

MINUTES OF MEETING

School: The Trent-Rylands Federation
Trent Vale Infant and Nursery School *and* Beeston Rylands Junior School

Meeting title: Meeting of the Pupils Outcome Committee

Date and time: Thursday 30th January 2020 at 5.30pm

Location: At Trent Vale Infant and Nursery School

Membership

'A' denotes absence

A Mr J Harper
A Mr C Jones
A Mr S Williams
Mr A McPherson
Mr J Wynn
Mrs L Shepherd
Ms L Sharples
Mrs D Bagley
Mrs K Naylor
Ms K Foale
Mrs J Moss (executive headteacher)

In attendance Mrs J Gibson (minuting secretary)

- | PO/01/19 | Apologies for absence | Action |
|------------------|---|---------------|
| | Apologies for absence were received from Mr J Harper (work commitment), Mr C Jones (family commitment) and Mr S Williams (work commitment) which were accepted. | |
| PO/02/19 | Declaration of interest | |
| | There were no declarations of interest, either direct or indirect, for items of business on the agenda. | |
| PO /03/19 | Minutes of the previous meeting | |
| | The minutes of the meeting held on 6 th November 2019, having been circulated previously, were agreed as a true record and signed by the chair. | |
| PO /04/19 | Matters arising | |
| | The Executive Headteacher asked if the Federation title should have a hyphen or not. It was agreed to have a hyphen. To be taken to full Governors meeting | EHT |
| | <i>a. GW to assist school with writing its own phonics scheme</i> | GW |
| | Ongoing, in email contact with Catherine Turner | |
| | <i>b. Amendments to the school improvement plan priorities – computing; cultural; capital; developing leadership</i> | |
| | Completed and included in SIP | |

- c. *Comparison of attendance in from October half term to Christmas in 2018 and 2019* **Action**

Attendance has gone down from 97% last year to 95% this year. **A governor questioned if this figure was combined for both schools or for individual schools.** The Executive Headteacher confirmed this was individual to each school. **A governor questioned if this was due to holidays, illness or other reasons.** The Executive Head Teacher advised there was no one particular reason and the whole term attendance was also lower. It was agreed this should be monitored. The Executive Headteacher advised she was raising holidays at the next Education Trust Board due mainly to the impact on the 21/22 summer holidays.

EHT

- d. *ASP usernames and passwords to be sent to GW*

Completed.

PO /05/19 2018-19 Attainment and progress data for all main groups;

School Improvement Plan Priority 2

To firmly embed the ongoing focus on improving the outcomes for disadvantaged pupils so that differences between the achievement of these pupils and their peers are diminished further, particularly in writing but also reading and maths.

The Executive Headteacher discussed the progress analysis data and it was agreed that this would be amalgamated onto one document for future meetings. Writing is a target focus.

- a. F1

Two TAs are heading F1 with planning carried out by Janine Barratt. It is running very successfully with good accelerated progress being made by the pupils. The ratios give flexibility and, as the TAs are highly qualified it enables cover to be provided by other staff. Consideration would be given to taking more than 30 children in the summer term if needed.

- b. **F2 – Improve the percentage of children achieving a Good Level of Development**

Staff absence has had affected this the target. All infants' staff are reviewing targets and a Pupil Premium meeting for F2 has been arranged.

- c. **Y1 – Improve the percentage of children achieving EXS in reading and writing**

Y1 are making accelerated progress in reading and should achieve targets in phonics. Currently at 74%, by school data, meet the threshold for phonics target. The aim is to reach 82%. Executive Headteacher noted the role of reading in developing phonics and the leadership team are confident that they will meet target.

d. Y2 – Improve the percentage of children achieving EXS and GD in writing

Y2 are on course to achieve targets. The number of children achieving EXS in writing is higher than the national average. Greater depth of writing is currently lower than national average although the leadership team are confident the national average target is achievable.

