



Aston and Cote C.E. Primary School
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Minutes of the Meeting of the Performance & Standards committee held at the school on Monday 29th January 2018 at 6.00 pm

Present:	Joe Cox (JC)	Parent Governor
	Claudia Harris (CH) Chair	Co-opted Governor
	Matthew Keates (MK)	Parent Governor
	Angela Lavington (AL)	Foundation Governor
	Steve Leonard (SL)	LA Governor
	Marcus Luckett (ML)	Co-opted Governor
	Louise Souter (LS)	Staff Governor
	Fiona Taylor (FT)	Acting Headteacher
	Philip Wilson (PW)	Parent Governor

In attendance:	Melody Chadwick (MC)	Associate Staff
	Peter Dempsey (PD)	Potential Co-opted Governor
	Lucy Dickinson (LD)	Clerk

Item and description	Actions
01.18 - Welcome and apologies	
The meeting was quorate (9 Governors present throughout, with 9 out of 11 in post) and was opened at 6.00 pm by CH who welcomed everyone. There were no apologies. LS has replaced Emma Gardner as elected Staff Governor - LD to forward new Governor form to OCC .	LD -done
02.18 - Notification of any urgent business	
Additional Governors needed for HT recruitment - see item	
03.18 - Declaration of interests including update to the register	
MK declared a potential conflict with regard to item 11 and agreed to leave the meeting during this discussion. The attendance register was signed and passed to LD for filing.	LD -done

04.18 - Approval of the minutes of the meeting held on 14 November 2016	
The minutes were approved, signed by CH and passed to FT for filing.	FT
05.18 - Matters arising not elsewhere on the agenda	
None - it was noted that committee meetings had been suspended while the number of governors in place was low, but it was agreed that these would now resume.	
06.18 - Election of Committee Chair for 2017-18	
CH indicated that she was willing to continue as Chair for this year. There being no other nominations, CH was re-elected.	
07.18 - Terms of Reference	
These were agreed and signed by AL and handed to FT for filing. Membership of the two committees was discussed and agreed as follows: P&S: CH, AL, FT, ML, LS, MC F&P: SL, AL, FT, JC, PW, MK	FT
08.18 - SDP	
FT reported that progress on the SDP was on track for this point during the year. A number of visits and meetings with link Governors have taken place, and reports have been uploaded to Governor Hub by AL, ML and JC . Other lead Governors (CH and MK) were reminded to add their reports. There were no questions on the SDP, but Governors did request a Governor visit date - this was agreed for Friday 16 March - FT to set up class visits and other items.	CH, MK FT
09.18 - Termly review of pupil achievement data	
Whole school data for the Spring term, along with in-school data for Maths and English had been circulated and is included with these minutes. FT explained that it would be difficult to compare data with that from last year as the school is now using different tests. However, it is felt that the new tests are better aligned and more informative regarding progress in the new curriculum. There are some areas of concern, particularly for Year 2 English results (50% on track), but all teachers have now met with FT to discuss each pupil and develop a plan of support (within budget constraints). There had already been a significant number of changes to the methods used for teaching English, and these will need time to embed, but will continue to be closely monitored. The phonics screening took place last week, and interventions are being put in place where required. In general results in Reception are positive - there has been a recent staff change, but the new teacher is very experienced and receiving support from SLT .	

<p>Governors asked:</p> <p><i>Q. Does FT have a 'gut feel' for where how the school should be self-evaluating itself at this point, based on this set of data?</i></p> <p><i>A. FT reminded Governors that following last year's self-assessment (as Outstanding), she had recommended moving this to 'Good' for the time being (based on the end-of-year results and change in Head). There does not seem to be any reason to change this assessment at the moment, but staff are confident that progress will continue to be made.</i></p> <p><i>Q. How are these data sets benchmarked against other schools?</i></p> <p><i>A. The Year 2 and Year 6 data can be compared with national SATs, but the internal data has not yet been moderated.</i></p> <p><i>Q. Has the number of pupils exceeding expectations altered significantly?</i></p> <p><i>A. The Year 2 results are obviously low, in part due to the fact that these are based on end of year SATs papers being done in term 2. This was partially a financial decision, but also allows staff to see where work is required. However, taking tests designed for sitting in May so early in the year obviously leaves room for improvement - this was also the case in Year 6, but there was less impact as those pupils have been in school much longer. There were also some Year 2 pupils who had joined the school with no formal prior education in September, but they are making good progress.</i></p> <p><i>Years 1 and 5 showed good levels achieving above expectations, and the other years were in line with previous results. Maths results have been more problematic, and seem to indicate that teaching is good for arithmetic, but that pupils need to focus on problem solving. It was noted that the reasoning paper also depends on better reading and comprehension skills.</i></p>	
<p>10.18- Review effectiveness of Pupil Premium funding</p>	
<p>The 2016-17 Pupil Premium report had been discussed at the FGB meeting in November. However, FT used the in-year data circulated for item 9 to highlight progress for the current year groups. The number of PP children remains low (8 across the school), with four pupils making expected progress in reading, and six in maths. Interventions are in place for all those needing additional support, and as noted in item 9, support (both from staff and parents) for those who are new to the school seems to be effective.</p>	
<p>11.18 - Corinthium Partnership</p>	
<p>Confidential - see Part 2 minutes</p>	

12.18 - Communication strategy and questionnaires	
<p>FT reported that the Open Days suggestion has worked really well, with sessions alternating between drop-off and pick-up times, and a good number of parents accessing this opportunity. <i>Governors asked:</i> <i>Q. Could the school consider evening sessions for working parents?</i> <i>A. FT said that there is already a reading workshop scheduled, but that there was a need to be mindful of staff workload. Governors felt that there was plenty of evidence of openness to suggestions, and that the open door policy also allows individual parents to visit if they have specific concerns or questions.</i></p>	
13.18 Safeguarding	
<p>AL said there was nothing significant to report - there had been a small incident last term, but this was handled quickly and to the parents' satisfaction, with some minor changes having been made to procedures as a result.</p>	
14.18 Distinctiveness as a Church of England school	
<p>RE day had taken place earlier in the day and been successful. There is still one Foundation Governor vacancy - FT had contacted the Church working party. A new vicar will be appointed in the summer term, and the school has indicated its willingness to be part of the recruitment process.</p>	
15.18 Governor visits and training	
<p>Governor visits were covered in item 8. AL, ML and CH did HT appraisal training, and most Governors planning to attend Ofsted preparation training this Wednesday. AL also doing an Outstanding Teaching course.</p>	
16.18 Head teacher recruitment panel	
<p>SL is unable to attend on the arranged interview date. Both MK and PW would be willing to do this (dependent on availability) - MK and PW to check and AL to confirm.</p>	MK, PW, AL
17.16 - Date of next meetings	
Meeting finished at 6.50 pm. Next committees: 19 March (P&S at 6.00 pm)	

Action grid

Item	Action	Name and timescale
8.18	Link Governors to add visit reports to Governor Hub	CH and MK - asap
8.18	FT to set up visits for Governor visit day	FT - by 16 March
11.18	Circulate draft contract	AL - by 2 February
11.18	Bullet points for key drivers to be sent to PW	Governors
11.18	Summary of key drivers and comparison with draft	PW
16.18	HT recruitment panel to be agreed	MK, PW, AL

Documents for the meeting	Sent by	Email date
Agenda	LD	22 January 2018
Attendance sheet	LD	tabled
Minutes of committee meeting 14 November 2016	LD	28 November 2016
Terms of Reference	LD	22 January 2018
Spring data and internal data	LD	22 January 2018

Chair of Committee:5..... Date:
LMD 30.01.18