

# MINUTES OF MEETING

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**School:** Beeston Rylands Junior School  
**Meeting title:** Meeting of the Strategic Development and Pupils Committee  
**Date and time:** Tuesday 6 November 2018, at 5.00pm  
**Location:** Trent Vale Infant and Nursery School

**Membership**  
'A' denotes absence

	Ms R Beech
A	Mr J Harper
	Mr M Jackson
	Mr C Jones
	Mrs J Lopez
	Mrs J Moss (headteacher)
	Mrs S Osbourne
	Mrs L Shepherd
	Dr G Williams (chair)

**In attendance** Mrs Z Caine (minuting secretary)

**SD&P/37/18 Apologies for absence**

**Action**

Apologies were received from Mr Harper (work commitment).

Governors

**resolved**

to consent to this absence.

**SD&P/38/18 Declaration of interest**

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

**SD&P/39/18 Minutes of the last meeting**

The minutes of the last meeting held on Tuesday 15 May 2018, having been previously circulated, were **agreed** as a true record of the meeting and signed by the chair.

**SD&P/40/18 Matters arising**

*SD&P/22/18 – School Food Policy*

The executive headteacher stated that the relevant templates are being developed for the policy.

Governors

**agreed**

to move this item to the next meeting.

**Exec HT**

### *SD&P/24/18 – Improve outcomes for disadvantaged pupils*

#### *Pupil Premium action plan*

The executive headteacher reported that this has now been updated and uploaded to the school website.

### *SD&P/27/18 – Safeguarding monitoring visit*

The executive headteacher reported that this was completed by Mrs Shepherd in the summer term. They looked at vulnerable children, behaviour, attendance, bullying incidents and the single central record. Governors stated that they are satisfied with the progress that vulnerable groups make.

The executive headteacher stated that Mr Jackson is the Looked After Children link governor.

### *SD&P/32/18 – Parent questionnaires*

The executive headteacher reported that photographs of the leadership team have been taken and are awaiting display on the noticeboard.

## **SD&P/41/18 2018 Attainment and Progress Data for all main groups**

The executive headteacher circulated the progress and attainment report for the End of 2018 (July 2018).

### *Year 6*

The executive headteacher reported that the attainment results for the KS2 SATs were positive and above the national average in all areas. Disadvantaged pupils (DPs) were slightly below the national average for expected attainment for Reading, Writing, Maths, and GP&S. At Greater Depth, DP children's reading attainment was above the national average. Overall girls had marginally higher attainment than boys.

The progress results were around national averages:

- Reading + 0.88 for all pupils and +2.15 for disadvantaged pupils, which is above national average.
- Writing +0.21 for all pupils and +0.79 for disadvantaged pupils.
- Maths +2.88 and +0.79 for disadvantaged pupils.

Disadvantaged pupils have made more accelerated progress than non-disadvantaged pupils in reading and maths since KS1.

### *Year 5*

The executive headteacher explained that this cohort had higher than expected mobility and has a high percentage of SEND pupils (6 out of 36) including 2 pupils with significant needs. Attainment was below national averages in all areas.

Disadvantaged pupils were the lowest attaining group. They were below in all areas but made more accelerated progress in reading and writing than non-disadvantaged pupils.

The executive headteacher stated that all pupils are tracked carefully and supported. Mrs Osbourne reported that they already have a good range of knowledge.

**Q. Governors asked how the executive headteacher felt the pupils were doing now that the Year 5 group are in Year 6?**

A. the executive headteacher stated that the pupils have already made progress this term thanks to the good transition from Year 5 and smaller classes.

The executive headteacher stated that they are now better at deploying staff to support the children through SATs

The executive headteacher reported that the school has signed up for a 'Ready for Secondary' transition project to support pupils.

*Year 4*

The executive headteacher reported that the teachers are building steadily on the pupils KS1 data and were broadly with national averages. Disadvantaged pupils, in all core areas, are below national average but all have made good progress.

There is an identified focus on writing skills and the school is working on developing pupil's vocabulary, sentence structure and reading.

Pupils will continue to be tracked in all areas especially the pupils that are just below national averages.

*Year 3*

The executive headteacher reported that this was a positive picture with all groups in-line or above national averages.

