

# Rye Community Primary School Learning and Teaching Board

7<sup>th</sup> March 2016

## MINUTES

A meeting of Rye Community Primary School Learning and Teaching Board was held on Monday 7<sup>th</sup> March 2016 at 4.30pm at Rye Community Primary School.

**PRESENT:** Niki Stuart (NST), [Chair]; Ann Cockerham (ACO), (arrived 5.25pm), Martin Dilworth (MDI), (arrived 5.50pm), Jane Howard (JHO), Sam MacNicol (SMA), Malcolm Wallace (MWA). Gywn Williams (GWI).

**APOLOGIES:** John Hart (JHA).

**In Attendance:** Sally Welch (SWE), [Clerk].

**ACTION BY:**

### **1. Declarations of Interest**

1.1 Noted: that no member(s) had declared an interest in relation to any item(s) on the agenda.

### **2. Minutes of the Meeting of 22<sup>nd</sup> January 2016**

2.1 Received: The Minutes of the meeting of 22<sup>nd</sup> January 2016.

2.2 Resolved: to approve and sign the Minutes as a correct record. Progress against agreed actions was reviewed in the meeting.

### **3. Matters Arising**

#### ***Minute 5.4 – Meeting of Learning & Teaching Boards, 3<sup>rd</sup> February 2016***

3.1 Noted: the meeting discussed outcomes from the above meeting and members were invited to share their plans to meet in their triads. It was noted that the SEN leads for RC and RCPS had met the Inclusion Manager at RCPS and would be meeting the SENCO at RC next week. MWA reported that a meeting of the SMSC triad had been arranged for 8<sup>th</sup> March. GWI reported that the Safeguarding triad was in the process of setting a meeting date.

#### ***Minute 6.2 – Monitoring Visit – Friday 15<sup>th</sup> April 2016***

3.2 Noted: it was agreed to monitor the application of the marking policy in a Book Scrutiny. Members were warmly invited to attend the Celebration Assembly at the visit start. It was noted that Nina Sidall, Challenge Partner, is due to be in school on 24<sup>th</sup> March to support the KS1 Leader in a Book Scrutiny – the outcomes of which would be available to the LTB on 15<sup>th</sup> April.

#### ***Safeguarding***

3.3 Noted: *Clerk's note: the school's Single Central Register confirms that LTB members have enhanced DBS clearance.*

### **4. Progress, Attainment and Assessment**

4.1 Received: Pupil Progress data (term 2 to present), by year group, SEN & Pupil Premium, which was reviewed in the meeting.

4.2 Noted: in discussion:

a) the meeting welcomed the inclusion of comparative progress data by term.

- b) the increase in Year 2 ‘Smashed’ across Reading, Writing and Maths, was noted, reflecting how hard the children are working. JHO provided further clarification regarding SEN categorisation in Year 2 in response to a question in the meeting. It was suggested that it would be useful to receive more detailed data on SEN for each year group. It was agreed to provide this to a future meeting.
- c) progress in Maths across Year 4 was noted. JHO commented that progress in Maths is an improving picture, generally.
- d) the meeting challenged on the reason(s) for the decline in the percentage figure for ‘Smashed’ in Year 5 (present 1.7% versus 4.1% in term 2). JHO reported that some teachers had been using evidence available in the children’s books as the basis for assessments rather than pupils’ ability to apply what they had learned independently. The school has introduced a new procedure requiring a two-week interval from the end of an objective to data capture to ensure accuracy of assessments. Assessments are moderated for additional assurance of accuracy and the data presented for Year 5 has therefore been validated.
- e) in response to a question in the meeting about current areas of concern, JHO reported that improving teachers’ confidence around assessment of reading is an area of focus. Teachers are generally more confident to assess writing than reading. This is being addressed through CPD. The school is monitoring closely the number of pupils making expected progress in Year 3 and support for teaching and learning is in place. Further moderation of the whole data set is planned.

