

# Sir John Cass's Foundation Primary School

**Minutes of a meeting of the Curriculum, Pupil Achievement  
and Pupil Affairs Committee held on 8<sup>th</sup> November 2017 at  
4pm**

Membership: Mr J. Fletcher (Chair)\*  
Mr T. Wilson (Head)\*  
Rev L. Jørgensen\*  
Mr M. Piper\*  
Mr D. Alexander\*  
Ms J. Welsh  
Ms A. Godas  
Mr E Keene

*\* denotes attendance*

In Attendance: Ms Zahra Mir (Apprentice)

Clerk: Mrs Maxine Zeltser (Clerk)

Mr J. Fletcher *in the Chair*

## **BUSINESS**

### **1. Opening Prayer**

The meeting was opened with a prayer led by Rev L. Jørgensen\*

### **2. Apologies**

Apologies were received from Mr Edward Keene and Ms Jo Welsh. Mr Tim Wilson explained that Ms Alex Allan, deputy Headteacher, was unable to attend as she was on secondment today and Ms Theresa Shortland, Head of Service for Education and Early Years, City of London Corporation was ill.

### **3. Declaration of Governors**

There were no declarations of any personal and pecuniary interests in respect of items on the agenda.

### **4. Dates of Forthcoming meetings**

The next Full Governing Body Meeting is on Wednesday 6 December 2017 at 4:00pm and the next Curriculum, Pupil Achievement and Pupil Affairs Committee is on Wednesday 31 January 2018 at 4pm.

### **5. Minutes of the previous meeting held on 7 June 2017 and matters arising**

Governors were referred to the draft Minutes of the previous Meeting

which were contained in their Meeting Pack. The minutes were **approved** as an accurate record of the meeting.

There were no matters arising.

## **6. School Improvement Planning**

Mr Tim Wilson referred governors to the draft School Improvement Plan contained in their Meeting Pack. Mr Tim Wilson explained that the Plan is based on the same format as last year and includes colour coded risk rating and outlines the impact if a particular target is not met. Subject leads, the Senior Leadership Team and governors have been involved in compiling the Plan and its key priorities. Note has also been taken of last year's strategies and the Self Evaluation Form. The Plan is in draft as there is still information to be added, particularly in relation to costings. It is planned to upload the Plan onto the governors secure area to enable governors to view the document as it is updated and to facilitate their involvement.

**GOVERNOR QUESTION: Last year, the then Year 3 group of girls were a priority for maths. Is this still the case?**

Mr Tim Wilson explained that some of the group has still not caught up. In fact, there are two key groups who have underperformed in maths. These are Year 3 and Year 5 girls and strategies to improve the performance of these groups are contained in the Maths section of the Plan.

**GOVERNOR QUESTION: What resources will be required to support the progress of Disadvantaged High Attaining pupils?**

Mr Tim Wilson explained that some of the resources section of the Plan are yet to be completed. It is hoped to have this information by the Full Governing Body meeting. The resources required by this priority group are expensive as it involves engaging specialist tutors.

**GOVERNOR QUESTION: The colour coding in the Plan only refers to the risk if the action is not completed, should there not be another colour for when the target is completed?**

Mr Tim Wilson agreed to add a further column into the Plan so that it is clear which targets have been completed.

**GOVERNOR QUESTION: Last year much of the CPD detailed in the Plan did not take place. Is there a provision to ensure that the CPD happens this year?**

Mr Tim Wilson explained that this year he intends to use the Phase and After School sessions to cover CPD so that there is more time for this than was previously the case. Also, Mr Tim Wilson intends to do a whole year plan setting out the CPD sessions. In addition, all staff have been asked to be more succinct in drafting their target areas and suggesting CPD as the area of focus, as there were too many CPD targets last year.

**GOVERNOR QUESTION: The Grammar CPD target is marked as red. Is this going to take place?**

Mr Tim Wilson explained that as there were several new teachers this year, it is necessary to assess their skills to decide whether this CPD is still necessary.

**ACTION POINT 1: Mr Tim Wilson to assess the teacher skill set in order to assess if the Grammar CPD is still required.**

**GOVERNOR QUESTION: The Plan contains a lot of red. Does this mean that items coloured amber are not likely to happen?**

Mr Tim Wilson confirmed that he intends to finalise the Plan for the December Full Governing Body meeting and that when he does this, he will reconsider the red and amber colour coding. Whilst it appears that there is a lot of work to do, many of the tasks have already been started and are in the process of being delivered.

