

SIR JOHN CASS'S FOUNDATION SCHOOL

Notes of a meeting of the Curriculum, Pupil Achievement and Pupil Affairs Committee held on 19 October 2016 at 4:00pm

Present: Mr J Fletcher (Chair)
Rev L Jørgensen
Mr T. Wilson (Head)
Mr E Keene
Mr C Henry
Ms Jo Welsh
Ms H Khan

In attendance: Ms A Allen – Deputy Head teacher
Ms R Basit (Clerk)

PART A – PUBLIC BUSINESS

Apologies for Absence

An apology for absence was received from Mathew Piper.

Governors' Declaration of Interest

There was no declaration of interest

Minutes (circulated)

a) Minutes – 8 June, 2016

There was one correction to the minutes of the last meeting – Jo Welsh was present at the meeting.

Matters Arising:

The Head said that he was unable to present the policies at this meeting and will bring these to the GB meeting in December.

Action: Head

Resolved – that the minutes of the last meeting were agreed as a correct record subject to the above amendment.

1. School Improvement Plan (SIP) and the Single-Year Plan (circulated)

The Head said that the plans were consistent with all other documents in the school. The priorities for the school were:

1. Continue to enable every child to achieve well and make excellent progress in English and Mathematics, raising standards in particularly in Key Stage 1 in Mathematics.

2. Further enrich the specialist curriculum and sustain high levels of interest and enjoyment from children, with a particular focus on leading a healthy lifestyle and making positive changes.
3. Enable greater proportions of children to fully master the curriculum and work at a higher standard especially by the end of Key Stage 2.
4. Empower learners to take more control of their learning, reflecting and evaluating to enable improvement at an even more rapid rate.
5. Refresh and redefine the mathematics curriculum to encourage mastery and fluency across the curriculum, especially in number.
6. Implement the new RE curriculum and further strengthen and deepen the approach to collective worship, moral, social and spiritual development.
7. Continue to develop the physical environment of the school with better storage, more purposeful outdoor place spaces and a more conducive environment for learning and growth.

Governors reviewed the Plans and asked the following questions and/or comments:

The Chair of Governors said that she had undertaken a learning walk earlier in the day and had observed marking and feedback taking place. Children also provided feedbacks in books. The Head said that peer feedback was very effective.

Governors asked how the school decided on what British Values were. The Head said that British Values were stated by the Government and were prescriptive – i.e. rule of law, democracy etc.

The Head said that the school was further developing a sense of participation through School Council.

Governors asked how gifted and talented children were challenged. The Head explained that the curriculum had sufficient challenge for the more able children. Deeper writing was encouraged from more able children.

Governors asked whether the school had the necessary resources including staffing and training requirements. The Head replied that the school had appropriate resources. Support teachers work with small groups to provide any necessary support and targeted intervention work.

The Committee noted that to make a positive impact and effectively monitor the plan, the Committee need to take ownership of parts of the SIP. The Committee will also monitor pupil achievement.

Governors enquired about the plan to cease birthday cakes for children. The Head clarified that as part of the Healthy School Status the school were not allowing families to bring birthday cakes to school, instead alternative suggestions were made to celebrate birthdays. The Committee confirmed that they were in support of the school's decision to cease birthday cakes as part of the plan to be a more healthy school.

Governors enquired about the catering since the new Catering Manager was in post. The Head said that the quality of food had improved and no further complaints had been received.

Calvin Henry commented that there was a significant gap between the children receiving Pupil Premium and children not receiving Pupil Premium in Writing and Maths and asked how this was being addressed. The Head did not think that this was an issue in the wider sense and was in fact an issue for the particular cohort. In addition, there children receiving Pupil Premium were a small group – only 6 children, which had a greater impact on the data. The Head said that the school had taken steps to address any underachievement; these included recruiting a permanent teacher for Year 3, provided 1 to 1 tuition for identified children and targeted work took place with those children who did not achieve the expected levels. Further work on Maths was planned and the school were also in the process of trialling Singapore Maths model for Year 1 and some Year 2 children.

In reply to a question the Head said that support groups were in place to address any underperformance.

The Head said that KS1 were a mixed ability group. There were higher proportion of children at greater depth however; the expected level was more mixed abilities. The Head said that there were also two children with Statements/EHCP pending. In addition, the Head said that there was inconsistency in assessments and marking at KS1 which needed to be addressed.

Calvin Henry enquired how if children achieved 100% in Reading, then why did they not achieve this in Writing and Maths. The Head said that there were historic teaching and learning issues with this cohort due to significant staffing changes which may have had a negative impact on this cohort. The Head added that data from previous years could not be relied upon. Governors suggested that the story and explanation on how the cohort will be supported to improve progress and attainment needs to be included in the SIP. The Head will take this on board.

