

WHAPLODE CHURCH OF ENGLAND PRIMARY SCHOOL
PUPILS AND PROVISION COMMITTEE MEETING FINAL MINUTES
THURSDAY 7TH FEBRUARY 2019 AT 5.30PM

PART 1

Present: Mr M Mackman (Chairing in place of Mrs I Hooper), Mrs A Flack, Revd G Atha, Mrs E Adie, Mrs K Davis
 Also present: Mrs S Rix (Minutes)

Meeting started at 5.20pm

Agenda item	Issues	Agreed Action	Responsible
		Governors monitored the RE provision	
1. Apologies for absence		Apologies received from Mrs I Hooper	
2. Declaration of Interest		There were no declarations of interest in any items on the agenda.	
3. Minutes from the previous meeting dated 17 th October 2018 and matters arising		There were no matters arising from the minutes. Minutes were approved and signed as a true record by Mr C Mackman.	
4. Charter Items – Termly:	PP1. Review Quality Assurance discussion records	QA2 with Mr Kinsey was very informative. Areas identified from the previous QA: baseline assessments, additional development plans and attendance were discussed and reviewed. Q. What percentage is persistent absenteeism at? (CM) A. At QA2 it was at 25%. As part of QA2, observations were completed; observers were happy with what they saw and judgements agreed. Previous issues from observations have become coaching targets; within the observations, the impact of the coaching programme could be seen. Discussions were held around pupil progress meetings and the day finished with a work scrutiny, focusing on year four. Overall, the day proved very useful, supportive and developmental. Q. When is the next QA meeting? (CM)	

		<p>A. 7th March. Governors agreed that the QA report is very positive and it is good that judgements are secure.</p>	
	<p>PP2. SIAMS: Actions taken, governor monitoring and updates to evaluation document</p>	<p>Governors have not yet monitored SIAMS. Mrs Flack has worked on the Weston St Mary (WSM) document but due to time constraints, has not yet been able to complete the Whaplode document. SIAMS and SEF need careful consideration so that school comes across in the right way. Evidence of why school is outstanding is required; within the new framework there are different areas to be looked at.</p>	
	<p>PP3. Analysis of absence and persistent absence</p>	<p>Governors reviewed the attendance data, Mrs Adie stated that attendance should to be over 95% and heading towards 96%, at present it is 94.32%. Attendance is low in EYFS and year one. EYFS has a low number of pupils meaning absence has a higher impact. Chickenpox and stomach bugs have hit the lower years, which has hindered good attendance. There will be a big push on attendance after half term. The current persistent absence count is 33 pupils.</p>	
	<p>PP4. Standards of teaching and pupil attainment and achievement</p>	<p>Mrs Adie discussed teaching within the PP1. Governors received an overview of monitoring conducted by Mrs Adie and Mrs Flack for January and February. Mrs Adie discussed pupil progress meeting outcomes for each year group.</p> <p>Q. How does the new year two teacher think monitoring is within our school compared to her previous school? (CM)</p> <p>A. Coming from a school where Ofsted deemed leadership as inadequate, they are impressed with the moderating and monitoring which is very good and developmental. Teachers receive support and can see that within school we grow people and provide opportunities. Mr Mackman made comment that school has a good atmosphere and appears well balanced at present.</p> <p>Lesson observations and drop-ins have taken place; all staff have been observed and feedback given.</p>	<p>Clerk to email document to all governors.</p>

		The year two teacher has taken part in a supportive moderation session as part of the LEAP project, which was supportive and makes sure that judgements are secure. Peer moderation has taken place where all teachers worked with phase peers.	
	PP5. Review of link governor visits related to P&P	Mrs Hooper completed safeguarding monitoring in December.	
5. Charter Items – Spring Term:	PP15. Review Medical Needs Policy and its Implementation	Governors reviewed the policy and no changes were required.	
	PP16. Review E-Safety Policy and its Implementation	Governors reviewed the policy and no changes were required.	
	PP17. Receive and Review any Updated/Validated Reports (ASP, FFT, IDSR etc)	Reports discussed within PP1. There was no updated data reports for this term.	
	PP18. Review Educational Visits Policy, Procedures and Implementation	Updated LCC policy adopted by LAAT. There have been issues with the approval of residential risk assessments but this appears to have improved.	
	PP19. Review RE Policy/Curriculum and its Implementation	An additional paragraph has been included within the policy concerning withdrawal from religious education. Governors reviewed and agreed to adopt the policy.	
	PP20. Review Collective Worship Policy and its Implementation	Amendments required to the organisation of collective worships within the policy. Governors reviewed and agreed to adopt the policy following the amendments being made.	Clerk to make amendments and adopt policy.
	PP21. Review and Approve Format for Pupil Annual Reports	The annual report is the same format as in recent years. Governors agreed the format.	
6. Spiritual Mindfulness		Governors took time to reflect.	
7. Christian Distinctiveness		Governors reviewed the RE provision prior to the meeting. Revd Atha stated that school does very well at Christian distinctiveness and is a very Christian school.	

		Revd Atha runs a lunchtime club and leads weekly whole school collective worships. Governors were informed that children enjoy Revd Atha's collective worships and it is good to have regular church representation in school.	
8. Safeguarding		The LCSB audit report from LAAT was very good. There were only two suggestions and both of these have already been actioned and completed.	
9. AOB		There was no any other business.	
10. Date & Time of Next Meeting		Strategy and oversight – Tuesday, 26 th March 2019 at 5.30pm Pupils and provision – Wednesday, 3 rd July 2019 at 5.30pm	

The meeting closed at 6.15pm

Signed: _____ Chair of Committee Date: _____