**GOVERNOR QUESTION: What does the colour coding in the Plan mean and what criteria is used to assess the target's rag status?**

Mr Tim Wilson explained that there is not yet a robust way of assigning risk to each target. Clearly, green targets are those where the risks are well managed. It was suggested that next to the rag status of an action there could be a circle with a number of quadrants completed depending on how much of the target has been achieved. Mr Tim Wilson agreed that it is a good idea to link the colour coding to an assessment of the completion of the task and to list in the Plan the ten or fifteen most important tasks. The rag status should also take into account the importance and risk of a task. An item could be important but low risk. It was suggested that there should be a priorities and risk column in the Plan so that it is clear which items need urgent attention. It was agreed that Mr Tim Wilson would reconsider the colour coding and columns in the Plan and provide a clearer definition of key priorities and the risks so that a target's current status can be easily understood.

**ACTION POINT 2: Mr Tim Wilson to reconsider the colour coding and columns in the School Improvement Plan and provide a clearer definition of key priorities and the risks so that a target's current status can be easily understood.**

It was agreed that Mr John Fletcher would complete a review of the School Improvement Plan in the middle of the academic year and go through the outstanding targets and their status.

**ACTION POINT 3: Mr John Fletcher to complete a review of the School Improvement Plan in the middle of the academic year and go through the outstanding targets and their status.**

The Governors **RESOLVED** to approve the Plan with a view to the document going to December's Full Governing Body meeting with the changes that have been discussed.

**7. Self-evaluation and long term planning**

## **7.1 Updated version of the Long Term Plan and Self-evaluation including Analysis of outcomes at EYFS, KS1 and 2**

Mr Tim Wilson referred governors to the Long Term Plan, Self-evaluation and Analysis contained in their Meeting Pack. Mr Tim Wilson explained that governors will need to consider the School's strategy for the next 3 years at the next Full Governing Body meeting. The Self-evaluation is based on last year's outcomes and targets with updates to reflect the current results, attainment and progress. It should be noted that one child's results are to be removed from the end of KS2 scores. The KS2 results place the School in the top <sup>5.8%</sup>~~13%~~ of schools for attainment and in the top 12% for progress. The School is currently in the top 10% of schools for pupils reaching their expected levels, although this will rise to the top 5% when the above-mentioned child's results are removed from the data. One of last year's strategies was to focus on the more able students and this year the 'greater depth' results placed the School in the top 4% of schools for this category.

Whilst the KS2 results have been strong, the KS1 results have also improved. There has been an improvement in Maths and the results for Reading are still really good. The Maths results are just above the national average but this was disappointing and so, it is proposed to spend resources on improving progress in this area. The Phonics Check results are at the expected level, which is good. The average Phonics score was slightly lower than average and so it is planned to work on this area. One reason could be that the emphasis on Phonics in Early Years is not rigorous enough.

The targets for next year are aspirational but right. The aim is that between 30 to 50% of pupils will reach the 'greater depth' target and 90-97% of pupils will reach the expected standards at the end of KS2.

There is an issue in Year 1 where there is a small cohort on pupil premium. Two of these pupils are on an EHC plan, of which one has global delay so will not achieve at the expected standard. Another point to note, is that Spelling in Year 2 for pupil premium students is lower than the year average and so, the phonics teaching needs to be considered for this year group.

There was a glitch which meant that the first set of data needed to be altered. This meant that the performance of girls in Maths is better than originally thought. However, no cohort of girls outperformed boys in Maths in the School. There is a new Maths lead who is tasked with ensuring that girls are engaged in Maths.

**GOVERNOR QUESTION: Is there a reason why girls are performing less well in some year groups than boys in Maths?**

Mr Tim Wilson explained that this could be because the assessments are based on the scores from tests and some of the more able girls did

not finish the tests. Another reason could be that parental expectation in Maths is such that they expect more from boys than girls. This could result in parents doing more Maths work at home with boys.

Mr Tim Wilson proposes to upload details of what is going on at the School onto the governors' secure area so that governors can also contribute their views.

