

## Rye Community Primary School Local Governing Board

19 June 2017

### MINUTES

A meeting of Rye Community Primary School Local Governing Board was held on Monday 19<sup>th</sup> June 2017 at 4.30pm at Rye Community Primary School.

**PRESENT:** Niki Stuart (NST), [Chair]; Martin Dilworth (MDI), John Hart (JHA), Jane Howard (JHO), Kaylie Kist (KKI), Helen Mucci (HMU), Gwyn Williams (GWI).

**In Attendance:** Kelly Martin (KMA), Deputy Headteacher, Sandra Sarkies (SSA), Science Lead (for agenda item 4), Margaret Stonham (MST), Inclusion Manager, Sally Welch (SWE), [Clerk].

|           |   | <b>ACTION BY:</b> |
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| <b>1.</b> | <b>Welcome and Apologies</b>  |                   |
| 1.1       | The chair welcomed everyone to the meeting. There were no apologies as all members were present.  |                   |
| <b>2.</b> | <b>Declarations of Interest</b>   |                   |
| 2.1       | None declared in relation to the business of this meeting.  |                   |
|           | <i>The chair agreed to take the presentation on the Science curriculum ahead of the SEND update.</i>  |                   |
| <b>3.</b> | <b>Matters of an urgent nature</b>  |                   |
| 3.1       | <p>a) Vicky Isted (VIS), Foundation Lead, joined the start of the meeting to report the headlines for EYFS data:</p> <p><b><u>GLD</u></b></p> <ul style="list-style-type: none"> <li>• All children: 76% (76% minnows 76% sardines)</li> <li>• PP: 58.3% (62.5% minnows 50% sardines)</li> <li>• SEND: 40% (33.3% minnows 50% sardines)</li> </ul><br><ul style="list-style-type: none"> <li>• 86% of children at or above age related in SSM.</li> <li>• 82% of children at or above age related in Number</li> <li>• 86% of children at or above age related in Writing</li> <li>• 90% of children at or above age related in Reading</li> <li>• 87% of children at or above age related in PD</li> <li>• 90% of children at or above age related in C&amp;L</li> <li>• 90% of children at or above age related in PSED</li> </ul> <p><b><u>97.9% of children have made accelerated progress this year.</u></b></p> <p><b>2.1% of children have made expected progress this year. (This is 1 child).</b></p> <p>b) Governors congratulated the children and staff for their hard work and commitment in achieving these outcomes.</p> |                   |
|           | <i>VIS left the meeting.</i>  |                   |
|           | <i>Clerk's note: Attached to the minutes is comparative data showing a three-year trend and supporting school action to supplement the information provided in the meeting.</i>   |                   |
| <b>4.</b> | <b>Science Curriculum</b>   |                   |

