

MINUTES OF MEETING

School: Round Hill Primary School
Meeting title: Meeting of the Curriculum and Strategic Development Committee
Date and time: Tuesday, 25 June, 2013 at 5.00pm
Location: At the school

Membership

'A' denotes absence

Mrs S Sullivan (chair)
Dr S Clements
A Mr R Jones
Miss O Kershaw
Mrs J Miller
A Ms J Munro
Mrs L Sun
Mr B Taylor
A Mrs R Tunney
Mrs S Vasey (vice-chair)
Mr A Nash (headteacher)

In attendance

Mrs H Williams (observer)
Mrs C Matz (observer)
Ms S Yates (observer)
Miss J Hewitt (deputy headteacher)
Miss A Hind (teacher year 6)
Miss G Bore (teacher year 2)
Miss J Waldrom (minuting secretary)

Action

CSD/13/13 Welcome, introductions and apologies for absence

Miss Hind and Miss Bore were welcomed to the meeting and following introductions, apologies for absence were received from Mr R Jones.

Mrs R Tunney had apologised for a late arrival.

CSD/14/13 Declaration of interest

There were no declarations of interest, either direct or indirect, for items of business on the agenda.

CSD/15/13 Item for discussion – Pupil Premium project (Amy Hind)

Miss Hind reported that as part of the middle leaders development programme which she and Miss Bore were both undertaking, she had been asked to locate where the gap was between pupils and how to narrow that gap.

She was looking at pupils who were not reaching their age related expectation, and Miss Bore had investigated writing.

Questionnaires were given to staff and parents and other schools had been visited to assess how they were addressing the problem. Both teachers had also looked on the internet for suitable ideas, and had concluded that pupils required engagement, motivation and stimulation.

The project was twofold – with the introduction of a resource pack which was based on the dyslexia resource pack.

Staff were asked what was required in the pack and this was supplied and was currently in use in school, with teachers being able to change items and add additional items to the pack.

The second point was the introduction of blackboards into classrooms. One had been used in a classroom in a school visited by the teachers, and Miss Bore had placed one in her classroom for pupils to write on and to use for homework practice.

The introduction had proved very popular with pupils and other teachers had now installed a blackboard in their classrooms.

Miss Bore reported that she had visited classrooms to assess the impact of the introduction and found that pupils were engaged and wanting to write on the boards.

The use of the blackboard had generated ideas for 'Let's Write' and also enabled pupils to practice writing letters of the alphabet.

The use of the blackboards could be personalised for pupils by the class teacher, and Miss Bore reported that she had video evidence and photographs if governors wished to see them.

Further developments for next year were being considered, with creativity in mind.

A writing week may be held with different literacy themes to engage pupils and involve parents and the community, and Miss Hind added that there was an 'Everybody Writes' website showing how this could be arranged.

Miss Hind added that the challenge was about developing middle leaders and giving them a wider understanding of progression, involving the whole school and assessing the impact.

Ms Hewitt added that blackboards were always available in classrooms and what was on them was always changing.

Mr Taylor enquired if it was a blackboard with chalk, and Ms Hewitt confirmed that it was.

Mrs Williams asked if there was a particular target group, and Miss Hind replied that the blackboards were particularly popular with boys – with whom writing was often an issue, in that two or three of them would compare spelling and draw pictures.

Ms Hewitt added that anything written on the board could be easily and quickly removed if pupils were not happy with it.

Mrs Miller enquired if teachers were able to monitor pupils who had not achieved their potential, and Miss Bore replied that the project was not at present data driven, but that data collection would commence during the next year.

Miss Bore was thanked by the chair for her presentation.

Miss Hind reported that an assessment of how Pupil Premium was spent had been carried out, and that a moderate amount was received in school for free school meals (FSM) pupils, looked after children (LAC) and Armed Forces families.

All teachers in school had been surveyed to assess which pupils it was needed for, and pupil's ability to make progress had also been assessed by a series of questions relating to their engagement, happiness and liking of school.

Following the staff survey, eligible pupils who were not on track to achieve age related expectation were then looked at.

Miss Hind reported that during the next year there were plans to look at pupils who were on track for age related expectation but were not achieving their potential, and plans to begin the process of engaging these pupils were being made.

