

Rye Community Primary School Learning and Teaching Board

22 January 2016

MINUTES

A meeting of Rye Community Primary School Learning and Teaching Board was held on Friday 22nd January 2016 at 4.30pm at Rye Community Primary School.

PRESENT: Niki Stuart (NST), [Chair]; Martin Dilworth (MDI), John Hart (JHA), Jane Howard (JHO), Gwyn Williams (GWI).

APOLOGIES: Ann Cockerham (ACO), Sam MacNicol (SMA), Malcolm Wallace (MWA).

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 23rd November 2015

2.1 Received: the Minutes of the meeting of 23rd November 2015.

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

3.1 Noted:

a) **Minute 4.2 (c):** JHO confirmed that the hand held devices to input data into FLiC are in place across KS1 and KS2.

b) **Minute 5.2 (f):** NST reported on the meeting with ESCC (30th November 2015). The school had been thanked for attending (as an academy, RCPS is not obliged to engage with the Local Authority). The quality of the School Improvement Plan and capacity for improvement demonstrated at senior leadership level had been endorsed in the meeting. The school has agreed to the Local Authority's request for a further meeting towards the end of the academic year. ESCC took the responsibility for organising this. JHO was thanked by the LTB for the very thorough preparation and quality of documentation prepared for the meeting.

c) **Minute 5.4:** the meeting discussed the planned meeting of the LTBs of the three schools (3rd February 2016) which will provide an impetus for the LTB Triads to begin meeting.

d) **Minute 6.2:** JHO reported on the external review undertaken by Tony Byrne (TBY). The visit had revealed that some of the children lack clarity around the purpose of Rye Readers and Rye Writers, although all reported an increased enjoyment of reading. TBY had undertaken a book scrutiny with the English and Maths leads which had provided useful development for those leads around subject knowledge and expertise. The visit had validated the view of SLT that there is not enough dialogue still in books, which is being addressed.

4. Progress, Attainment and Assessment

4.1 Received: data from FLiC Assessments (January 2016) was distributed in the meeting. The meeting reviewed the data presented in detail.

4.2 Noted:

a) JHO reported that assessment without levels in this format is proving popular and informative for teachers and leaders alike. RCPS appears to be further advanced in developing its own systems of tracking and assessment for life after levels relative to other schools in the EIP. FLiC enables progress data to be interrogated at the level of the individual pupil and the software is user friendly and able to accommodate adjustments requested by the school. The meeting thanked SMA in his absence for his contribution to developing FLiC at RCPS.

b) in reviewing the data presented, JHO clarified that the data shows the percentage of pupils who are working at the end of year expected level, currently. This data was used in Pupil Progress meetings to identify two groups in particular; those working above the expected level (Smashed) and those approaching the expected level. SEN pupils who are working on objectives below their peers have also been identified.

c) that some further improvements to the FLiC assessments were underway. There will be an addition of a new level 'approaching +' to clearly identify pupils who are able to achieve at the expected level. There will be a level 'approaching' to identify a difference between objectives being identified as 'inappropriate' for pupils with SEN and those who are approaching the objectives for their year group.

d) class teachers will be moderating their assessments within their year groups and with their Phase Leaders during term 3 so that year group and class data can be shared with confidence. It was noted that, historically, there has been a tendency for some teachers to be overly cautious in their assessments. The strategies in place to scaffold learning to support teacher assessments were discussed. It was noted that an EIP meeting was planned for the following week, for the purposes of cross-moderation of work for Y2 and Y6. LTB members were invited to attend.

e) SLT are holding fortnightly meetings with Y2 and Y6 class teachers to ensure standards remain high. This is a continuation of the strategy which proved successful in 2014-15. Any necessary adjustments to teaching arising from Pupil Progress Reviews are implemented immediately.

f) there have been rapid improvements in progress in Phonics following the SLT meetings with the KS1 Leader. Pupil progress is checked termly using sample materials for the Phonic Screening Check. The KS1 Leader is monitoring the quality of teaching and all pupils are having access to the correct phase for their age, rather than just the phase in which they have gaps.

g) JHO confirmed that termly comparison FLiC Assessments data will be available from term 3 onwards.

h) in reviewing the summary data for Pupil Premium, the rising trend for closing the gap between KS1 and KS2 was noted.

i) the meeting requested an analysis of progress data by gender and attendance (particularly for SEN) to a future meeting.

4.3 Noted: in summary, that the key priorities for pupil progress are:

a) ensuring that teacher assessments are accurate through moderation.

b) using pupil progress meetings to drill down on the data with individual teachers.

5. School Improvement Plan (SIP)

5.1 Received: JHO presented an update on the SIP which had been RAG rated with the school's Challenge Partner and the LTB chair at the end of term 2 (December 2015). Evidence for each judgement had been reviewed for assurance of the judgements reached.