The lowest attaining group was disadvantaged pupils in writing and reading and the school is working on developing vocabulary.

*2019 Year 3's*

The executive headteacher reported that pupils had good KS1 data but, based on data from tracking these children, writing is an area of focus.

**Q. Governors asked if there were any 'surprises' within key stage moderation?**

A. The executive headteacher stated that both schools have robust internal moderation and that they moderate across the family of schools.

The executive headteacher stated that there is a new moderation framework for all year groups and she will share this with governors.

**Exec HT**

More information sharing is taking place across the schools. The Year 3 / 4 teachers will be looking at Year 6 books to see the expectations of these children's work and the executive headteacher will be looking at both Infant and Junior school pupil's books.

**SD&P/42/18 School Improvement plan**

*Priority 1 - Improving Outcomes for disadvantaged pupils – Pupil Premium Strategy Plan*

The executive headteacher reported that:

- She has updated the Pupil Premium Strategy Plan.
- Reviewed the impact of interventions and strategies funded by PPG.
- She has seen progress in reading, writing and maths for disadvantaged pupils.

- Pupil's learning behaviours are now also tracked and scores are given to pupils.
- She has looked at the quality of teaching and learning through book scrutinises and lesson observations.
- The teaching assistants have carried out an environment scrutiny to improve the learning environment.
- More focus on questioning disadvantaged pupils in class.

**Q. Governors asked if staff and pupils are aware of the learning behaviour scores?**

A. The executive headteacher stated that this has been discussed with staff and also with pupils in assembly. Mrs Osbourne that future planning involved the pupils could assessing themselves so that they are more aware of what is expected of their learning behaviour.

**Q. Governors asked if pupils have an increased enthusiasm for reading?**

A. Staff have reported that this improved last year because of the library van visiting, reading time was more embedded and developing vocabulary across the school. The school is developing a new library and a group of disadvantaged pupils were recently invited to meet the author Jeremy Strong.

*Priority 2 – Developing subject leadership*

The executive headteacher reported that her role is being further developed.

The executive headteacher has been working with middle leaders to help them monitor teaching and learning through lesson observations and book scrutinises. This year subject leaders will be developing their own action plans.

Mr Jones stated that governors have the opportunity to spend more time talking to subject leaders. The executive headteacher stated that there is a governor visit day planned for 30 November 2018 and she suggested that governors focus on looking at whether the school provide a broad and balanced curriculum and to speak to Mr Harper.

**Govs**

**SD&P/43/18 Safeguarding**

The executive headteacher reported that she is due to meet with Mr Jackson on the 14 November to complete the governor compliance checklist, monitor the single central record and vulnerable pupils.

**SD&P/44/18 Attendance**

The executive headteacher reported that the national figures do not come out until the spring but the national figures for the school for 2017/18 absence rate stood at 3.12% with persistent absences at 3%.

The executive headteacher stated that the office team text persistent absentees every week.

Mrs Beech stated that parents work well with school when arranging unavoidable appointments.

**SD&P/45/18 Behaviour**

The executive headteacher circulated her Behaviour Monitoring Summary report for the 1<sup>st</sup> half of the autumn term 2018.

The executive headteacher highlighted that behaviour is consistently good across

the school with 79% of pupils never missing a playtime. Any pupils with regular behaviour issues has a behaviour plan to support them.

Governors thanked the executive headteacher for her report.

#### **SD&P/46/18 Pupil Interviews**

Mrs Beech reported that the interviews took place in July but she has not yet collated the results. Mrs Beech will bring her report to the next meeting.

**RB**

#### **SD&P/47/18 Pupil Issues**

The executive headteacher reported that there were currently no pupil issues in school.

#### **SD&P/48/18 Parent Questionnaires**

Mrs Beech gave a verbal report on the Year 3 transition parent questionnaires and highlighted the following:

- 14 questionnaires out of 50 were returned.
- Most parents felt that transition had gone well.
- One parent, who's child hadn't come from Trent Vale, didn't feel that they were as well informed regarding transition.
- The questionnaire went out before parents evening, but it was agreed to give them out at parents evening next time.

The executive headteacher stated that because of residential in the summer term 2019 there will be fewer transition days and that this might affect next year's pattern of responses. This is, however, something the senior team are aware of and are planning pro-active support for these pupils.

