



**Education and Learning Committee
Bassingbourn Community Primary School
Friday 28th September 2018
Minutes**

1. Attending

Rachael Schofield (RS) Co Head Teacher
Nicky Marsh (NM) Assistant Head Teacher
Chris Bishop (CB), governor
Sarah Oliver (SO), staff governor
Pippa Sutcliffe (PS), governor
Apologies: John Carter

2. Election of Chair

Pippa Sutcliffe was elected as Chair. It was agreed that minutes would be taken in rotation. John Carter to take notes at next (October) meeting.

3. Minutes of meeting: 13th July 2018 were approved.

4. Matters arising

Governor visits policy to be revisited in this meeting.
3 SCITT trainees started in September 2018.

5. Agreement of Terms of Reference

The Committee recommend that the FGB accepts the terms of reference.

6. Action Plan '17-'18 and outcomes

Three areas to report on:

- 1. More able:** An analysis of progress data on more able children was reviewed. Staff feel that progress has been good for this year in most areas, with Reading as a slightly weaker area. However, overall progress measures are positive and plenty of staff training has taken place. A new FFT report on the school shows that BCPS's more able children are doing well and in fact a key area to prioritise is the middle attainers, who are not making as much progress. NM reported that the BVC G&T lead is lined up to work with Y6 more able children later this year.
- 2. EYFS** – Although results were not what the school had hoped for, it was agreed that good progress was made from a very low baseline (as reported in the last FGB). More-able EYFS pupils achieved well.
One element of the action plan which needs further consideration is the review of the baseline (for Years 1-6), particularly with children coming into school in-year. RS suggested that the school needs to consider using a commercial test to provide more accurate accountability.
- 3. GDPR** – On the whole, RS reported her belief that the school was GDPR compliant. However, new issues are regularly coming up (especially related to external service providers). Office staff to keep a list of ongoing issues for



audit. The ICT officer will carry out a school audit on 14 October. CB asked how much support/guidance is coming from LA on this. RS reported that it is not always clear how much school needs to do to comply and that support from LA is minimal.

7. Development plan '18-'19 and E&L priorities:

RS reported that the Headteachers would like to further develop subject leaders. Literacy has been divided into Reading (Helen Dunlop) and Writing + SPAG (Nicky Marsh). Maths will be led by Anna R-D with Sue Brown. Subject leaders with a single focus will be able to ensure consistency of planning / marking/ drive up standards/ coach and gain a deep understanding of their subject.

- **English reading**

The DERIC model was trialled last year and is to be rolled out across the school starting in KS2. HD is being inducted into using the model by BP. E&L will need to monitor how the programme is implemented. PS is the link governor for Reading.

- **English writing**

Reflection has taken place on how writing has been taught (across the school) and they are working on a 3 weekly cycle. Observations are to be carried out by NM and RS as part of the performance management cycle and with a focus on coaching. This approach is intended to increase consistency and give more coherent oversight to the SLT. There is also a need for increased monitoring of books and marking, with a proposal to change response tasks so they are more active and immediate. RS and NM are aiming to observe all teachers by half term, then to set up coaching according to need. CB is the link governor for Writing.

- **Maths**

Maths is very similar to writing. Units of work have been reorganised (ARD and LC), frontloading core elements rather than reviewing. This was trialled by LC last year and felt to be very successful. E&L will need to monitor how the programme is implemented. There is currently no link governor for Maths.

- **Subject Leader development**

The SLT feel that the current 4 year cycle for syllabuses is a challenge. With the school moving to 2-form entry, it will be possible to move away from the rolling cycle over time and implement syllabuses which run over one or two years. This would enable subject leaders to monitor more closely and would allow teachers to develop deeper knowledge / cross-curricular links / opportunities for inclusion of key vocabulary etc.

PS enquired about the aims of this and how the SLT were confident that improvements would be achieved by changing the system. RS explained that the rolling syllabuses involve a lot of planning, resourcing, knowledge maps, splitting learning outcomes, etc and do not allow time to make connections between subjects and so deepen the learning. The aim is to implement this for KS1 by Sep 2019 and KS2 Sep 2020 (following consultation with staff). Action plan to set targets for the planning process and KS1.

- **EYFS**

Language development problems are resulting in a huge gap in language ability between children in early years. SLT are proposing a 3 tier programme to attempt to reduce the language gap. Tier 1- get whole school to engage in 'dialogues' with EYFS children on a daily basis. Tier 2 – link concepts in vocabulary to development matters through teacher talk. Tier 3 – engaging parents. CW is the link governor for EYFS



RS to write out the action plan for review at the next E&L committee meeting.

8. Governor visits scheduled

School staff were happy with the number of visits proposed in the Programme of Governor Visits. Some link governors were added; for completion at next FGB. The Governor visit policy was not approved at this meeting.

9. Policies – LAC

This was approved subject to proofreading amends.

10. Pupil Premium update

PP numbers have gone up this year and parents are registered EYFS / KS1 pupils even though they receive UIFM (universal infant free school meals). It seems that using the NI numbers is helping. E&L to discuss the spending review at the next committee meeting.

Date of next meeting: 15th October