

WHAPLODE CHURCH OF ENGLAND PRIMARY SCHOOL
PUPILS AND PROVISION COMMITTEE MEETING FINAL MINUTES
WEDNESDAY 4TH JULY 2018 AT 5.30PM

PART 1

Present: Mrs I Hooper (Chair) Mrs A Flack, Mrs K Davis, Mr M Lunn,
 Also present: Mrs S Rix (Minutes), Mrs V Cook, Mr S Edmonds, Mrs S Roberts

Meeting started at 5.05pm

Agenda item	Issues	Agreed Action	Responsible
<i>S Edmonds, V Cook and S Roberts left at 6pm</i>		<p>Governors received QA training from Stuart Edmonds</p> <p>Q. In relation to the EYFS graph, is there a key to the abbreviations? (VC) A. There is not due to there not being room on the document. Mrs Flack to send out abbreviations for data.</p> <p>Q. How quickly will the QA grids enable additional intervention and will the grids allow weaknesses to be spotted earlier? A. When the grids are looked at mid-year it enables points to be actioned quickly and at the end of the year intervention can be in place to start the new academic year.</p> <p>Governors agreed the QA document is good for governor monitoring and as the data is in the document, it gives governors the information to challenge school.</p> <p>Governors agreed that with LAAT, it helps to have experts to challenge and support schools and from LAAT all areas of school are challenged.</p>	Mrs Flack to send out EYFS code to abbreviations
	Spiritual Mindfulness	Governors were able to take a few minutes for reflection.	
1. Apologies for absence		Apologies received from Mrs E Adie and Mr G Atha	
2. Declaration of Interest		There were no declarations of interest in any items on the agenda.	
3. Minutes from the previous meeting		There were no matters arising from the minutes.	

dated 2 nd May 2018 and matters arising		Minutes were approved and signed as a true record by Mrs I Hooper.	
4. Charter Items – Termly:	PP1. Review Quality Assurance discussion records	QA document looked at within the QA training with S Edmonds.	
	PP2. SIAMS: Actions taken, governor monitoring and updates to evaluation document	Discussion within Church School Distinctiveness.	
	PP3. Analysis of absence and persistent absence	Mrs Flack talked governors through the attendance report. Governors agreed that attendance has improved. Q. School is 0.21% higher than national for girls absence; what is this? (IH) A. One child is 3% so 0.21% is insignificant.	Mrs Hooper to review attendance before the end of term
	PP4. Standards of teaching and pupil attainment and achievement	Mrs Flack talked governors through the data reports for EYFS, Phonics and KS1. Governors talked through the previous EYFS results where no pupils were at greater depth but it is thought there should have been although the data was moderated. Q. How does the KS1 data compare to national? (IH) A. National data is not yet available. When pupils are at greater depth at KS1 they then have to be at greater depth at the end of KS2. Schools target for greater depth in each area and year group is 20% of pupils. KS2 data is based on predicted results as data is not yet out; due out on 10 th July. Writing was moderated at 73%. Governors discussed the impact of mid year admissions on data. Data is solidly good but is not outstanding.	
	PP5. Review of link governor visits related to P&P	Mrs Hooper continues to read in school on a regular basis. Mr Lunn to provide report from EYFS trip.	
5. Charter Items – Spring Term:	PP22. Review and Approve Home-School Agreement	Reviewed and agreed 2 nd May 2018	
	PP23. Review and Approve Sex and Relationships Policy and its Implementation	Reviewed and agreed 2 nd May 2018	

	PP24. Looked After Children – Report from Designated Teacher	Mrs Flack informed governors that there will be significant changes within the updated Keeping Children Safe in Education (KCSIE) document out in September for designated safeguarding leads. Q. How many looked after children (LAC) are in school? (IH) A. We have and have previously had a lot of LAC therefore we have experience in this so a lot of the additional paperwork required is already being used and understood.	
	PP25. Review and approve Curriculum Policy and its Implementation	Reviewed and agreed 2 nd May 2018	
	PP26. Review and approve Attendance Policy and its Implementation	Reviewed and agreed 2 nd May 2018	
	PP27. Review School Website and Ensure Education/Pupil Related Items are Published.	HMI/Ofsted are not able to judge school websites as much as previous as too many schools were being downgraded due to their website.	Clerk to chase Revd Atha re website review
6. Safeguarding		Mrs Hooper to make a safeguarding spot check before the end of term. The safeguarding audit tool has been signed off by governors. Q. When the online audit is completed, do you get feedback? (IH) A. We are compliant from the last audit, there is no information from this one.	Mrs Hooper to complete safeguarding spot check before the end of term.
7. Risk Assessments		Mrs Flack informed governors she is having issues with Evolve. Mr Ruck is still completing risk assessments and Mrs Flack is manually signing them off.	
8. Diocesan School Visit		The visit was very positive; RE was rated as good. There will a Diocesan audit in the Autumn term. Expectations for teaching RE are now deeper, it will be good but hard work. Mrs Flack will be the RE lead in school.	
9. Church School Distinctiveness		Mrs Hooper and Mrs Davis attended SIAMS training with Yvonne Shaw and have reported it was very good. It was suggested that one strand from the evaluation document is added to each agenda for governors to review and evaluate. Future Section 48 inspections will occur once every 5 years, outstanding will be replaced by excellent. RE now has to be embedded and linked to attainment.	Clerk to resend out SIAMS documents and add one strand to each agenda.
10. Policies to be reviewed	Missing Child Policy	Governors agreed and accepted the policy.	
11. AOB	GDPR	Governors received the LAAT GDPR training notes. Mrs Flack updated governors on GDPR and the non-negotiable elements. Governors discussed GDPR.	Clerk to email out non-negotiable elements to all governors.

		Governors present signed the GDPR register confirming they have received the training documents.	
12. Date and time of next meeting		The next pupils and provision committee meeting is on 17 th October at 5.30pm	

The meeting closed at 6.50pm

Signed: _____ Chair of Committee

Date: _____