5.2 Noted: in discussion of the SIP:

a) that overall effectiveness was RAGed as green. All recent lesson observations were graded at least good and some were outstanding (P1). The target for 50% of lesson observations to be outstanding by April (2016) was noted.

- b) P2 – pupil progress was as discussed earlier in the meeting. One third of pupils are on track to make expected progress.
- c) P3 – as discussed earlier in the meeting with reference to historic caution around teacher assessments.
- d) P4 - JHO reported on work ongoing to achieve the Rights Respecting Schools Award to evidence how the school is delivering Fundamental British Values.
- e) P5 – JHO reported that the recent Designated Safeguarding Leads (DSL) meeting had been poorly attended reflecting issues with recruitment and retention of Headteachers across the county. This was impacting upon the level of support and advice available to DSLs through the network.
- f) P13 – JHO reported that the school’s policy is undergoing review as it was not having impact.
- g) that school targets and priorities have been shared with the whole school, including pupils.

5.3 Resolved: to note and agree the above updates. The positive trajectory across all improvement actions was noted.

6. LTB Monitoring Plan

6.1 Noted:

a) that the Feedback Policy is currently being reviewed and a new Policy will be available in February. JHO distributed the elements for marking and feedback which all teachers are expected to adhere to, to ensure that marking and feedback is focused in lessons as studies show this approach has the biggest impact on children’s learning. This represents a shift away from the previous practice of teachers’ taking books away to mark outside the lesson.

6.2 Resolved: that implementation and impact of the marking policy should be the focus for an LTB monitoring visit (date to be arranged). JHO

7. Headteacher’s Report

7.1 Received: the Headteacher’s Report, focusing on actions being taken to address school improvement priorities. The full report was reviewed in detail in the meeting.

7.2 Noted: in discussion of the above:

a) the improving trend for quality of teaching. JHO reported that Nina Siddall (RCPS Challenge Partner) will be involved in the moderation of SLT judgements on Teaching and Learning to provide additional, external, assurance on quality. Joint observations are also taking place across schools, both with the other two schools of the trust and Icklesham Primary School.

b) the new ‘Non-Negotiables’ for RCPS to be outstanding in each phase of education were distributed and reviewed in the meeting. These have been rolled out through whole staff CPD. The strategies for ‘Try 3 and See’ for KS1 and ‘Thinking 5’ for KS2 were discussed which are designed to challenge the children to become independent learners and discourage ‘learned helplessness’. Attainment is recorded against the Learning Intention for each lesson related to Objectives. A stamp is provided for excellent effort which is very impactful for the children.

c) the meeting discussed the Talk Partners/Learning Buddy strategies in place. These have been impactful in moving learning on by encouraging the children to adopt a growth mind-set approach and support the learning of their peers. Teachers’ expectations around delivery have also changed as a result of the success of the schemes. It has been recognised that the previous approach of differentiated groups was constraining learning, whereas all the children are now able to contribute towards the learning journey. The meeting discussed the possible application of the Learning Buddy strategy to the chess club.

d) that consideration is being given to improving the school entrance, involving works to improve school reception space and the installation of a library to encourage parental engagement. This could also provide space for the Family Support Worker who has taken up post and is working across the trust.

e) JHO reported on a recent IT incident which had tested the robustness of the school's IT infrastructure and resulted in a data loss. Lessons learnt from the incident are being addressed with regard to IT access and data security in classrooms.

f) all other aspects of reporting on progress against three-year priorities were noted as presented in the report.

8. Safeguarding

- 8.1 Noted: that a date would be arranged for JHO and GWI to review the Safeguarding Audit (2015-16). It was noted that GHA has requested copies of DBS certificates. Clarification was requested of the trust's policy regarding renewal of DBS certificates.

SWE

Clerk's note: (email from JML, 1st March 2016). The trust adopted the ESCC approach. The DBS is renewed only if someone changes job type i.e. if they go from cleaner or gardener, site team to classroom assistant or teacher with responsibility for students. All staff have an enhanced DBS check on initial appointment. There is no requirement to renew DBS every three years, even though many people think there is (I believe this was in the original plan for CRBs but proved unworkable). It is the employee's duty to inform the trust of any criminal convictions gained while employed (the police are also meant to inform the trust, but this excludes notification of driving offences or parking tickets).

9. Any Other Business

Transport

- 9.1 Noted: JHO reported on a notification from ESCC of changes to school transport and bus escort services which would have significant impacts for RCPS pupils. It was agreed to raise the issue with the trust.

RCPS Resources Committee Meeting Dates

- 9.2 Resolved: that SWE should consult GHA on future meeting dates.

SWE

10. Date of Next Meeting

- 10.1 Noted: that the LTB would meet on Monday 7th March 2016 at 4:30pm in the Headteacher's office.

Meeting closed: 6.50pm