#### **SD&P/49/18 Governor Monitoring Visits**

The executive headteacher stated that the Governor visit day is on the 30 November 2018 with a focus on providing a broad and balanced curriculum.

#### **SD&P/50/18 Policies to be recommended for ratification**

##### *Annual review of the Child Protection and Safeguarding policy*

The executive headteacher reported that this has been updated in line with the new Keeping Children safe in Education 2018 guidelines.

Governors **approved** this policy

##### *Peer on Peer abuse policy*

The executive headteacher stated that came from the new Keeping Children Safe in Education 2018 guidelines and shared with staff.

Governors **approved** this policy.

##### *Annual Review for the Policy and Procedure for all Visitors*

The executive headteacher reported that the guidance had change slightly.

Governors **approved** this policy.

##### *Annual review of the Procedure for completing the Single Central Record*

The executive headteacher stated that this policy has not changed at that she will be reviewing the Single Central Record with Mr Jackson on the 14 November 2018.

Governors **approved** this policy.

*Annual review of the Staff Employee Code of Conduct*

The executive headteacher reported that this was changed in line with the Keeping Children Safe in Education 2018 guidelines and signed by staff.

Governors **approved** this policy.

*Annual review of the Intimate Care Policy*

The executive headteacher stated that there had been no changes to this policy.

Governors **approved** this policy.

*Annual review of the use of force (Physical Intervention) policy*

The executive headteacher stated that there had been no changes to this policy.

Governors **approved** this policy.

*Annual review of the Acceptable use (e-safety) policy*

The executive headteacher stated that this had been reviewed and staff had updated.

Governors **approved** this policy.

*Annual review of the Pupil Discipline and Behaviour policy*

The executive headteacher stated that this policy will be updated soon in line with the promotion of rewarding good learning behaviours.

Governors **approved** this policy

*Annual review of the Anti – Bullying policy*

The executive headteacher stated that there had been no changes to this policy.

Governors **approved** this policy.

*Annual review of the Class Organisation policy*

The executive headteacher stated that there had been no changes to this policy.

Governors **approved** this policy.

*Annual review of the Collective Worship policy*

The executive headteacher stated that there had been no changes to this policy.

Governors **approved** this policy.

*Information about the Curriculum*

The executive headteacher stated that there had been no changes to this policy and that the information was available on the website.

Governors **approved** this policy.

*Annual review of the Teaching and Learning policy*

The executive headteacher stated that there had been no changes to this policy.

Governors **approved** this policy.

*Annual review of the Curriculum Planning policy*

The executive headteacher stated that there had been no changes to this policy.

Governors **approved** this policy.

*Annual review of the Assessment for Learning policy*

The executive headteacher stated that will change in line with the new framework.

Governors **approved** this policy.

*Annual review of the Marking policy*

The executive headteacher stated that there were some inconsistencies in the marking policy given improvements to marking practice and that items needed to be revised.

Governors **approved** the revised policy

*Annual review of the Monitoring and Evaluation policy*

The executive headteacher stated that this policy had been updated.

Governors **approved** this policy.

*Annual review of the SEN policy*

The executive headteacher stated that there had been no changes to this policy.

Governors **approved** this policy.

*Annual review of the EAL policy*

The executive headteacher stated that there had been no changes to this policy.

Governors **approved** this policy.

*Annual review of the single Equality policy*

The executive headteacher stated that this policy had been updated.

Governors **approved** this policy.

*Annual review of the homework policy*

The executive headteacher stated that this policy had been updated to reflect the school position on homework.

Governors **approved** this policy.

*Annual review of the School Prospectus*

The executive headteacher stated that there had been no changes to this policy and that it was available on the school website.

Governors **approved** this policy.

*Annual review of the Curriculum policies*

The executive headteacher stated that there had been no changes to these policies, but the handwriting policy needs to be reviewed.

Governors **approved** these policies.

**SD&P/51/18 Date of next committee meeting**

The next meeting will be Tuesday 5 February 2019 at 5.00pm at Trent Vale Infant School.

**SD&P/52/18 Determination of confidentiality of business**

Governors

**resolved**

that there were no items of confidentiality discussed in the meeting.

**The meeting closed at 6.35pm.**

Signed .....(chair)      Date .....

ZC/IY