



St George's Primary School

St George's Primary School
Standards Committee Meeting
Wednesday 4th October 2017
Top Site @ 1:00pm

Present

Community Governors	K. Wadcock	Chair of Standards Committee (SC)
	B. Clark	
Parent Governors	P. Dunning	
	C. Scott	
Staff Governors	B. Cassidy	Headteacher
	L. Horton	
	T. Skarratts- Jackson	
Also Present	L. Mitchell	Clerk
	K. Choudhary	
Apologies	M. Chambers	
	G. Dunne	

Item 1 Welcome, Apologies and Declarations of AoB

Chair welcomed the group and apologies were accepted as above.

SC gave special welcome to C. Scott at her first SC meeting – replacing P. Walters moving forward.

SC asked if there were any Declarations of Interest. None stated.

Chair asked that Declarations of Interest be installed as a standing agenda moving forward.

Chair highlighted the Item 4 and suggested that SC discuss the issue of 3 key aims towards the end of the meeting to give SC members an opportunity to consider furnished with the information throughout the meeting.

Item 2 Minutes of previous meeting

Accepted as a true and accurate record.

K. Choudhary informed SC that (in contrast to the advice given at the last meeting) National Governor Association colleagues have now suggested that best practice has been reverted to chair signature on hard copy of papers for filing in school office due to administrative issues within a national context.

Item 3 Matters Arising

All actions from previous meeting have been completed.

Item 4 Terms of Reference

Terms of Reference (**TOR**) document was circulated to SC in the papers.

SC reminded that Term of Reference are reviewed annually to ensure purpose of the committee is agreed for 2017/18.

For the purpose of the meeting, the group focused on Delegated Authority, Sub Committee work on Appraisal and Membership sections of the document.

SC asked when is the group to elect the chair?

RESOLUTION: It was suggested that at the beginning of the new schools Governor Committee Structure, the decision was taken that Chair and Vice Chair Terms of Office would be 18 months for the first instance in view of the new scheme of delegation and terms of reference introduced in January 2017.– and subject to review after this period. As such, the Chair and Vice Chair Term of Office will expire July 2018.

SC held a discussion about updating information on the Terms of Reference document as follows;

Chair	K. Wadcock
Vice Chair	T. Skarratt Jackson
Governor 1	P. Dunning
Governor 2	C. Scott
Governor 3	B. Clark
Governor 4	L. Horton
Head teacher	B. Cassidy
Clerk	K. Choudhary
In Attendance	M. Chambers
In Attendance	L. Mitchell
In Attendance	G. Dunne

ACTION SC01(10/17): K. Choudhary to update TOR document with details above.

SC had discussion about SLT staff being listed as ‘attendees’ at meetings given they are attending all committee meetings and suggested that attendees become Associate Governors (with non-voting rights) within the school’s current structures. The decision was taken that this issue would be best suited to the Full Governing Body meeting.

ACTION SC02(10/17): Ensure that the issue of Associate Governors is discussed at the Full Governing Body meeting in November '17.

SC suggested that, as per the TOR, the group should divide tasks into smaller short term objectives to realise the groups milestones and targets over the academic year. The decision was taken to assign tasks on an Autumn, Spring and Summer basis.

ACTION SC03(10/17): K. Wadcock and B. Cassidy to meet and allocate tasks Autumn, Spring and Summer basis.

Item 5 Curriculum Targets and Explained

B. Cassidy demonstrated (via VDU) the new systems in place across the which allow SLT to more effectively drill down in the school's data to identify pupils needs, identify trends over time and what gaps are there that needs to be addressed.

Specifically, for the SC, the new systems will allow members to analyse targets, set aspirations and look at the direction of travel for all year groups.

SC informed that SLT have put the highest levels possible aspirations levels but recognise the challenges in achieved these targets.

SC thanked SLT for the sterling work undertaken, stating that the way data is now presented is very impressive and the higher quality if data being feedback to SC will only assist the school in realising the highest levels of aspiration.

Item 6 Curriculum Targets with Link Governor

Group broke out into smaller groups to analyse school data sets.

