



## Meeting of the Standards and Improvement Committee of Bassingbourn Community Primary School 20<sup>th</sup> September 2019 10:00

<b>1.</b>	<p><b>Welcome and Apologies</b> Present: RS, GD, NM, ARD, JC, CB Apologies: KB</p>	
<b>2.</b>	<p><b>Elect of chair, vice-chair and minute taker</b> GD nominated as chair J nominated as vice chair NM / ARD to alternate minute taking – NM this time</p>	
<b>3.</b>	<p><b>Minutes of last meeting</b> (Minutes of meeting of E&amp;L committee: 12<sup>th</sup> July 2019) The minutes were agreed as a true and accurate representation of the last meeting. As the previous chair, PS has stood down as a governor, the newly appointed chair signed them.</p>	
<b>4.</b>	<p><b>Matters arising from the minutes</b> (but not elsewhere on agenda) An appeal has gone out to to parents for maths extension support – most wish to support teacher rather than run a group as Mrs S does for English. Colleges / universities are too far away for them to send someone. RS to contact BVC to see if anyone there (or in the MAT) is able and willing to offer us some support.</p> <p>A governor asked for clarification about Service Children Funding – clarification as to who it comes from and what it is to be used for.</p> <p>RS requested confirmation that the reports regarding funding: PP (FSM &amp; Ever 6), Service Children and LAC should all be reported on separately as produced for this meeting. This was confirmed and governors agreed that the format was easy to digest. RS will continue to keep all reports separate: PP (which is largely academic, produced and monitored with VT), Service children (which is more pastoral, produced and monitored with NM) and she will continue with LAC for which she remains the lead.</p> <p>A governor requested that we bring an example of a PP Passport to the next meeting to share with committee. It was suggested that we may roll this out as a way to track service children this year. NM advised that we have just this week drawn up a spreadsheet so that we can track which service children have received their £60 'out of school club contribution' this financial year.</p> <p>It was noted that PS has been thanked for her service as a governor, including chairing this committee and that she has offered to continue to help if she can in any way. It was suggested that given her skills, it would be beneficial if she could proof read and edit for us when appropriate / necessary.</p>	<b>RS</b>
<b>5.</b>	<p><b>Committee development:</b></p>	
<b>a.</b>	<p><b>Agree terms of reference</b> It was raised that some policies have now become statutory so we will need to cross reference these.</p> <p>Quorum: It was confirmed that the three governors required can include staff governors but not the headteacher.</p> <p>It was confirmed that SDP (School Development Plan) / SIP (School Improvement Plan) are the same thing, both terms have been and are used.</p> <p>7.5 It was explained that a KIT (Keeping In Touch) report is produced as a result of a visit from a Cambridgeshire LEA advisor (Marion Barrett) who looks at data etc. A school improvement advisor (SCITT) visited last Tuesday, he will visit annually and this will be referred to as an Advisor Visit.</p> <p>7.9 It was stressed that governor visits should be conducted against the SDP.</p>	