2. Self-Evaluation and Long Term Planning

a. The Head presented the SEF and highlighted the key areas for focus. The Target areas for KS1, i.e. girls in Writing and Maths, will be included. The Head said that number was a much stronger feature in the school. The Chair of Governors confirmed that this was visible when undertaking the learning walk.

Governors asked whether the school had any evaluation on progress from entry to the school as this would give a truer picture. The Head said that the EYFS data was not accurate. Based on the current data it was assumed that good progress was made. The Head was hopeful that next year a more accurate picture would be presented.

- b. KS2 Outcomes Overview (circulated)
- c. FFT Dashboards from KS2 for 2016 (circulated)
- d. FFT Dashboards from KS1 for 2016 (circulated)

For KS2 the targets included increasing the number of children achieving at greater depths. Pupil Premium children's achievement at greater depths also needs to be increased.

Maths and Writing were on track. The Head said that the current data was based on internal data analysis; however the data will be revised in line with the RaiseOnline data, once available.

Governors received and noted the KS2 Outcomes Overview, Fischer Family Trust dashboards from KS2 for 2016, and Fischer Family Trust dashboards from KS1 for 2016.

Resolved – that the Curriculum Committee approved the SEF as presented.

3. Children's Centre Report

Alex Allen (Deputy Head and Head of Children's Centre) presented the Children's Centre report to the Committee. Governors noted the City had carried out provision mapping. The vision for improvements for 2016-17 included enabling an environment through the use of 'real resources', playful experiences and natural materials. Alex Allen reported that the new staffing structure had been put in place and well trained practitioners and teachers were leading sessions. Governors noted the training and CPD that staff have undertaken. Alex Allen said that the school was excited about the development opportunities which were in line with the Ofsted feedback.

The programme had been developed and included variety of provisions on offer, including baby massaging activities and sessions to develop early language skills. The full programme was presented to governors.

As well as the programme for children, courses for adults were also on offer, including ESOL courses. The City was taking steps to measure the quality of adult education provision this year.

The outdoor space was a focus for development and internal space was used effectively. Other developments areas included the use of data for planning needs to be more rigorous, as well as effective monitoring and evaluation needs to take place; leadership and management needs to improve and have a more strategic role in the wider work of the centre, the quality of provision needs to improve in some areas of the EYFS and the centre must more fully evaluate the outcomes for families.

Governors enquired whether areas for improvement identified from Ofsted were included. Ms Allen said that these had been embedded and included Maths.

Governors received and noted the Childcare Ofsted report.

4. Evaluations – Quality of Provision

The Quality of Provisions for parents and children were circulated in advance.

Hasina Khan had analysed the end of year feedback. Ms Khan said that she had reviewed all the outcomes with relevant parents and children. With regards to the bullying comments from children, Ms Khan said that she had spoken to all parents and children concerned. In most cases there was no real concern of bullying, however steps had been taken to ensure that any bullying was identified and tackled at the earliest opportunity. It was noted that in relation to feeling safe in school there were more positive comments towards the end of the year.

Hasina Khan said that anti-bullying will be addressed through courses and other means to help clarify what bullying means. The House Captain will also complete training and support anti-bullying.

Governors noted the feedback and the commentary addressing the issues. The Committee noted that much of the issues had been addressed or resolved.

Governors commented that the questions for next year need to be reviewed to offer more clarification. The school will take this on board.

Action: Head and Hasina Khan

5. Curriculum Report including RE focus

- a. RE Curriculum overview – (circulated)
- b. RE and Collective Worship Policy – (circulated)

The Head said that the RE curriculum covered the major world faiths and was based on the LDBS and Southwark Board scheme of work. The Head said that a learning environment for RE had been established.

Resolved – that the Committee approved the RE Curriculum as presented.

Resolved – that the Committee approved the RE and Collective Worship Policy as presented.

c. Verbal report on lesson study project and curriculum initiatives

Hasina Khan said that Lesson Studies had been carried out. Three teachers work together on a teaching plan and then observe each other and provide feedback. The focus was on learning and watching children learn. Ms Khan said that it was not about judgement and was about improving the teaching practices. All teachers that participated found it to be a very positive experience. The process was about improving teaching and learning and building knowledge.

Ms Khan said that the 1st round of the process was complete and will be continued for the rest of the year. One of the positive outcomes was that teachers were observed and were now comfortable with observations, which previously was a daunting process.

