

WHAPLODE CHURCH OF ENGLAND PRIMARY SCHOOL
PUPILS AND PROVISION COMMITTEE MEETING FINAL MINUTES
WEDNESDAY 17TH OCTOBER 2018 AT 5.30PM

PART 1

Present: Mrs I Hooper (Chair) Mrs A Flack, Revd G Atha, Mrs E Adie
 Also present: Mrs S Rix (Minutes)

Meeting started at 5.25pm

Agenda item	Issues	Agreed Action	Responsible
1. Apologies for absence		Apologies received from Mrs K Davis	
2. Declaration of Interest		There were no declarations of interest in any items on the agenda.	
3. Minutes from the previous meeting dated 4 th July 2018 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	<p>Q. Under QA day one pupil premium (PP) strategy it states ‘identify if gaps at previous key stage had diminished’ – are the gaps lessening? (IH)</p> <p>A. The 2017/18 PP review has been completed; Mrs Adie shared the current 2018/19 strategy with governors, which contains an overview of the effectiveness of the previous strategy.</p> <p>Mrs Adie attended training with Mr Edmonds and has a review from last year which compares the attainment and progress of disadvantaged groups. Mrs Adie talked governors through the report for each key stage. Maths progress has flagged up as an area to monitor in both key stages. Phonics data is well above typical in both year one and two.</p> <p>There are concerns with the 2017/18 year three cohort with attainment and progress. Overall, the report shows that PP income is being used effectively and are having a good impact.</p> <p>Q. Under item 26, what is the position now for reading and writing? (IH)</p> <p>The data is from 2017/18, and has been looked at again with Mr Edmonds on the second QA day.</p>	

		<p>Q. Has the support put in this term had any effect? (IH)</p> <p>A. It is too early to judge. Pupil progress meetings after half term will look at this.</p> <p>The previous year three class (current year four) is now a very different class. Gillian Georgiou when conducting the RE audit was very impressed with the level of expertise from the teacher and with the children's knowledge and behaviour. Mrs Adie has faith that year four will finish on a positive although it is too early in the year to say for definite.</p>	
	PP2. SIAMS: Actions taken, governor monitoring and updates to evaluation document	<p>Q. Is the SIAMS Action Plan up and running? (IH)</p> <p>A. Not yet, Mrs Flack is waiting for good exemplars; we still have the old evaluation. The action plan is very much a working document; it is not likely school with receive a SIAMS inspection within the next year. The action plan is being worked through slowly as there are many new areas.</p> <p>Q. How are the new staff settling in? (IH)</p> <p>A. Inductions are completed and the first probation meetings held. The coaching programme and targets have been formed which form the appraisals. The staff have all settled in well. Mrs Adie is completing further drop-ins. Ms Georgiou worked with Mr Fulstow and said he was very good, very natural.</p>	
	PP3. Analysis of absence and persistent absence	<p>Governors reviewed the absence data but it is too early to review persistence absence; at this stage of term three days absence puts a child into the persistence absence category.</p> <p>Lincoln Anglican Academy Trust (LAAT) have a focus on absence and persistence absence. When looking at pupils absence, pupils need to be looked at individually and data to be drilled into to look for patterns and reasons.</p> <p>LAAT are looking into the possibility of employing an Education Welfare Officer to support schools.</p>	
	PP4. Standards of teaching and pupil attainment and achievement	Covered in PP6	
	PP5. Review of link governor visits related to P&P	There have been no visits so far in this academic year.	
5. Charter Items – Autumn Term:	PP6. Review Performance against Attainment & Achievement Targets	Q. An area for development is year six boys, is there any progress on this? (IH)	

		A. This is for grammar, punctuation and spelling. Mrs Adie is working with a group of year six pupils for three hours per week as targeted intervention looking at vocabulary.	
	PP7. Attainment Targets for 2018/19	Governors received a document containing target tables, which are used to identify what is required for each cohort. Mrs Adie attended target-setting meetings at LAAT looking at targets for individual groups. Progress measures have been an issue for the past two years, the tables give a starting point and show where pupils need to be and what is required to get there. The targets are based on current national statistics data and therefore may change as the national statistics data changes. The current year five co-hort is the first year group to be assessed without levels. Governors discussed the data for each year group. Mr Edmonds has reviewed, and is happy with, the target-setting document. This has been shared with staff and forms part of their appraisal; different staff have different targets, as they are cohort specific.	
	PP8. Review Statutory Framework, Policies & Procedures for EYFS	Governors reviewed the EYFS policy and all agreed for the policy to be adopted.	Clerk to add cover to policy and standardise font/layout.
	PP9. Review Behaviour & Anti-Bullying Policies	As part of SIAMS, everything should have a grounding in theology therefore all policies need to have school and LAAT visions and values embedded within them. The senior leadership team (SLT) will be looking at policies individually and incorporating the visions and values.	
	PP10. Review SEN Policy & SEN Information Report	Governors reviewed the policy, clerk to amend SENCO details and add in LAAT to the complaints procedure. Governors agreed to adopt the policy.	Clerk to make amendments add cover to policy and standardise font/layout.
	PP12. Review Safeguarding Policy (Educational Elements)	LAAT issued their annual safeguarding policy to all schools in September. Lincolnshire County Council (LCC) have since issued their policy but have separated out safeguarding and child protection. Mrs Flack has informed LAAT of this and asked them to look into. Mrs Flack wanted governors to be aware of the LCC change to their policies.	
	PP13. Pupil Premium – Review of 2017/18 and	Reviewed as part of PP1.	