**GOVERNOR QUESTION: Are the pupil premium percentages in the report correct, as they do not equate to whole numbers of pupils?**

Mr Tim Wilson explained that the percentages are more likely to be accurate than the pupil numbers, as the latter can change and may not have been updated in the report. It was agreed that Mr Tim Wilson and Mr Matt Piper should check the pupil premium figures in the report.

**ACTION POINT 4: Mr Tim Wilson and Mr Matt Piper to check the pupil premium figures in the report.**

## **7.2 SIAMS Self-evaluation**

Mr Tim Wilson referred governors to this report contained in their Meeting Pack.

Mr Tim Wilson explained that the two key target areas are RE and Spiritual development.

The RE target is for pupils to take ownership of their work and religious literacy. Pupils should know what their next step is in RE and how they need to improve. At the moment, marking is focused on correctness but does not tackle areas for development. Marking came up in the last SIAMS and whilst it has improved it could be better. There is a new marking scheme which is bedding in well but there has been a variation in teaching as there are new staff some of whom have not taught RE before. Some new staff who do not have experience of teaching in a Church of England school may only have taught RE once a term and, therefore, could be anxious about teaching a new subject.

The School's distinctive Christian character was captured in what is going on in the School. The Evaluation felt that the values were articulated well, but that pupils were not able to link these back to the bible stories. It will be necessary to be more explicit as to how Scripture is used in the School to ensure that pupils know how the values that are taught link to Christianity. Pupils were able to talk about the impact of collective worship. Pupils were able to talk about the British Values taught in School and to explain what these Values meant.

Areas of development include worship in the classroom, which should be timetabled every 3 weeks but may not be happening in practice. There needs to be effective management of the development of targets in RE and the impact of worship. Ms Hosina Khan is the

head of RE in the School and she has said that the School will have a SIAMS inspection within the next two years and so it is necessary to stay on schedule with regard to development.

**GOVERNOR QUESTION: Has the governing body reviewed the ethos of the School?**

It was agreed that this should be put on the Agenda for the next Full Governing Body meeting.

**ACTION POINT 5: Mr Tim Wilson to add to the Agenda for the next Full Governing Body meeting an item for the review of the School's ethos.**

The governors recognised the need for this Sub-Committee to increase its evaluation of the standards of RE within the School with a view to obtaining an 'Outstanding' classification following the next SIAMS inspection. It was accepted that there should be a RE link governor and it was agreed that there should be a review of link governors at the next Full Governing Body meeting. The new RE link governor should provide a short report at the next meeting of this Sub-Committee. In addition, when the RE workshop has been organised, all governors should be invited to attend.

**ACTION POINT 6: Mr Tim Wilson to add to the Agenda for the next Full Governing Body meeting an item for the review of the link governors and the appointment of a RE link governor.**

**ACTION POINT 7: The new RE link governor to provide a short report at the next meeting of this Sub-Committee.**

**ACTION POINT 8: Mr Tim Wilson to invite all governors to attend the next RE workshop.**

The governors noted the good work that is being done in the School as detailed in the Evaluation.

### **7.3 FFT dashboards from KS2 for 2016**

The governors were referred to the dashboard contained in their Meeting Pack. Mr Tim Wilson explained that the issues arising from this report have already been discussed above. The dashboard identified one child with SEN support who had very low attainment at the end of KS2.

**GOVERNOR QUESTION: The scatter graph shows 3 pupils as having been top achievers at the end of KS1 but being low attainers at the end of KS2. Is there a reason for this?**

Mr Tim Wilson explained that he does not know who these pupils are but the results would correspond to pupils who achieved 2 A's at the end of KS1 but who failed to make sufficient progress to achieve 'greater depth' at the end of KS2. Mr Tim Wilson agreed to look into the reasons behind these 3 pupils' progress.

**ACTION POINT 9: Mr Tim Wilson to look into the reasons**

**behind attainment of the 3 pupils identified as low achievers on the KS2 scatter graph.**

#### **7.4 FFT dashboards from KS1 for 2016**

Mr Tim Wilson explained that this dashboard has not yet been published.

