

WHAPLODE CHURCH OF ENGLAND PRIMARY SCHOOL
PUPILS AND PROVISION COMMITTEE MEETING FINAL MINUTES
WEDNESDAY 31ST JANUARY 2018 AT 5.30PM

PART 1

Present: Mrs I Hooper (Chair) Mrs A Flack, Mrs E Adie, Mrs K Davis, Mr M Lunn,
 Also present: Mrs S Rix (Minutes)

Meeting started at 5.30pm

Agenda item	Issues	Agreed Action	Responsible
1. Apologies for absence		Apologies received and accepted from Revd G Atha	
2. Declaration of Interest		There were no declarations of interest in any items on the agenda.	
3. Minutes from the previous meetings on 5 th July and 25 th September 2017 (pre LAAT) and matters arising		There were no matters arising from the minutes. Minutes were approved and signed as a true record by Mrs I Hooper.	
4. Charter Items – Termly:	PP1. Review Quality Assurance discussion records	Governors received the Quality Assurance (QA) Discussion Records from the second QA visit. Following a visit from Stuart Edmonds (SE) last week, most of the items raised in QA day two have now been addressed. The QA day three visit will take place next week and pupil premium will be looked at. Q. Why is pupil premium being addressed again? (KD) A. It is due to the format changing. The next time PE funding is reviewed it will be on a new format from the Department for Education, looking more at outcomes and impacts rather than the finances. Mrs Hooper stated that although there has been additional work with SE it is good for school and its improvement.	

		On QA day three, SE will be observing the maths lessons of classes five and six; Mrs Flack will observe the other classes.	
	PP2. SIAMS: Actions taken, governor monitoring and updates to evaluation document	The evaluation has been completed and reviewed. From September there will be a new framework in which expectations will raise a level.	
	PP3. Analysis of absence and persistent absence	Governors had received a detailed analysis of attendance throughout school. It was noted that whole school attendance is good. For future meetings, SE has suggested that governors receive an overview of attendance rather than the detailed report received this time.	
	PP4. Standards of teaching and pupil attainment and achievement	Mrs Adie and Mrs Flack talked governors through the KS1 and KS2 target reports and explained how the targets are worked out and where the data is taken from. Q. The first report in Low to EXS+ shows a percentage slightly below national; what has been put in place for this? (IH) A. The 1% difference is not even one child; a child is deemed as around 3%. Pupil progress meetings monitor the progress for each pupil and the interventions that are in place or are required. Governors were informed that future reports will show where targets are linked to intervention. Targets will link to the success criteria of the school development plan (SDP) which will evidence good progress. It was noted that in KS2 the progress percentages which are based on current data are looking good, showing that interventions are working. Q. Does this document identify outstanding practitioners without seeing them in the classroom? (ML) A. Mrs Adie stated that the targets and progress are only a part of it, the whole picture has to be looked at. The targets could be the result of an outstanding teacher in the previous year or it could be that a teacher has to catch up progress from a year. The target document can be used as a supporting document for appraisals.	
	PP5. Review of link governor visits related to P&P	No governors attended the last pupil progress meetings. Mrs Hooper will attend the next set of meetings.	Clerk to email governors with a reminder of the dates for pupil progress meetings.
5. Charter Items – Spring Term:	PP15. Review and approve medical needs policy and its implementation	The policy is schools own rather than a LAAT policy. Governors reviewed and agreed the policy.	Clerk to update policy header
	PP16. Review and Approve E-Safety policy and its implementation	The previous acceptable use and e-safety policies were reviewed and merged in December with governors agreeing the policy via email so that it could be implemented throughout school immediately.	

	PP17. Receive and review updated/validated reports	Governors received a red, amber, green (RAG) rated document showing attainment. Signatures of risk with Paul Thompson put progress in acceptable measures.	
	PP18. Review and approve educational visits policy and procedures and their implementation	The policy is a CFBT/Lincolnshire County Council (LCC) document. School pays into Evolve to raise and support risk assessments. The risk assessment for the France trip was produced using Evolve and there were no comebacks following submission. Governors were asked to have an awareness that when risk assessments are submitted to LCC from academies they often get overlooked therefore there is a need to ensure risk assessments are checked. Governors all agreed to accept the policy.	
	PP19. Review and approve RE policy/curriculum and its implementation	Governors had previously reviewed and agreed to adopt the new replacement RE policy via email in December 2017.	
	PP20. Review and approve collective worship policy and its implementation	Governors were informed that Revd Gareth Atha is taking collective worship on Tuesdays. Governors reviewed and agreed the collective worship policy.	
	PP21. Pupil Annual Reports – approve format and distribution process	Governors were informed that as school is now an academy, governors are to agree the annual pupil report format. Governors discussed the format and were informed that pupil comments would also be sent out with the reports this year. Governors agreed to the current reporting format with EYFS having an adapted version relating to their curriculum.	
6. Safeguarding		SE completed a safeguarding check during his QA visit. Procedures were good but have been tweaked and a record keeping pack has been produced by LAAT which has good reporting documents within it. The procedures and forms have been put into process throughout school.	Mrs Hooper to complete a safeguarding spot check during the term.
7. Risk Assessments		Risk assessments were discussed within item 5, PP18	
8. Monitoring Planning and Feedback		Governors were informed that they need to look at the SDP and set their monitoring from the document. The SDP is now based on specific areas rather than Ofsted criteria. Mrs Adie read out areas for governor monitoring from the governance section of the SDP. Governors agreed that they would set a monitoring timetable at the LGB meeting in March.	Clerk to add governor monitoring against the SDP to the LGB agenda in March
9. Policies to be reviewed	Spirituality Policy	The RE, and Acceptable Use policies were discussed by governors under item 5 – Charter Items Spring Term. Governors agreed the Spirituality policy via email in December 2017.	

	Local Board Member Visits Policy (LAAT)	Policy for governor information, governors are to use the forms from the policy to record their visits/monitoring.	
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 2 nd May at 5.30pm.	

The meeting closed at 6.30pm

Signed: _____ Chair of Committee

Date: _____