	<p>7.12 Reporting of Service Premium and LAC funding was added.</p> <p>RS shared how we record information for the SEF (Self Evaluation Form) and how we are evidencing what we are doing and how we evaluate our outcomes</p> <p>Home School Agreements – these are no longer necessary, but considered quite useful. We do not refuse children if HSA is not returned, but it was felt it is helpful to new parents to see our expectations and helps to set the ethos of the school. The HAS was moved to the non-statutory table of policies.</p> <p>It was agreed that non-statutory policies will be reviewed by HT and an SLT member and will not be shared with the committee unless there are major changes.</p> <p>The above amendments have been made and the new terms of reference approved.</p>	
<p><b>b.</b></p>	<p><b>Confirm meeting schedule and format, expectations of members and presentation of information</b></p> <p>Members will try to read through all documentation in advance of the meeting and bring rough notes (not lots of detail) for matters arising.</p> <p>Date and Time of Next Meeting: 15<sup>th</sup> November 2019 10:00 Approved The other meeting dates were also agreed, apart from the final meeting when NM and ARD will be in the IOW. Tuesday 21<sup>st</sup> July at 11:00 has been proposed and agreed as an alternative date.</p> <p>It was suggested that meetings should last no longer than two hours, but we should aim for an hour and a half duration.</p>	
<p><b>c.</b></p>	<p><b>Priorities for, and creation of, the Action Plan for the S &amp; I committee (possible examples of suggestions to include, based on 2018/2019 data- progress of more able, progress of children new to the school, boys’ writing, setting higher aspirations (i.e. above national average at a time of change)</b></p> <p>RS discussed items on suggested Action Plan.</p> <p>New Curriculum: Knowledge Organisers have been introduced and it was discussed how they will be used. Subject leaders will be accountable for greater depth children / planning etc rather than having a G&amp;T (Gifted and Talented) coordinator as we have in previous years. JC advised that Ofsted are particularly interested in the sequencing of subjects. NM has been appointed as Curriculum Subject Leader which means that she will lead the Foundation Subject Leaders and support them in their role – NM, GD and JC to meet outside of this meeting to discuss the development of Subject Leadership and NM’s role.</p> <p>It was agreed that Reading Writing &amp; Maths in KS2 should focus in particular.</p> <p>Boys writing: CB will liaise with JN (staff member - new writing leader) regarding the writing competition that he has produced in consultation with PS and NM.</p> <p>JN will be invited to meet the committee in November meeting to discuss progress and plans. We will be introducing focussed writing targets this term and the work she did last year on the Power of Pictures Project in association with the Centre for Literacy in Primary Education will be rolled out to the rest of the school in the spring term. RS to liaise regarding class cover.</p> <p>Progress of children new to school: It was acknowledged that there has already been lots of good progress in this way with systems already put in place. In light of the amount of movement of pupils it was agreed that there will be a standing item on every agenda to review new pupils – progress and provision.</p>	<p><b>NM, GD, JC</b></p> <p><b>CB</b></p> <p><b>RS</b></p> <p><b>RS/ GD</b></p>

	<p>To give the committee members greater insight into the different subjects in school, it was requested that <i>all</i> core subject leaders shall be invited for a progress chat to the committee in the January meeting and foundation subject leaders shall be invited to meet the committee for a progress chat in the April meeting. GD stated that she would be happy to come in and meet job shares who do not usually work on Fridays on one of their working days.</p> <p>It was noted that these progress chats are exactly that – fancy presentations are not required. This will be stressed to staff. RS to organise cover as required.</p> <p>RS agreed to finalise and send out the action plan for the committee.</p>	<b>RS</b>
<b>6.</b>	<p><b>2019 assessment results - actions being taken and staff performance management priorities</b> The results were discussed as were the key targets.</p> <p>It was confirmed that GLD = Good Level of Development.</p> <p>It was noted that our Speech and Language Therapist is currently on maternity leave and has not been replaced, making it paramount that we continue with our speech project that began last year in EYFS right through KS1.</p> <p>Areas of development / concern were noted, particularly writing across KS2 and the number of children working at GD in many areas. These will be focussed on in our SDP and tracked through the committee.</p> <p>Staff have already been made aware of children who are at risk of not making expected targets and those children have been named on their performance management to ensure that they remain a focus.</p>	
<b>7.</b>	<b>Key Stage targets</b> – still being set to review again at the next meeting	
<b>8.</b>	<p><b>Update on attendance – NM</b> Govs were satisfied with the groups currently being reported on.</p> <p>NM advised that on our last EWO visit, we were declared an amber school (therefore receiving 3 EWO visits per year). We only just met this threshold, largely due to mid year arrivals whose percentages were low for genuine reasons.</p> <p>NM advised that she and SS (Governor) aim to get the data on a spreadsheet, this work began in the summer term.</p> <p>It was acknowledged that there was good tracking of who our poor attenders are and what is being done to improve attendance.</p>	<b>NM</b>
<b>9.</b>	<p><b>Pupil Premium report - agree outcomes for 2018/2019 and aims for 2019/2020</b> Governors suggested that a statement should be added to PP report overview to make it more explicit that the funding is not specifically spent per individual child.</p> <p>Some terminology was changed and agreed.</p> <p>It was agreed that the reports will be published online (where this is statutory) but not specifically shared with parents unless they ask.</p>	
<b>10a</b>	<b>Policy Reviews – Statutory</b>	
<b>i.</b>	<b>Home School Agreement</b> Moved to non-statutory list.	
<b>10b</b>	<b>Non statutory policies</b> The following policies have been approved by an SLT member and a headteacher and will therefore be adopted by the school:	
<b>i.</b>	<b>Attendance</b>	
<b>ii.</b>	<b>Anti-bullying</b>	

iii.	EAL	
iv.	Homework	
v.	LAC	
vi.	Multi-cultural education	
vii.	Teaching and learning	
11.	Any Other Business None.	

**Date and Time of Next Meeting:  
15<sup>th</sup> November 2019 10:00**