#### **7.5 Analyse school performance report**

Mr Tim Wilson referred governors to this report which was contained in their Meeting Pack. Mr Tim Wilson explained that this report is the new Raiseonline and the results that it details are good.

The governors **APPROVED** the reports.

### **8. Children's' Centre Report**

#### **8.1 Short report on the key priorities in the children's centre for the year ahead and information about provision and staffing**

Mr Tim Wilson referred governors to this report contained in their Meeting Pack, which was compiled by Ms Alex Allan. Mr Tim Wilson explained that the universal provision is going well and there has been a good uptake of sessions, particularly baby massage. There is a respect for the knowledge that the Children's' Centre staff offer. The key challenge is not knowing what the Corporation's priority is for the Centre and what its intentions are. The School has tried to have meetings on this to no avail and it is hoped that a decision will be made next week at the Corporation's budget meeting. It was thought that the Corporation had agreed the Early Years funding formula but now it appears that the Corporation want to align the formula with that of other London boroughs. It is not known what this means for the funding of the School's Children's' Centre. Mr Tim Wilson has told the Corporation that if there is a drastic cut in funding then the School will not be able to operate the Children's' Centre. The Corporation is constantly reviewing the Children's' Centre and its funding but never comes to a decision.

The contract for SLAs runs out at the end of March. The Children's' Centre has been established for years and it cannot be staffed any more efficiently than at present. For the 6 babies, there needs to be 2.5 staff members as a minimum. Private settings pay their staff less but this is not possible for the Centre. Another issue relates to data, as nothing has been entered from the Corporation's Library Services, which is a risk for the School. The Children's' Centre is ticking over nicely but the poor show of communication from the Corporation is a problem as is the uncertainty regarding the funding. It was agreed that Mr Tim Wilson should compose, as soon as possible, a question expressing his concerns about the Children's' Centre for Mr John Fletcher to ask at the next Grand Committee meeting.

**ACTION POINT 10: Mr Tim Wilson to compose, as soon as possible, a question expressing his concerns about the Children's' Centre for Mr John Fletcher to ask at the next Grand Committee**

**meeting.**

The Report was formally received.

## **8.2 Activity report latest information.**

Mr Tim Wilson referred governors to this report in their Meeting Pack.

## **9. Reports from External Advisers**

### **9.1 Teaching and learning review by Mary Thorne (SIP)**

Mr Tim Wilson referred governors to this review contained in their Meeting Pack. Mr Tim Wilson explained that the review was a useful tool to see how the School is performing in practice. The Early Years, particularly the Nursery, is a key area for development where it is necessary to work on planning and tightening the processes. It is key to note the change in demographics and the fact that some of the expectations have not caught up. The School needs to expect more from its 3-4 year old pupils and increase their progress in Maths and English.

Another point, is the variability between the two year 1 classes. This has arisen as one of the teachers is currently finishing their training. This is being tackled with close supervision and weekly mentoring sessions. It is hoped that the differences will soon be reduced. The abilities of the pupils are the same in each class and so this is not the cause of the variation.

PE is going very well. Mr Tim Wilson hopes to find a way to keep him. It is hoped to keep both PE teachers by seconding them to other schools which will contribute towards the cost. PE is a real strength of the School.

KS2 was found to be strong and there were good examples of lessons. The deployment of TAs is variable. It is difficult to get this right as, generally, pupils are better off being taught by experienced teachers rather than in groups led by a TA. It may be necessary to reduce the number of TAs. There were two commendations for TAs in KS1.

Some lessons were observed. There was good productivity in lessons and pupils were challenged enough. Areas for development include the need to document the good things that are happening in the School.

**GOVERNOR QUESTION: The review notes that KS2 has the best ratio of areas of improvement and things going well. What is the position in the rest of the School?**

Mr Tim Wilson explained that KS1 is performing well but it did not feature in the review as much as KS2. Early Years is doing less well and the areas for development have already been outlined at this meeting.

### **9.2 Social, moral, spiritual and cultural development by Sally Moore.**



Mr Tim Wilson referred governors to this review contained in their Meeting Pack. Mr Tim Wilson explained that this useful report has been prepared by Sally Moore who has recently become a governor. Items raised include the need to create zones in the playground at lunch and break times and to do more work on PHSE. The report commented that pupils need to reflect more on the spirituality and awe of different things and that pupils should be encouraged to ask more questions on issues. Another comment was the need for consistency in teaching SMSC around the School. There is a good celebration of pupils' work in the School and this is captured well on the School website. The review reported that not all pupils could describe British Values.