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|           | <b>Sandra Sarkies (SSA), Science Lead, gave a presentation on the Science curriculum.</b>   |  |
| 4.1       | <p>a) The meeting discussed the Primary Science Scheme of Work which provides a scaffolded approach to learning, enabling teachers to access a full suite of strategies and activities to use in the classroom to raise standards and create a learning environment that meets the children's needs. The scheme includes assessment materials which enable teachers to monitor and track the children's learning, to identify for each individual child whether they are secure in achieving a concept or require additional support/intervention.</p> <p>b) SSA advised that this is the second year the school have been following the scheme. The chair queried the joining of this scheme to the previous curriculum and SSA confirmed this represents a wholly new approach. The headteacher added the new curriculum has added greatly to the children's enjoyment of science and the development of their scientific thinking. SSA confirmed the school is well resourced in terms of curriculum materials and that teachers make good use of these.</p> <p>c) SSA distributed representative examples of science folders which are in place across all classes. These were reviewed in the meeting. SSA advised examples of the children's work through the key stages is available in reception for parents/carers and visitors to access.</p> <p>d) The meeting discussed ways in which the school is developing and extending science learning across other curriculum areas and in the outdoors such as 'ambassadors for waste' and the 'bottle top' initiatives aimed at developing the children's awareness of sustainability issues. These demonstrate the children's high levels of engagement.</p> <p>e) The Year 6 Learning Book was reviewed in the meeting. This initiative is designed to encourage scientific exploration with the children undertaking different science experiments at home with the support of their parents. This is very popular with the children and the school is supporting with a home learner of the week award.</p> <p>f) The meeting discussed plans in process for the development of an outside area for learning, including a pond. JHA queried whether a risk assessment has been undertaken re access to the pond. JHO confirmed relevant safeguards will be implemented such as secure access, including a perimeter fence. The chair queried progress with the planning application and advised that the relevant permissions may be expedited if it is emphasised that this will be an area for school and community use. The school agreed to pick this up with the planning application lead.</p> <p>g) SSA advised the science curriculum policy has been revised and this was circulated in the meeting and agreed to be distributed via email (attached to these minutes).</p> <p>h) The chair thanked SSA for leading the development of this curriculum area and enthusing the children and parents/carers about science.</p> |  |
|           | <i>SSA left the meeting.</i>  |  |
| <b>5.</b> | <b>SEND</b>   |  |
|           | <b>Margaret Stonham (MST), Inclusion Manager, presented an overview of SEND for 2016-17 (attached to these minutes). The draft SEND Report for 2017-18, in conjunction with the relevant section of KKI's monitoring report, was discussed under this item. Copies of the ESCC Matrix for Identification of SEN and Planned Provision were distributed in the meeting.</b>  |  |

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| 5.1 | <p>a) The meeting discussed the SEND register profile (comparative data for 2015-16 and 2016-17) as indicated in the report. MST advised that school analysis of the progress of SEND pupils against Ofsted descriptors, indicates that SEND pupils are not making the progress they should, particularly pupils in the School Support cohort.</p> <p>b) Governors challenged the actions the school is taking to address the gap. MST advised that the interventions run by the school have undergone a major change, with a more robust method of tracking individual pupil progress, that links to the 'plan, do, review' process, triangulated with evidence in the Pupil Progress and SEND progress meetings held with staff termly. The meeting discussed the staff resource deployed to support pupils with SEND. The headteacher advised that these actions will enable the school to evidence that all pupils make good or better progress. The school has also prepared individual pen portraits to demonstrate school support against need and the impact. KMA advised that Ofsted will compare the progress of SEN pupils against all other pupils nationally and therefore this is the (minimum) benchmark target the school needs to work to. MST reinforced that SEND pupils are expected to make 20% progress from their individual starting points per term.</p> <p>c) The meeting discussed the behaviour management systems in place for SEND. The headteacher and deputy headteacher conduct termly reviews of behaviour of the SEND pupils and intervene with parents/carers where cause for concern is identified.</p> <p>d) HMU queried whether the school has a higher percentage of SEND pupils in comparison with other schools locally. MST reported that anecdotal evidence from discussions with other schools would support this but the school has also built a reputation for high quality SEND support coupled with an accessible building.</p> <p>e) The meeting discussed SEND funding in the context of affordability of the provision required to support pupils effectively and the impact of this on the wider school budget. The headteacher responded that the school has an inclusive ethos and approach and therefore the budget needs to be managed effectively in order to ensure all pupils are able to access the curriculum. KMA added the children are very inclusive as well as the staff and the children demonstrate kindness, empathy and compassion in their care and support for their peers. MST advised that it is increasingly difficult to gain approval of ECHP's due to local authority funding cuts and this is likely to increase the pressures on school budgets.</p> <p>f) The chair thanked MST for her presentation.</p> |  |
| 6.  | <b>Headteacher's Report</b>   |  |
| 6.1 | Items were covered elsewhere on the agenda.   |  |
| 7.  | <b>Governor Monitoring</b>  |  |
|     | <b>A copy of a report from KKI was circulated with the agenda.</b>  |  |
| 7.1 | <p>a) A skeleton shared electronic folder for governors has been created and is to be populated with relevant information.</p> <p>b) SEN report/policy – as discussed above. It was noted that KKI has suggested the school undertake a SEN self-assessment. KKI reported it is hoped to close out completion of the Annual SEN report for the next meeting. There are opportunities to involve parents/carers in the development of the report and this will be progressed for next year.</p> <p>c) Rights Respecting Schools Award – a rights respecting charter will be included within the curriculum, commencing in term 6 with article 29: The right to become the best you</p>   |  |