	Strategy Document for 2018/19		
	PP14. Review of Attainment & Progress Analysis	Reviewed as part of PP7.	
6. SIAMS – Strand 2 – Wisdom, Knowledge and Skills		Mrs Hooper stated that after considering the questions within Strand 2, she would judge school as good to excellent. Mrs Flack stated that the issue with attainment and negative progress could mean that school is not excellent. Governors further discussed the judgements.	
7. Christian Distinctiveness		<p>Christian distinctiveness can be seen clearly within school and within the ethos. Work is ongoing on the school website under Christian distinctiveness and the page will develop over time.</p> <p>Mrs Hooper stated that she likes the Christian side to the celebration collective worships.</p> <p>Q. Do the stars of the week go on the Christian distinctiveness page of the website? (AF)</p> <p>A. Not at present. Governors agreed the stars of the week should appear on the page, as the children sharing what they have done is uplifting and inspiring.</p>	<p>Mrs Adie to quote Mrs Hooper on the website.</p> <p>Mrs Adie to add stars of the week to Christian distinctiveness page.</p>
8. Safeguarding		<p>Mrs Flack has received an email to say school is compliant but is still unable to access the audit tool; this is being worked on.</p> <p>Mrs Flack will continue to attend the safeguarding briefings for updates and Mrs Adie is attending designated safeguarding lead training at the end of November.</p> <p>Mrs Flack will be delivering understanding Christianity training at the inset day in December.</p> <p>Gillian Geogiou completed the school RE audit today and was very impressed, especially with RE in KS2. School needs to consolidate this academic year and then go straight to the gold award in RE next academic year.</p>	
9. Policies to be reviewed	Parent Code of Conduct	<p>Over the past few years there has been an increased amount of bullying over social media with some comments being very negative and slanderous. LAAT were asked to come up with a parent code of conduct policy but their view is that schools should each come up with their own policy due to each school being different and each set of parents different. Governors reviewed the two policies given.</p> <p>Q. The policy states a school Facebook page, does school have one? (IH)</p> <p>A. No, this was from the model policy. School has a twitter account only. Mrs Hooper thought it was important for school to have a policy.</p> <p>Q. When a policy is adopted, how will we make sure parents read it? (IH)</p>	

		A. We cannot, we can only send it out to them.	Clerk to resend out policy to all governors.
10. Parent Contributions to Educational Visits		<p>A child cannot be excluded from a trip because parents cannot afford to pay and as a school, children are not sent on as many trips/visits as other schools due to keeping costs down for parents.</p> <p>We have previously asked teachers to plan trips for the whole year so that parents have more time to pay. The biggest cost to a planned trip is the coach. School trip letters sent out to parents which request a contribution state that if a child is unwell on the day of the trip then a refund cannot be issued due to the trip being costed out.</p> <p>Governors discussed a parent asking for a refund due to their child being unwell; being refused the refund and then stating that costs would be regained by paying less on the next trip. The next trip has already been heavily subsidised by school and there is the potential that the trip will not go ahead if there are not sufficient contributions.</p> <p>Q. Do the letters state that no refunds will be given and that trips may not go ahead if sufficient payments are not received? (IH)</p> <p>A. Yes both elements are in letters and are very clear.</p> <p>Governors discussed trips further and the potential of cancelling future trips.</p>	
11. AOB		There was no any other business	
12. Date and time of next meeting		<p>The next pupils and provision committee meeting is on 6th February 2019 at 5.30pm</p> <p>Mrs Adie gave governors dates of events/meetings in school.</p>	Clerk to email out list of diary dates to all governors

The meeting closed at 6.34pm

Signed: _____ Chair of Committee Date: _____