

WHAPLODE CHURCH OF ENGLAND PRIMARY SCHOOL
PUPILS AND PROVISION COMMITTEE MEETING FINAL MINUTES
WEDNESDAY 2ND MAY 2018 AT 5.30PM

PART 1

Present: Mrs I Hooper (Chair) Mrs A Flack, Mrs E Adie, Mrs K Davis, Mr M Lunn, Revd G Atha
 Also present: Mrs S Rix (Minutes), Mr C Mackman, Mrs V Cook

Meeting started at 5.35pm

Agenda item	Issues	Agreed Action	Responsible
1. Apologies for absence		There were no apologies for the meeting	
2. Declaration of Interest		There were no declarations of interest in any items on the agenda.	
3. Weston <i>Mr Mackman and Mrs Cook left at 5.55pm following the discussion of this item</i>		Mr Mackman and Mrs Cook joined governors to discuss this item on the agenda.	
 <i>Mr Lunn left at 6pm</i>		Mr Lunn informed governors that some of the health and safety risk assessments being completed and adopted are crossing with the curriculum risk assessments. Lincoln Anglican Academy Trust (LAAT) are completing an audit of the Single Central Record (SCR) on 22 nd May. Mrs Hooper is to complete an 'on the spot' check before the audit.	
4. Minutes from the previous meeting dated 31 st January 2018 and matters arising		Q. Is there any progress on LCC checking risk assessments from academies? (IH) A. There has been movement by LAAT to ensure that risk assessments from academies are dealt with the same as local authority (LA) schools. Minutes were approved and signed as a true record by Mrs I Hooper.	
5. Charter Items – Termly:	PP1. Review Quality Assurance discussion records	Mrs Hooper commented that the quality assurance (QA) documents are clear, items are addressed and the pupil progress meetings show progress is monitored and reviewed.	

PP2. SIAMS: Actions taken, governor monitoring and updates to evaluation document	Mrs Flack informed governors that the SIAMS framework changes come into effect from September 2018. The new framework is to be worked upon to ensure it is embedded. Governors are to monitor SIAMS; RE has to be 'really good' and will form part of the school development plan (SDP). Church school distinctiveness should appear on all Local Board agendas. Mrs Flack talked governors through the changes schools need to make and the global links schools should have. Revd Atha was asked to give theology support.	Clerk to add church school distinctiveness to all agendas.
PP3. Analysis of absence and persistent absence	Following on from QA4, Mrs Adie has been analysing absence data. Whole school attendance is currently at 96.4% including EYFS (96.2% excluding EYFS); persistent absence is at 6.5% (6.4% excluding EYFS). Q. How many children does the persistent absence percentage relate to? (IH) A. 13 children out of 200. Q. Has a letter been sent home to parents to thank those whose attendance has increased? (AF) A. Yes, this was completed before Easter. Mrs Adie gave governors the attendance percentages for the various vulnerable groups within school.	
PP4. Standards of teaching and pupil attainment and achievement	Governors had received data from the pupil progress meetings in April. Mrs Flack explained that good progress can be seen across all year groups. Q. In relation to EYFS, what is a 2? (IH) A. This is the expected level in EYFS; Mrs Flack explained the data. Q. What about greater depth at EYFS? (IH) A. Last year there were no children with greater depth, this year there has been a good improvement on children with greater depth. Mrs Hooper stated that it is hard within EYFS to get the levels, but commented that the data looks good. Q. What is the national percentage to aim at for children at greater depth? (IH) A. The conversion from EYFS to the national curriculum is good; we are in line with national. Q. Why is EYFS writing for pupil premium children lower? (KD) A. Pupil premium children have vulnerabilities before they start school, interventions are put in place to build progress up but it takes time. Mrs Adie gave governors the percentages of children in each vulnerable group. Governors discussed data for the other year groups and Mrs Adie explained how data is added to the 'ready reckoner'.	
PP5. Review of link governor visits related to P&P	Governors received the recent monitoring reports with their agendas.	

6. Charter Items – Spring Term:	PP22. Review and Approve Home-School Agreement	Governors reviewed and agreed the agreement.	
	PP23. Review and Approve Sex and Relationships Policy and its Implementation	Governors discussed the name of the policy (currently Sex Education Policy) and agreed to amend it to Relationships and Sex Education Policy. Governors agreed the policy.	Clerk to amend policy name
	PP24. Looked After Children – Report from Designated Teacher	Mrs Flack confirmed that she is the designated lead for looked after children (LAC) with Mrs Adie being the second lead. Governors were informed of the number of LAC in school and of the support given to those children not making progress.	
	PP25. Review and approve Curriculum Policy and its Implementation	Governors reviewed and agreed the policy.	
	PP26. Review and approve Attendance Policy and its Implementation	Q. The policy mentions an attendance governor; do we have one? (IH) A. Not at present. Mrs Hooper agreed to be the attendance governor and could monitor attendance whilst monitoring safeguarding and SEN. Governors reviewed and agreed the policy.	Mrs Hooper to monitor attendance
	PP27. Review School Website and Ensure Education/Pupil Related Items are Published.	An audit of the curriculum content on the website has recently been completed. The SMSC and British Values working parties will be adding to the school website. Revd Atha agreed to complete an audit of the school website.	Revd Atha to complete audit and forward to Clerk
7. Safeguarding		Mrs Flack informed governors of the recent safeguarding referrals.	
8. Risk Assessments		Risk assessments were discussed at the beginning of the meeting with Mr Lunn.	
9. Policies to be reviewed	Equality Statement	Governors agreed the statement.	Clerk to add to website
	Exclusion Policy (LAAT)	Additional paragraph added to the policy as advised by LAAT. Governors agreed and accepted the policy.	
10. AOB		There were no additional items for discussion.	
11. Date and time of next meeting		The next pupils and provision committee meeting is on 4 th July 2018 with QA training with Stuart Edmonds at 5pm.	

The meeting closed at 6.40pm

Signed: _____ Chair of Committee

Date: _____

