prevent training is monitored on an ongoing basis.
- All staff have been made aware of the procedure for children missing in education, which is part of Keeping Children Safe in Education. Attendance policy to be updated to include this.
- Records of conversations with other schools to be kept.
- File transfer procedure to be included in the child protection policy.

Governors noted the need to identify which governor should undertake managing allegations training – to be decided at the next full governing body meeting.

**Exec HT**

Governors noted that updated safeguarding training scheduled for July 2019.

**SD&P/11/19 Attendance**

The Executive Headteacher circulated the Autumn 2018 attendance monitoring summary report, noting that absence for the last academic year was recorded on the inspection dashboard as 2.5%. The Executive Headteacher now receives weekly updates on persistent absenteeism.

**SD&P/12/19 Behaviour**

The Executive Headteacher circulated the Autumn 2018 behaviour monitoring summary report, stating that the behaviour is good and this is stable. There is no significant impact recorded for disadvantaged pupils. Support is being given to parents if necessary.

**SD&P/13/19 Pupil voice**

The Executive Headteacher circulated a monitoring summary report for the school council, stating that the day and time of the meetings have been changed to maximise effectiveness. There were no major issues raised by the school council. Governors noted that the summary report mirrors the behaviour summary.

**Q:** Do members of the school council have specific roles?

**A:** Only regarding playground equipment at the moment. The Executive Headteacher stated that she is working on developing the role of the school council and aims to meet with them frequently.

**Exec HT**

**SD&P/14/19 Pupil issues**

There was nothing to report on this item.

**SD&P/15/19 Parent questionnaires**

The Executive Headteacher stated that parent questionnaires will be given out next week at parents' evening.

**SD&P/16/19 Governor monitoring visits**

*Spring term governor visit day: Friday 8 March 2019*

Governors **agreed** that the spring term visit day will focus on English.

**SD&P/17/19 Policies to be recommended for ratification**

The Executive Headteacher informed governors that the home/school liaison policy has been updated for both schools – Executive Headteacher to upload to Governor Hub for ratification.

**Exec HT**

**SD&P/18/19 Determination of 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/19/19 Date of next meeting**

Tuesday 14 May 2019 at 6.30pm.

**The meeting closed at 7.35pm.**

Signed .....(chair)      Date .....

CB/KW