A peer coaching scheme was in place which it was hoped would continue through their school life.

A group of 10 pupils had been selected from 100 applicants to be a peer coach, and Miss Hind reported that she met with the 10 coaches and 10 coachees every Monday morning. Meetings were also held on Friday afternoons to allow the pupils to reflect on the past week and to plan for the following week.

Diary sheets were used for pupils to record how they were feeling – which were not seen by teachers, and Miss Hind added that a number of very young pupils were involved.

There were a few issues with coaches, as in the Foundation Stage, pupils were too young to respond to the coaches and this age may be omitted next year.

The timing of meetings with coaches and coachees may be altered as Monday mornings was not the most convenient time in school, and Miss Hind added that Ms Allard had taken a few sessions when she was unavailable.

The confidence of the pupils involved had increased, as had their ability to form relationships with older children, and a further survey of teachers would be undertaken asking how the initiative had impacted on learning.

Plans for 2013/14 included:

- the possibility of only using key stage 2 pupils (31 eligible next year and only 8 key stage 1 pupils eligible)
- attendance at a conference on assertive mentoring
- pupils not reaching their potential may be used as coaches
- tracking profile sheet to be introduced for all pupil premium pupils to enable interventions to be targeted.

Miss Kershaw asked how mentors were selected, and Miss Hind reported that pupils wishing to become mentors had completed an application form to enable their communication skills to be assessed. Miss Hind added that mentors were all from years 3 to 6, and that for next year, pupil premium pupils may be selected as mentors to target specific pupils.

Mr Taylor asked if funding was used for staff training for the mentoring initiative. Miss Hind replied that pupil premium was utilised for one to one tuition and for ECaR but it had not been used for this initiative although she had release time to attend training sessions.

It was noted that teachers could receive one Masters credit for the above work although an essay was required. Mrs Vasey suggested that the Education Endowment fund may be appropriate for this purpose.

Miss Hind was thanked by the chair for her presentation, and Miss Hind thanked Mrs Miller who as link governor for pupil premium had assisted with the work.

Miss Hind and Miss Bore left the meeting at 5.52pm.

CSD/16/13 Item for discussion – Pupil progress

The headteacher was unable to update data as it was inaccurate. He apologised to governors, stating that it had been a busy term including unprecedented appointments which had to be made and in general school was very busy.

Mr Nash informed governors that results of the Phonics Screening Check were available. This involved all year 1 pupils and those from year 2 who failed the test last time.

Results for year 1 were as follows:

2012	School 72% (national average 58%)
2013	School 78%

In the re-check for year 2 pupils, of the 9 pupils who failed last year, 72% had now passed.

The headteacher added that the two year 2 pupils who had not passed had a learning need and would be tracked.

Data would be reviewed, in particular for FSM and non-FSM pupils and boys and girls, and the headteacher would report on this to governors in the autumn term.

HT

Dr Clements enquired if the two pupils were being missed as they were non-FSM pupils. Ms Hewitt replied that the appraisal system in school picked up the six pupils in each class who were making the least progress.

The headteacher advised governors to be aware that a dip in attainment was predicted this year which would recover during 2013/14. Predictions would be given during the autumn term regarding pupil expectation at the end of the summer term 2014 with regard to attainment.

Mr Taylor enquired if the school could be failing non-pupil premium pupils if the gap was closed, and Mrs Vasey explained that pupil premium pupils had to make accelerated progress in order to narrow the gap and that primary schools were to utilise the funding to begin to close the gap.

Ms Hewitt added that interventions were applied to all groups and that teachers targeted individual groups in whatever subject they taught.

Mrs Matz asked if pupils receiving one to one support felt additional pressure, and Ms Yates replied that support was purposely mixed to ensure it was fair to all pupils. Ms Hewitt added that some pupils enjoyed one to one support and others did not.

CSD/17/13 Minutes of the last meeting

The minutes of the last meeting held on Tuesday, 12 March, 2013, having been previously circulated, were confirmed as an accurate record.

CSD/18/13 Matters arising

CSD/04/13 Item for discussion – Teaching Schools

The headteacher reported that he had contacted other teaching schools but had not yet contacted Huntingdon Academy. He had visited George Spencer Academy and had delivered NPQH training and he would continue to look for opportunities for other schools to work with.

