

Rye Community Primary School Learning and Teaching Board

21 September 2015

MINUTES

A meeting of Rye Community Primary School Learning and Teaching Board was held on Monday 21st September 2015 at 4.30pm at Rye Community Primary School.

PRESENT: Martin Dilworth (MDI), John Hart (JHA), Jane Howard (JHO), Sam MacNicol (SMa), Niki Stuart (NST), Malcolm Wallace (MWA), Gwyn Williams (GWI), Ann Cockerham (ACO), (arrived 5.05pm),

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

ACTION BY:

1. Declarations of Interest

1.1 Noted:

- a) that no member(s) had declared an interest in relation to any item(s) on the agenda.
- b) members were asked to return updated Declarations of Interest forms to SWE as soon as possible. Relevant business and pecuniary interests (as recorded in the register of interests) will be published on the website.

2. Election of Chair

2.1 Received: a nomination proposing Niki Stuart as Chair for 2015-16.

Proposed: JHA

Seconded: MWA

2.2 Resolved: by unanimous agreement of the LTB that Niki Stuart should be elected Chair for 2015 -16.

2.3 Noted: the Chair took over the meeting at this point.

3. Election of Vice-Chair

3.1 Received: a nomination proposing John Hart as Vice-Chair for 2015-16.

Proposed: NST

Seconded: MDI

3.2 Resolved: by unanimous agreement of the LTB that JHA should be elected Vice-Chair for 2015-16.

4. Roles and Responsibilities

4.1 Resolved:

a) allocation of roles within the Learning & Teaching Board was agreed as follows:

MDI: Learner Progress & Pupil Premium

JHA: Staff Pay Progression & LTB Vice-Chair

NST: SEN & LTB Chair

MWA: SMSC (Spiritual, Moral, Social & Cultural)

GWI: Safeguarding

b) that skills audit returns would be analysed and brought to a future meeting to inform future recruitment to the LTB. The RAT Board has agreed that the substantive number of members on the LTBs of the individual schools should be limited to seven (7). Associate membership may be considered to add additional expertise to an LTB where required.

Any such appointments would require approval by the RAT Education Committee and would be agreed for a fixed period.

c) it was agreed that SMA should continue to attend LTB meetings in his capacity as Learning Leader.

d) that it would be helpful to circulate a contact list of LTB members across the three schools to assist members to make contact with each other. The Trust was planning a development session for the three LTBs to introduce the concept of support and challenge learning triads and to explore how the LTBs will evidence and measure impact.

SWE

7. Terms of Reference

7.1 Resolved: to approve the Terms of Reference as previously circulated.

8. Code of Conduct

8.1 Resolved: to re-affirm the Code of Conduct for 2015-16. The Chair signed the Code to signify collective agreement on behalf of the LTB.

8. Minutes of the Meeting of 13th July 2015

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

9. Matters Arising

9.1 Noted:

a) the 4% charge levied by the Trust on the individual schools for administrative services was again raised, in the context of the considerable contribution GHA was being called upon to make towards the Trust's overall finance function. It would be helpful to gain some further clarity around the services the Trust provides to the schools. It was suggested that AGR should be asked to look at this.

AGR

b) JHA reported that the RAT is mindful that the school has been funded for fewer learners than it has on roll since academy conversion. It was noted that this gap in funding should be redressed this year. JHA reported that he is developing a guide to accounting terms and offered to circulate this to members when completed. This was welcomed by the meeting.

JHA

c) MDI reported that the new build will commence in January subject to planning permission approvals. Tracy Watkins (ESCC) had attended the recent consultation meeting with parents/local residents where the extension plans had been received positively.

d) GWI asked for a progress update in regards to resolving the building's damp issues. Morgan Sindall – the successful bidders for the new build contract – were also the contractors for the original school build in 2008. The view of the meeting was that Morgan Sindall were responsible for remedying the building defects as site surveys had concluded that the issues with water ingress were as a result of the way the school build was undertaken originally. The meeting queried whether the terms of the new build contract would specify holding Morgan Sindall to account for remedying the water ingress issues. As ESCC are the client for the new build, it was agreed that this should be followed up with Tracy Watkins.

MDI

10. Headteacher's Report

10.1 Received: the Headteacher's Report, copies of which were distributed in the meeting.

10.2 Noted: JHO took members through the Report which included updates on staffing & personnel, attendance & behaviour, standards & achievement of pupils, curriculum & extended provision, accommodation & resources.