e. Y3 - Improve the percentage of children achieving GD in writing

This cohort was above the national average at KS1 and this pattern has been maintained.

f. Y4 - Improve the percentage of children achieving GD in writing

This cohort showed strong performance at KS1 and this pattern is continuing with the cohort on course to achieving the target for GD in writing.

g. Y5 - Improve the percentage of children achieving GD in reading and writing particularly boys

Positive pattern. The cohort is on target for boys at greater depth in reading and writing and they continue to make progress.

h. Y6 – Improve the percentage of children achieving EXS in writing and GD in maths

The leadership team are confident that the support they've put in place will mean the Y6 cohort will perform well at KS2, in line with national expectations.

A governor questioned if the Executive Headteacher felt confident with the progress being made. The Executive Headteacher explained she is confident and made the following points

- Reading is excellent in KS1 and KS2
- Infant/Junior transfer expectations are communicated effectively and carried through at each school
- Writing has an uneven pattern in the current Y6. Strategies are in place to support this area of the curriculum. Many pupils are writing well produced work.
- The leadership team is monitoring Y6 girls' maths. However, strategies are in place, which include 1-1 tuition and booster groups starting after February half term
- The current Y1 group have a high number of SEN. The leadership team, working with the SENCO, have interventions in place for this group.

PO/06/19

2019-20 School Improvement Plan Priority 1

Ensure that staff and pupil well-being has a high priority in school development planning and that the new guidance on sex and relationships education is successfully implemented. This is a key inclusion in the new Ofsted Framework, there is new guidance on relationships education (including sex education) and health education, and because it is the right thing to be doing

- a. Review of action plan

The plan has been reviewed and a sex and relationship model policy is being produced, this may not be ready before summer. The current education approach is positive and well taught.

Staff and pupil well-being is reported as positive. There is support for staff via staff meetings and TVI have taken up aerobics. The executive headteacher is supportive of staff needs across both schools and all staff know how to apply for special leave of absence.

PO/07/19

The Junior school are running mindfulness groups for students again this term and both schools use age appropriate language for learning around extended family groups.

2019-20 School Improvement Plan Priority 3

To further improve the quality of teaching and learning

- a. Make better use of the outdoor learning environment in the early years, so that it is equally effective in promoting pupils' learning and development as the indoor provision.

This is ongoing but progress is difficult due to insufficient staffing in the school.

- b. Update the teaching and learning policies, and individual staff to implement recommendations from all aspects of quality assurance e.g. lesson observations, work scrutiny, environment scrutiny
 - i. Lesson observation summaries
 - ii. Work scrutiny summaries
 - iii. Classroom environment summaries
 - iv. DP Learning Walk summaries

At present focus is for pupils to make progress, the Early Years Teaching and Learning policies have been updated and staff have reviewed this and are adhering to it.

- a. Evaluate and develop the quality of Computing education
 - i. Review of action plan

PO/08/19

Computing has been audited across both schools by Jodie Lopez who is arranging to meet with Raisa Allgar to move this forward. It has already been identified that new hardware will be required for this, the executive headteacher is happy with the progress so far.

A governor invited attendees for any comments, none were raised

2019-20 School Improvement Plan Priority 4

To further develop and secure the leadership of the schools

- a. Federation of the two schools
This was completed on 16th January 2020
- b. Further clarification of the role of Executive Headteacher and Heads of Schools along with the 'chain of command' so everyone is clear who they go to with problems and concerns
- c. To further develop subject leadership by developing a well-planned curriculum which supports children to build and apply their knowledge and skills within a structured and progressive framework. Ensure there is a progression of skills and knowledge for each subject and that subject leaders have the necessary subject knowledge and that they monitor

effectively, moderate and assess accurately ensuring strong subject leadership is established across the curriculum.

Vision enhancement work provided by Colin Newton for both schools has been arranged for inset day on 16th June 20.

Subject leaders have been working on provision grids, these will fit into the long-term planning and help to identify any gaps in the curriculum.