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Initials: .....

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|            | <p>can be. It was agreed to audit the implementation in November (2017).</p> <p>d) KKI reported on her experience of supporting reading in Year 5 and the children's development over the year in relation to increased confidence, pace and expression.</p> <p>e) The specific summary actions arising for the governing board were reviewed in the meeting. KKI raised the issue of the school sports day and subsequent absence of pupils suffering from sunburn. KMA responded that two pupils had been affected and the school will take preventive measures to ensure that pupils are able to access sun hats/sun lotion/water freely at next year's event. The headteacher advised the school will also issue clear information to parents in advance about requiring the children to be provided with these items. HMU also suggested that the school consider how the organisation of next year's event can be improved with respect to parents circulating around the course.</p> | KKI/MST/SBR |
|            | <b>A copy of a report from the chair re the administration and implementation of the KS2 SATs was circulated with the agenda</b>  |             |
| 7.2        | It was noted that there were no issues to report with the administration of the SATs. School procedures were correct and effective.   |             |
| <b>8.</b>  | <b>Safeguarding</b>   |             |
| 8.1        | <p>a) KMA reported that 'MyConcern' is now installed across the Trust and provided an example of a concern resolved in 3-4 minutes using the new software. GWI queried time saved and KMA indicated the system can produce a chronology for each case which will generate a significant saving in staff time.</p> <p>b) The chair queried the input of existing cases into MyConcern. KMA advised that ongoing cases will be input in the first instance and the school will then look at whether to add historical cases to the online system or retain the paper records.</p> <p>c) KKI queried the digital security of the online system. KMA confirmed the system meets industry benchmarks for data security.</p>  |             |
| <b>9.</b>  | <b>Minutes of the Meeting of 24<sup>th</sup> April 2017</b>   |             |
|            | <b>A copy of the minutes was circulated with the agenda.</b>  |             |
| 9.1        | The minutes were signed and accepted.   |             |
| <b>10.</b> | <b>Matters Arising from those minutes not on this agenda</b>  |             |
| 10.1       | <p>a) <b>Minute 7.2:</b> receipt of Jonathan Rowsell's written report was noted, following the verbal feedback provided by the headteacher to the last meeting.</p> <p>b) The headteacher advised the school expects to receive the KS2 SATs results on 3<sup>rd</sup>/4<sup>th</sup> July and is school leaders are confident about the outcomes.</p> <p>c) The headteacher advised that 81% of Year 1 have achieved phonetically. Several children have achieved very high scores. A full breakdown will be provided to the next meeting.</p> <p>d) The headteacher provided a staffing update (leavers and joiners).</p>   | HT          |
| <b>11.</b> | <b>Rye Academy Trust Update</b>   |             |
| 11.1       | The CEO was unable to attend in person on this occasion to update governors on the work of the trust. A written brief would be circulated outside the meeting.  |             |

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| <b>12.</b> | <b>Any other business</b>  |  |
| 12.1       | The chair invited governors and staff to an end of year social at her house on Friday 14 <sup>th</sup> July at 4.00pm. |  |
| <b>13.</b> | <b>Date of Next Meeting</b>  |  |
| 13.1       | Noted: that the LGB would meet on Monday 17 <sup>th</sup> July at 3.30pm in the headteacher's office.                  |  |

*Meeting closed: 6.00pm*