Feedback comments included;

- EYFS;
 - looks like a promising year however there is a lack of solid baseline supporting data to feedback given the time of year.
 - The issue of pupil spacing numbers was raised as at challenge however SLT have implemented a variety of coping mechanism to mitigate any risk.
- KS1;
 - Data looks positive in terms how the structures have been amended and targets are ambitious but realistic.
 - SC informed that the SLT and staff are working with pupils re Maths who are performing at a lower level than Age Related Expectation (ARE)
- Year 3 & 4;
 - Data looks good with a positive outlook.
 - It was suggested that over the past few years this cohort where standards and achievement have slipped – an issue not schools face both locally and national and as such, an issue not unique to the school. SLT have taken the strategic decision that the aim is to keep this year group stable with the view to counteracting any 'dip'. With the new curriculum being embedded hopefully this will help.
- Year 5 & 6;

- It was stated that one of the positives is the results that came in last year that were beyond the school's aspirational targets. It was suggested that changing structures within the school demonstrate that steps are being taken forward.
- SC are very happy with the distance travelled in 6 months.
- SC stated that transparency re any issues with this cohort and parents being involved has also been a catalyst to success.
- SC informed that parents have been invited to school lead workshops to create better understanding of pupil and their homework needs.
- Communication of the new curriculum has gone up on the new website.
- Governors accepted the challenges facing the year 6 cohort and the distance they have to travel to make acceptable progress. They were reassured that everything possible is being done to ensure this.

Item 7 School Development Plan

School Development Plan was circulated to SC in the papers.

B. Cassidy explained the mechanisms adopted in creating the School Development Plan and thanked the SLT, curriculum and administrative staff for their endeavours in the creation of the School Development Plan. The work undertaken allows school staff to take ownership of the document given the amount of collaborative feedback.

B. Clark asked if the document address the issue of same initials as B. Cassidy to more clearly identify task distribution.

RESOLUTION: The document already makes the distinction; B. Cassidy is identified as **BC** and B. Clark is identified as **BCI**.

SC asked if there will be a resources plan to support the development plan?

RESOLUTION: SC informed that the resources implication of the development plan is identified at end of each individual section to demonstrate the considerable (in some section) investment being made to ensure success of the development plan.

SC asked what are the timeframe in relation to the development plan?

RESOLUTION: SC informed that the timeframe for the development plan is (in the majority of milestones) 12 months with only a few milestones reliant on at 48-month timeframe.

It was reinforced that it is SC responsibility to ensure that this document is monitored and SLT held to account for reaching objectives and milestones set out in this document.

B. Cassidy welcomed any feedback on the development plan and questions subsequent to the meeting in appreciation of the size, depth and fullness of the document, whilst recognising that governors may have follow up questions.

B. Cassidy informed SC that SLT would welcome any requests from governors for presentations on any areas outlined in the development plan, for example; the implementation of the maths curriculum.

ACTION SC04(10/17): B. Cassidy to send a reminder to SC with regards to the offer of presentations.

SC thanked the SLT, curriculum and administrative staff for their endeavours on a sterling piece of work.

ITEM 8 CPD Plan

CDP Plan was circulated to SC in the papers

B. Cassidy showcased the schools new CPD Plan (via VDU) stating that one of the key issues discussed in the creation of the document was actually (rather than identifying ambition) how SLT support the school staff in getting there.

SLT have set out a core set of training for all staff using INSET days, twilight sessions and staff meetings.

SC informed that changes have been made to Teaching Assistants contracts to include 20 hours of CPD within their contract.

SC stated that it would be good if training linked to the school's priorities.

RESOLUTION: this is already being done on the Blue Sky Performance Management System.

SC reminded that any and all training is open to all governors should they wish to attend.

ITEM 9 SSE Plan

Discussed in item 8

Item 10 Performance Management

Discussed in item 8

Item 11 School Improvement Associate (SiA) Feedback

C. Scott and B. Clark fed back to the group the discussion they had with SiA with regards to school improvement targets and head teachers target setting. This was a very useful exercise to see the direction the school was heading and to narrow the scope of what success would look like moving forward.