10.3 Noted: in discussion of the Report:

a) JHO reported that Reception had got off to a very positive start.

b) MDI requested clarification of the maximum building occupancy to ensure this is not exceeding permitted levels. JHO provided assurances that there is capacity to accommodate 405 pupils currently. It is recognised that the school is expanding and the PAN will grow accordingly. The Local Authority is providing additional building to accommodate this growth. It was noted that responsibility for fire inspections/evacuation drills is dealt with at Board level by the RAT.

c) JHO provided an update on staffing updates. Two senior practitioners in the Nursery have been appointed as Acting Deputies to ensure the Nursery has appropriate management cover at all times.

d) that timetabling of INSET would continue on the current schedule which was believed to work well from an attendance perspective. Dates of INSET would be published to parents via the newsletter. The meeting discussed the financial impact on families of taking holidays in the main holiday periods and asked whether the RAT has plans at any point to review the structure of the school year. Strategies for incentivising parents around attendance was raised. JHO reported on changes made to the attendance award which is now given to the class with the highest attendance. The PTA are sponsoring this award in the form of a weekly £10 prize which is placed in a class bank account to reinforce pupils' awareness of money and managing finances. The money for fairs will be taken from the bank account and any profits returned to the account.

e) JHO updated on ESBAS current monitoring of individual pupil cases.

10.4 Noted: the meeting reviewed data prepared by ESCC reference school performance.

a) EYFS: the meeting noted that FSM6 Boys and summer born girls are achieving well below their peers. This is a specific area for school improvement focus in KS1.

b) Year 1 Phonic screening: 62% met the standard this year (56% in 2014). This is an identified area for improvement and the school has implemented changes to the phonics programme and redeployed staff to add capacity.

c) KS1 results and improvement actions were discussed in the meeting. The meeting endorsed the whole school approach implemented around reading for pleasure. All parents had been invited to a school meeting to explain the approach towards reading and bring parents on board to support pupils reading at home. Volunteer readers would continue. Pupils also have opportunities to read silently and to talk to an adult about the book they are reading.

d) the meeting noted the improvement in Level 3 results in comparison to other schools within East Sussex and nationally. The school is committed to a continuing improvement trajectory and is rigorous in monitoring the impact of the interventions put in place.

e) JHO reported that the outcome of the remarks requested for the Reading papers had not yet been received.

f) that L5 attainment has increased in all subjects. It was noted that 2 Levels Progress has fallen in writing to 88% from 93% and would be addressed.

g) copies of the new Teaching and Learning Policy were distributed in the meeting. The policy is displayed in all classrooms.

h) JHO reported on measures the school has put in place towards enabling a managed start to the school day through discouraging parents from accompanying their children into the school building. This does not apply to Reception.

10.5 Noted:

a) JHO reported that formal lesson observations of teachers by SLT would begin shortly. Teachers are able to request a diagnostic observation for reassurance before the first formal observation and can challenge lesson observation judgements as part of a professional dialogue. ACO reported that JHO is involved in peer observations across the other two schools for the purposes of sharing good practice and moderation.

b) ACO reported that she had led appraisal training for staff earlier this afternoon, with an emphasis upon ensuring that the Trust's Appraisal procedures are conducted with transparency and consistency across the three schools. Copies of the RAT Guidance on Teachers' Appraisal were distributed in the meeting.

c) ACO confirmed that the Trust's criteria require consistently good or outstanding teaching for pay progression to be considered. RCPS would follow the Trust's Appraisal process for three objectives and consistently good or outstanding teaching from this academic year.

10.6 Noted:

- a) the meeting discussed the curriculum and extended school provision.
- b) JHO reported back on training on Pie Corbett's Talk for Writing and how this is being utilised within the curriculum.

10.7 Noted: other updates were as noted in the Principal's Report.

11. Monitoring

11.1 Noted: the meeting discussed key staff links for LTB members to contact reference their designated areas (ref: 4.1 (a) above).

12. Safeguarding

12.1 Noted: JHO reported that the school had been judged to have addressed all identified actions under the Safeguarding Audit and Action Plan.

13. Meeting Dates 2015-16

13.1 Resolved:

- a) to approve meeting dates for 2015-16 as set out on the agenda.
- b) to agree Monday 19th October at 4.30pm for the LTB Pay Progression meeting.
- c) to consult GHA regarding the proposed scheduling of Resource Committee meeting dates.

SWE

14. Any Other Business

Chess Club

14.1 Noted: the meeting thanked JHA for his commitment to start a Chess Club. ACO offered to source chess sets from elsewhere in the Trust. The meeting discussed fund raising opportunities around extending curriculum provision.

School Alarm

14.2 Noted: MDI raised the issue of the school intruder alarm which had been going off frequently during the holidays and causing a disturbance to local residents in Love Lane. JHO thanked MDI for bringing this to the school's attention. The alarm company would be contacted.

Events

14.3 Noted: the meeting discussed the LTB's role in scrutinising risk assessments for trips/community events involving the participation of RCPS pupils. JHO confirmed that the school conducts risk assessments as part of its established procedures and this documentation is available for review.

14.4 Resolved:

- a) that proposals for trips/events should be presented to the LTB in advance for scrutiny and approval. There should be a review after each trip/event to pick up any learning points.
- b) JHO invited MDI to sample and review school risk assessment documentation.

Meeting closed: 6.45pm