4.3 Resolved:

- a) that the meeting would welcome a breakdown of SEN categorisation for each year group at a future meeting. JHO
- b) that it would be useful to include in future pupil progress reports: number of pupils per year group – including SEN, Pupil Premium & non-Pupil Premium; and whole school scores for reading, writing and maths. JHO

**5. School Improvement Plan (SIP)**

- 5.1 Noted: that the SIP will be RAG rated with the Challenge Partner and LTB chair at the end of term 4 (24<sup>th</sup> March 2016) and outcomes will be reported to the next meeting. JHO updated the meeting on improvement actions relating to marking and feedback following the last RAG rating. A CPD session facilitated by NSI had included a Book Scrutiny of marking from another school. This exercise had validated the quality of marking and feedback applied at RCPS which would be tested in the LTB book scrutiny on 15<sup>th</sup> April. JHO added that the improvements to marking and feedback implemented across the school had been welcomed by teachers.

**6. Headteacher’s Report**

- 6.1 Received: the Headteacher’s Report, focusing on actions being taken to address school improvement priorities. The report was reviewed in detail in the meeting.
- 6.2 Noted: in discussion of the above:
  - a) JHO updated the meeting on staffing and personnel changes as indicated in the report. The week commencing 18<sup>th</sup> April has been identified to hold interviews for Deputy Headteacher to replace Darren Gurr. The meeting recorded its thanks to DGU for his support as Deputy and the school is delighted to be able to support DGU in his return to class teaching.
  - b) the meeting congratulated JHO on achieving the highest attendance figure the school has ever attained. It was noted that the introduction of the ‘Punctuality Penguin’ scheme has had a very positive impact on attendance across the school, with four classes having no late marks last week for the first time ever.
  - c) data on exclusions and behaviour presented in the report was reviewed in the meeting and JHO explained the support programmes in place through ESBAS and other

interventions.

d) SLT are continuing the strategy of fortnightly meetings with Year 2 and Year 6 CTs to ensure that standards remain high as this has proven successful in challenging progress regularly.

e) all Middle Leaders and SLT are providing 1:2 revision support for targeted Year 6 pupils in Maths. JHO confirmed that this is having impact.

f) following the SLT meetings with the KS1 Leader there have been rapid improvements in progress in phonics. Class teachers are responsible for the progress of their class and the KS1 Leader is monitoring the quality of teaching. All pupils are having access to the correct phase for their age, rather than just the phase in which they have gaps. This is proving impactful in supporting a culture of high expectations.

g) JHO updated the meeting on the building work programme and associated impact on school operations. It was noted that a rendition of the build will be available to parents to view. The anticipated end date for the works is November 2016.

h) other updates were as noted in the report.

## **7. Consultation on Wraparound and Holiday Childcare – parent and childcare provider ‘rights to request’**

7.1 Received: documentation relating to the government consultation on the above was reviewed in the meeting.

7.2 Noted: the meeting discussed the range of provision currently available through the nursery and school extension activities such as the Holiday Clubs. The capacity of the school to move into providing additional wraparound and holiday childcare of the type proposed under the consultation was debated. There was support, in principle, for returning to this issue in due course when the building works are completed. Any consideration to be given to extending the range of provision would necessitate detailed assessment of school liabilities and opportunities to generate income for the benefit of the school.

## **8. Safeguarding**

8.1 Noted:

a) the Safeguarding update presented in the Headteacher’s Report.

b) JHO reported that the updated Safeguarding Audit and Action Plan has been submitted to ESCC.

c) JHO reported that the frequency of network meetings for Designated Safeguarding Leads (DSLs) is continuing to decline due to low attendance.

## **9. Any Other Business**

### ***School Security***

9.1 Noted: MDI reported that the school alarm had gone off. It was agreed that JHO would look into this as the school have moved to a system of a silent alarm to minimise noise nuisance for local residents.

## **10. Date of Next Meeting**

10.1 Noted: that the LTB would meet on Monday 25<sup>th</sup> April 2016 at 4:30pm in the Headteacher’s office.

*Meeting closed: 6.35pm*