

WHAPLODE CHURCH OF ENGLAND PRIMARY SCHOOL & WESTON ST MARY CHURCH OF ENGLAND PRIMARY SCHOOL

**PUPILS AND PROVISION COMMITTEE MEETING FINAL MINUTES
TUESDAY 1ST OCTOBER 2019 AT 5.30PM**

PART 1

Present: Mrs I Hooper (Chair of Committee), Mrs A Flack, Mrs E Adie, Mrs R Walker, Mrs V Cook, Mr C Mackman, Mrs S Roberts
 Also present: Mrs K Davis (Minutes), Mrs S Rix
 Apologies: Revd G Atha

Meeting started at 5.30pm

Agenda item	Issues	Agreed Action	Responsible
1. Appointment of Chair to the Committee		Governors present agreed for Mrs I Hooper to be appointed as Chair of the Pupils and Provision Committee for the academic year 2019/20.	
2. Apologies for absence		G Atha was absent from the meeting.	
3. Declaration of Interest		There were no declarations of interest in any items on the agenda.	
4. Minutes from the previous meeting dated 3 rd July 2019 and matters arising		There were no matters arising from the minutes. Whaplode minutes approved and signed as a true record by Mrs I Hooper. Weston St Mary's minutes were approved and signed at Strategy & Oversight meeting at the end of July 2019.	
5. Charter Items – Termly:	PP1. Review Quality Assurance discussion records	2018/19 quality assurance (QA) records were discussed at the end of the summer term for both schools; there were no significant issues. The LAAT Educational Advisor will be in both schools next week to start the QA discussions for this academic year. Rigorous targets have been set in line with the Fischer Family Trust (FFT).	
	<i>S Roberts arrived 5.35pm</i> PP2. SIAMS: Actions taken, governor monitoring and updates to evaluation document	RW is attending a SIAMS course and will update staff following this. School is further developing SIAMS and it is expected that Weston will receive a SIAMS inspection in the near future. Both schools are involved in the Archbishop of York Youth Trust which will develop opportunities for pupils to grow in leadership, faith and character. Both schools are receiving funding towards this.	

<p>PP3. Analysis of absence and persistent absence</p>	<p>Whaplode EA talked governors through the absence data from 2018/19. EA provided and discussed governors with a case study of the persistent absences through school. This has helped when looking at Pupil Premium absence and has highlighted different areas that may trigger these results. EA discussed that within the data there are pupils who have left but whose attendance is still reported on for the academic year. Following attendance meetings with some parents an improvement could be seen. Advice was sought from the Education Welfare Officer and if required they would arrange further meetings. As some children are in vulnerable situations we need to work with the families to ensure attendance is priority. AF informed that incentives would be looked at for persistent absences and attendance would be discussed at the QA meeting next week. <i>Q: VC Have you conducted an attendance analysis excluding pupils that have left.</i> EA explained yes and that the figures were included at the bottom of the case study. All Governors were happy with the schools efforts in trying to improve attendance. Weston St Mary RW explained that overall the school is doing well with attendance. At the end of the academic year there were 3 persistent absentees, 2 of which have now left. It was stated at the Ofsted inspection that they were happy with the efforts to improve attendance. There have been no exclusions.</p>	
<p>PP4. Standards of teaching and pupil attainment and achievement</p>	<p>It is too early in term to give attainment data for the academic year but drop-ins and observations have already taken place across both schools and feedback given which has been received well. Areas of development for staff have been identified. IH agreed that it was too early in the term for full attainment data</p>	
<p>PP5. Review of link governor visits related to P&P</p>	<p>There have not yet been any link governor visits relating to pupils and provision this term.</p>	
<p>PP6. Receive report on pupil welfare and wellbeing.</p>	<p>EA explained that there have already been a number of safeguarding issues this term at Whaplode. Training for ZH in ELSA (Emotional Literacy Support Assistants) will be developed. Governors and staff commented that they are impressed with the work ZH is doing.</p>	