In reply to a question the Head said that he had noticed a difference and there was more confidence about teaching. Ms Khan said that information sharing took place with the wider staff during staff meetings. It was also an opportunity to have an open dialogue about teaching practices. It was planned that the journey and the impact will be evaluated at the end of the academic year.

Governors made positive comments about the lesson study and commented that it was an exciting way forward.

Governors received the verbal report of the lesson studies project.

6. Safeguarding report

a. Child Protection and Safeguarding Policy – (circulated)

Governors noted that Andrew Wright was the safeguarding link governor.

The Committee noted that the policy was in line with recent government changes. The Single Central Register was up to date. All staff had read the policy and signed to confirm this. An annual safeguarding review was planned in the spring or early summer term.

Resolved – that the Committee approved the Child Protection and Safeguarding Policy.

- b. Section 157 report summary was received and noted by the Committee.
- c. a verbal report of the new arrangements for SOUL records and family support recording was received and noted by the Committee.

7. SEN Report (Alex Allen)

- a. The SEND Local offer and how the school supports children with Special Educational Needs/Disabilities was received and noted by the Committee.
- b. SEN information report and the SEND provision in the previous year was received and noted by the Committee.
- c. The SEN Policy was previously circulated.

Resolved – that the Committee approved the SEN Policy as presented.

8. Pupil Attendance

The Head reported that the pupil attendance was generally strong. There were a couple of families with complex needs in Year 5, which affected the children's attendance. The Education Welfare Officer (City) was involved with the families.

The Head said that the attendance was affected by children going on secondary school visits and taking time off during Eid. The general consensus was that the secondary school visits should be restricted to a minimum of 3.

Governors enquired about Class 3's attendance figure. The Head said that there was a week long illness which had affected the figure. The Head said the data presented was from the start of term and was only 5 weeks of data.

The Head will also look into re-coding the school visits as this should not be recorded as absence from school.

Governors also suggested that case studies should be put in place for the Year 5 children. The Head will take this on board.

9. Children's Centre SLA

Governors noted that there was no further information from Government at this stage regarding increasing the nursery hours.

The Committee received the Service Level Agreement (SLA) for the provisions of Children's Centre Services. The agreement was between the City of London and the Governing Body of Sir John Cass Primary school.

The Committee noted that the funding agreement was slightly higher than previous year, and that the Centre was well funded.

The SLA will be reviewed at the end of academic year.

Resolved – that the Committee approved the Service Level Agreement for the provisions of Children's Centre Services between the Sir John Cass Primary School and the City of London.

10. End of the School Day

The Head said suggested to lengthen the school day by an additional 10mins. By doing this it would help manage the school day and the end of the school day better. The proposed end of school time for KS1 was 3:25pm and KS2 was 3:30pm. The Head said that this item was to gather governor's views. In relation to the process the Committee noted that it was a school management issue, however reasonable steps should be taken to consult staff and parents, and any implication due to the change should be taken in to consideration.

The Committee in principle approved the Head's recommendation. The Head will in the first instance consult with staff and parents with the view to make the change in Easter 2017. The proposal will be taken to the Full Governing Body for consideration.

11. Policies

a. Anti-Bullying Policy

The Head said that the policy had been updated to include the House Captain's responsibilities and peer-on-peer bullying.

Resolved – That the Committee approved the Anti-Bullying policy as presented.

b. The Sex and Relationship Education (SRE)

The Head said that the main change was to move SRE to begin in Year 4 and then to continue to develop in Year 5 and complete in Year 6. This would include a change in the content of lessons and make use of the latest resources available. The Committee noted that SRE was taught in the school within the Christian context.

In reply to a question the Head said that the suggestion to start earlier in the school year was largely due to the disclosure made at a school in Tower Hamlets, where it was identified that if SRE was taught earlier, children were more aware of appropriate relationships and can voice any concerns. The Committee noted that lessons were taught separately for girls and boys.

Calvin Henry asked what the scheme of work would look like. The Head would present the scheme of work at the Governing Body meeting for further discussion and consideration.

Action: Head and Clerk (agenda item)

c. Health, Safety and Welfare policy

The change in the policy to not allow cake or sugary items to be brought into school was discussed earlier.

Resolved – that the Committee approved the Health, Safety and Welfare policy as presented.

d. Lettings Policy

The Head said that in line with the Child Protection and Safeguarding Policy a change was required in the Lettings Policy to include information on checks and vetting of organisations who request to use the school. The organisations should also respect and uphold the British Values. This change had been included.

Resolved – that the Committee approved the Lettings policy as presented.

12. Any other Business

None

The Chair closed the meeting at 6pm.

Signed Laura Jørgensen Date 13/12/17
Chair