SC informed that aims, objectives and milestones contained within the SiA report are on various timelines however reviews will be held termly to ensure a consistent review cycle.

ACTION SC05(10/17): B. Cassidy to forward a copy of the SiA Report to all Governors for their information.

SC informed that the Head Teacher Annual Review is normally undertaken in December however SC and B. Cassidy have agreed that the end September/ beginning of October is a more appropriate time in the academic calendar. As such, moving forward the Head Teacher Annual Review has been brought forward.

Item 12. Governor Visits

SC discussed the previous meeting recommendation for each SC Governor to visit their area of responsibility to look at (and assess) the ongoing changes to the learning environment undertaken by the recently convened Environmental Planning Groups, with the view to identifying what has been done and how it is supporting the teaching of pupils.

As discussed in previous meeting, this gives school staff an opportunity to discuss and meet Governors and demonstrate the concerted effort by governors to be more accessible and approachable to school staff.

ACTION SC06(10/17): Governors to send K. Choudhary any necessary paperwork to record their visit.

Item 13 Standards Committee Training for 2017/18

SC informed that K. Wadcock and B. Cassidy had met to discuss and identify what training is available to governors – more specifically, SC governors. SC considered the following;

- **ECM** Education Conculatnts which is a company that delivers high quality training for Governors. A 2-hour session on ‘what Governors can do to monitor standards effectively’ was identified as a possible area of interest for SC and suggested that Monday’s between 4:00pm – 8:30pm would best suitable to SC members diaries.

ACTION SC07(10/17): B. Cassidy to contact ECM and negotiate dates/ times.

- Wallasey Alliance (WA): Wallasey Alliance have two The Role of the Governors sessions on the horizon, specifically focusing on OFSTED expectations. These sessions are Wednesday 1st November and Thursday 9th November 5:45pm – 7:00pm at Liscard School

ACTION SC08(10/17): SC Governor’s to attend WA The Role of the Governors if available.

ITEM 14 Date and focus of next meeting

As discussed above, SC took the opportunity to discuss the groups 3 key targets in relation to the TOR. The SC committed to the following;

1. Endeavour towards a better understanding of the school’s data and gain a fuller understanding of how it is used to help realise ambitions.
2. SC governors to work collaboratively with all staff across the school empowered by the data intelligence shared at SC and embed that intelligence in a wider context across the school.
3. Make sure staff feel supported by governors and continually reinforce the message that ‘we are all on the same journey’. Each Lead to visit the school at least once each term to ensure that the message is tangible.

ACTION SC09(10/17): K. Choudhary to update TOR document with details above.

Date of next meeting:

10th January ’18 @ 1:00pm

Chair Signature

Item	Summary of actions from Standard Committee meeting	Whom	Date to be completed
4	<u>SC01(10/17)</u> : K. Choudhary to update TOR document with details above.	K. Choudhary	Oct '17
4	<u>SC02(10/17)</u> : Ensure that the issue of Associate Governors is discussed at the Full Governing Body meeting in November '17.	B. Cassidy	Nov '17
4	<u>SC03(10/17)</u> : K. Wadcock and B. Cassidy to meet and allocate tasks Autumn, Spring and Summer basis.	B. Cassidy K. Wadcock	Oct '17
7	<u>SC04(10/17)</u> : B. Cassidy to send a reminder to SC with regards to the offer of presentations.	B. Cassidy	Dec '17
11	<u>SC05(10/17)</u> : B. Cassidy to forward a copy of the SiA Report to all Governors for their information.	B. Cassidy	Oct '17
12	<u>SC06(10/17)</u> : Governors to send K. Choudhary any necessary paperwork to record their visit.	All	Ongoing
13	<u>SC07(10/17)</u> : B. Cassidy to contact ECM and negotiate dates/ times.	B. Cassidy	Oct '17
13	<u>SC08(10/17)</u> : SC Governor's to attend WA <u>The Role of the Governors</u> if available.	All	Oct '17
14	<u>SC09(10/17)</u> : K. Choudhary to update TOR document with details above	All	Oct '17