	<p><i>CM left at 6.25pm</i></p>	<p>RW expressed that there is only one concern pending for Weston and that they will continue to support the family and the pupil is currently receiving support from Healthy Minds, art therapy support is being looked into.</p>	
<p>6. Charter Items – Autumn Term:</p>	<p>PP7. Review performance against attainment & achievement targets for 2108/19 and approve targets for 2019/20</p>	<p>Whaplode EA talked governors through the 2019 data, national data is from O-Track using 2018 figures. All attainment and progress was discussed in great detail across all the years using the reports provided. YR 1 results show better than national for expected. YR 2 results show better than national for expected in reading and writing national with maths being higher. YR 3 results show standard and progress as good, writing is slightly lower than national and maths is very strong against national. YR4 this is the cohort that had to make accelerated progress, this was met in reading and maths but writing requires more development. Writing progress takes longer to develop but Mrs Ruck has made fantastic progress in getting them to where they are now. YR5 reading and maths good but greater depth (GDS) requires looking at within writing. The current year 6 teacher, with this cohort is already seeing improvement in writing. YR6 was strong across the board at expected Governors discussed that a trend across the majority of the years could be seen relating to GDS and is to be looked into and worked on.</p> <p>2019/20 Targets Reception – 19/23 pupils targeted to achieve greater learning depth (GLD). At the moment, it is expected that 7 pupils will not reach this and this will be discussed at October pupil progress meetings (PPM). YR2 and YR6 target data is calculated against Family Fischer Trust for the top 50, 20 and 5 schools. School looks to be above national across all areas. EA explained the percentages and targets set for year groups 1, 3, 4 and 5 for 2019/20, although the targets seem quite challenging, good progress is already being seen and staff are clear on what they are working towards.</p> <p>For Weston, RW explained a different approach on reporting using a colour coded system is used. The school is highly focused on making progress as well as attainment. The results were explained in detail to governors. From the data provided you can clearly see that where targets were not met at the beginning of the school year, the majority of pupils had met these targets by the end of the academic year.</p>	

		The pupils who need more support will continue to receive this and have achievable targets set. IH commented that the children need to be nurtured. Governors agreed the targets for Whaplode and Weston. <i>C Mackman left meeting at 6.25pm.</i>	
	PP8. Review statutory framework, policies and procedures for EYFS	It was confirmed that school uses the EYFS statutory framework.	
	PP9. Review and approve school policies, to include: <ul style="list-style-type: none"> • Intimate Care Policy • Safeguarding Policy 	Governors reviewed and approved both policies Governors reviewed and agreed to adopt the intimate care policy across both schools. The safeguarding policy is a LAAT policy and has been adopted by governors.	Clerk to adopt policies.
	PP10. Pupil Premium – Review of 2018/19 and strategy document for 2019/20	Whaplode’s strategy meeting for 2019/20 is taking place w/c 7 th October. EA explained that pupil premium funding is used to close the gaps between pupil premium pupils and non- pupil premium. EA talked governors through a document that showed the individual targets and progress for pupil premium children. The 2018/19 pupil premium strategies have been reviewed. The 2019/20 strategies have not yet been finalised; EA and RW are attending pupil premium strategy training and following this the strategies will be finalised and sent to governors.	
	PP11. Review of attainment & progress analysis	Attainment and progress were already covered in PP7.	
7. Safeguarding		Safeguarding was discussed within PP6.	
8. Christian Distinctiveness		Whaplode have a newly appointed Bishop’s Visitor. Revd Gareth continues to do fantastic work at Whaplode and delivers a weekly collective worship and runs a lunchtime club which is greatly received. The Revd that visits Weston is currently unwell but has a good relationship with pupils and delivers weekly collective worships.	
9. AOB		Clarification has been sought from LAAT and Mr Mackman is a LAAT appointed governor therefore there are three vacancies, two of which are parent governor vacancies. IH thanked staff for all their hard work.	Clerk to send out parent governor vacancy letter to parents at both schools.
10. Date & Time of Next Meeting		Tuesday 3 rd March 2020 at 5.00pm at Weston St Mary.	

The meeting closed at 6.47pm

Signed: _____ Chair of Committee

Date: _____