Evaluation from the last round of CPD was circulated with responses from workshop 1 and 2 which were taken from Survey Monkey.

Five workshops would be offered in school this time, and the headteacher reported that apart from 'teething problems' regarding the venue last time, all feedback had been very positive.

Miss Kershaw commented that there was very little information regarding what the training was about, and Ms Hewitt replied that the school was uncertain how to measure the impact of this. Miss Kershaw suggested that a questionnaire could be drafted to gauge impact.

Mrs Vasey stated that coaching was more effective and would impact more on work in the classroom than courses.

The headteacher reported that all staff had a professional portfolio which they were expected to add to. £5,000 had been allocated to the training budget and £4,000 was left which would be used for external providers to carry out training sessions in school.

Ms Hewitt explained that this was only one element of CPD – which she felt was valuable at present. The headteacher added that staff had to attend at least three training sessions per year, and he believed that it was having an impact on staff, as was evidenced by lesson observations.

CSD/36/12 Training session

Mrs Sun confirmed that the training session on governor visits to school had taken place.

CSD/37/12 Pupil premium

The headteacher reported that the document to be placed on the school website had not yet been updated.

HT

Mr Taylor enquired if the funding was being used as intended, and the headteacher confirmed that it was, adding that it was spent 'well and appropriately'.

CSD/19/13 Governance Improvement

Ten questions from DfE White Paper were referred from the last full governing body meeting for allocation to the relevant committee.

The headteacher, Mrs Sullivan and Mr Jones had assessed the questions, which had been circulated to all governors.

Five of these were thought to be relevant to the Strategic Development Committee, and Mrs Sullivan suggested that each question was looked at separately in view of what could be considered in relation to it.

Mrs Vasey reported that the original White Paper was already out of date, and Mrs Sullivan suggested that additional questions from governors could be incorporated into the list.

CSD/20/13 National Initiatives – Update on current events in education

Mrs Vasey updated governors on the following developments in education:

- teachers pay policy to be in place for September 2013
- focus on spelling, punctuation and grammar
- to commence preparation for National Curriculum in 2014 (the headteacher confirmed that an Inset day was planned for later this year)
- new governor handbook (significant changes regarding the role of governors) (Mrs Sullivan suggested that Mrs Vasey update governors at a full governing body meeting next year)
- floor standards to rise to 65 from 60 (year 6) in reading, writing and Maths
- national leaders of governance
- 'Troops to Teachers'
- schools cannot be judged as outstanding if failing to close the attainment gap
- level 4c no longer the acceptable level – now has to be 4b
- any school below floor standard to be made into an academy
- SEN reforms in 2014
- subsidiary guidance for Ofsted inspectors
- performance management in Ofsted
- all Local Authorities to be inspected
- more detail to be available on FFT Dashboard but has to be accessed through school.

SV

Documentation on 'Myths and Facts' was circulated for information and Mrs Vasey was thanked by Mrs Sullivan.

CSD/21/13 To review the academy status

There was nothing to report under this item.

The headteacher added that he would like closer links as the school was part of the federation but that arrangements for CPD were working well.

CSD/22/13 To receive an update on the School Plan

The headteacher reported that the school plan was a working document which would be evaluated at the end of the year, and he requested governors input into a discussion with the senior leadership team.

Ms Marshall and Mr Harvey were suggested to discuss part of the school plan with the SLT.

The headteacher reported on a number of completed actions from the school plan.

CSD/23/13 Data Dashboard

The headteacher advised governors that Data Dashboard information was available on-line.

RAISEonline data would be discussed at the autumn term meeting of the committee.

Agenda

CSD/24/13 Dates of future meetings

The headteacher would e-mail suggested dates for future meetings to governors.

HT

CSD/25/13 Any other business

ICT Mark

The headteacher reported that the school had re-achieved the ICT Mark. This was largely due to Ms Yates who had gathered evidence as part of her performance management. She was thanked for this by the headteacher.

CSD/26/13 Determination of confidentiality of business

Governors considered whether anything discussed during the meeting should be deemed confidential. It was

resolved

that nothing discussed was of a confidential nature.

The meeting closed at 7.15pm.

Signed(chair) Date

JW/sk