PO/09/19

Subjects leaders are planning work to further align the early years curriculum with Years 1 and 2 as a new early years curriculum is being piloted. TVI will be a pilot school for this new curriculum.

Safeguarding

- a. Governor monitoring visit including confidential file audit, single central record and vulnerable pupils
- b. Safeguarding action plan review

The Executive Headteacher and Lisa Shepherd are meeting tomorrow to review both schools starting at the Juniors.

The Executive Headteacher has identified that recording conversations for leavers was not logged effectively as the school file was no longer in school. Moving forward these will now be recorded on the transfer file.

Managing allegations training has been completed by Chris Jones, Lisa Shepherd is looking at completing this online.

SLT safeguard training is on task, all staff will complete both Prevent and FGM Training.

Attendance

- a. 2018-19 overall attendance figures and persistent absentees monitoring summary report
- b. Autumn term 2019 overall attendance figures and persistent absentees monitoring summary report

The Executive Headteacher has identified individual absence below 90% as a concern and flagged this up at both schools with the admin assistants, it has been declining over the past couple of years. It usually becomes a problem at Easter, last school year it was a concern by Christmas but this year it has been a problem since the start of the current school year.

A governor questioned if there was any one particular reason. The Executive Headteacher explained that taking students out for holidays was a factor, particularly within split families where one parent, then the other, take them out of school. Letters are always sent to parents in these circumstances. Children off ill can also have an impact when, for example, a sickness bug is going around the school.

The Executive Headteacher explained processes were put in place where poor attendance is a concern. At the Junior school one family already have EWO attendance involved, if the three children concerned are not in school, and no reason has been given, she will visit the family home to establish why. Trent Vale also have a SEN child who was referred to EWO attendance, their attendance has now improved but they will be referred again if this is not maintained.

PO/10/19

Overall the senior leadership team were satisfied with the attendance rates across both schools. This is routinely monitored, and parents receive text messages if their child is absent.

Behaviour

- a. Autumn 1 behaviour monitoring summary reports

PO/11/19

Behaviour is very consistent. There is a specific plan for everybody to follow and this works really well. Staff also look at what works best for individual children with the bespoke conversations and graduated responses, children are also encouraged to self-regulate.

Pupil voice

- a) School Councils

PO/12/19

The school council and the executive headteacher meet fortnightly. Both schools are rated regularly by the council and improvements identified. Junior school have recently ordered skipping ropes, stilts and hoops and infants are ordering further playground equipment.

EHT

Parent questionnaires

PO/13/19

- a) Annual general questionnaire

These will be distributed on parents evening during the week commencing 10 February 2020.

Governor monitoring visits

- a) Focus of the Autumn term governor visit day – Friday 6th March 2020

The in teaching and learning report input was really useful and shared with subject leaders. Little things were picked up for example marking.

A governor asked in there were any comments re work scrutiny. None were raised.

PO/14/19

The executive headteacher asked what governors would like to focus on during their next visit. **Governors discussed and agreed on looking across both schools at alignment between staff and pupils,** both schools will be visited on this day. The executive headteacher fed back that the governor visits have been very positive with both governors and the SLT team recognising similar things and feeding back.

Policies to be recommended for ratification:

- a. Home School Agreement

The executive headteacher explained that we are not obliged to have this agreement. **The chair opened this to the governors who queried what school were aiming to achieve from this agreement and if the school diary superseded this.** The executive headteacher explained this used to be a statutory requirement but was no longer and the school diary had incorporated various permissions. Governors agreed that the expectations should be in the diary to aid consistency.

EHT

- b. Annual review of the TV Art policy
- c. Annual review of the TV DT policy

The two policies were agreed and ratified.

PO /15/19

Confidentiality of business

Governors
agreed

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

PO /16/19 Date of next meeting

Wednesday, 13th May 2020 at 5.30pm.

The meeting closed at 6.35pm.

Signed(chair) Date