**GOVERNOR QUESTION: How was the inability of pupils to express British Values assessed?**

Mr Tim Wilson explained that it would depend on what questions the pupils were asked. When the issue was discussed at the School Council, pupils were able to explain British Values. Pupils are expected to explain British values and give examples. By Year 6, pupils could be expected to start raising questions about them.

**GOVERNOR QUESTION: Why is playground zoning considered necessary?**

Mr Tim Wilson explained that the zoning is needed to tackle the fact that the boys are in control of the main part of the playground, at present. It is proposed to introduce different sports into the main area which will be suitable for boys and girls. The areas will be clearly delineated so that they are not dangerous and quiet areas will be reinforced.

**GOVERNOR QUESTION: How many teachers are on duty in the playground?**

Mr Tim Wilson explained that at least 4 teachers will be on duty.

## **10. EVALUATION**

Mr Tim Wilson referred governors to the Evaluations contained in their Meeting Packs.

### **10.1 Quality of provision –parents**

Mr Tim Wilson explained that parent feedback was strong and there were fewer 'disagrees'. It appears that some parents pressed the wrong answer buttons as they entered 'disagree' but gave complimentary comments.

### **10.2 Quality of provision – Children**

The pupils were more critical than last year. 'Mostly' was a popular answer rather than 'yes'. Some pupils were very articulate. The most critical answer related to behaviour as the School expects high standards. More than 80% of pupils feel safe at school and every pupil answered no to bullying. Any concerns raised by pupils were addressed. There were a lot of comments about the toilets and school

lunches.

### **10.3 Quality of provision –staff**

Mr Tim Wilson explained that the staff survey was not well taken up. It was suggested, at a recent governors meeting, that there should be an exit process when staff leave the School, which should include a survey. There were comments about communication. Mr Tim Wilson considers communication to be good as there are weekly bulletins and a calendar that is shared with everyone.

#### **GOVERNOR QUESTION: How were the survey questions formulated?**

Mr Tim Wilson explained that the staff survey was different from the parent and pupil surveys. The questions were based on those used by Ofsted.

### **10.4 School Council Minutes**

Mr Tim Wilson referred to the Minutes contained in their Meeting Pack.

The governors formally **RECEIVED** the evaluations.

## **11. PUPIL ATTENDANCE**

### **11.1 To receive the latest attendance figures**

Mr Tim Wilson referred governors to the Report contained in their Meeting Pack and explained that since the Report was produced there have been more absences due to a sickness bug. The previous target of more than 97% attendance has been achieved and places the School in the top 20% of schools for attendance. The next target is 97.5% attendance. The School will not set a target of higher than this as to do so would not be realistic.

There is more variation in the punctuality figures. There was an issue with lateness in reception but Mr Tim Wilson chatted to parents and now pupils arrive early. Late letters are sent out to pupils with poor punctuality. One SEN pupil had a lot of lates but their EHC plan specified that the pupil needed support in getting to School.

## **12. ADDITIONAL POLICIES FOR APPROVAL**

### **12.1 Behaviour Policy**

Mr Tim Wilson referred governors to this policy which was contained in their Meeting Pack and explained that it was a standard update. The new policy captures the areas contained in the previous one together with fixed term and permanent exclusions so that the latter can be dealt with in one policy.

#### **GOVERNOR QUESTION: Is there evidence that the existing behaviour policy is working?**

Mr Tim Wilson explained that overall there is impeccable behaviour in the School as evidenced by the SIP. Pupils are enthusiastic and this can be shown by their improved attendance rate of 98%. One area that is currently being discussed in the School at the moment is why

more boys receive punishments than girls.

**GOVERNOR QUESTION: Does the Policy provide the right for teachers to search pupils, if considered necessary?**

For the avoidance of doubt, it was agreed that Mr Tim Wilson would amend the Policy to include reference to the Department for Education guidelines on schools' power of search. The amended policy would be brought to the next Full Governing Body meeting for approval.

**ACTION POINT 11: Mr Tim Wilson to amend the Behaviour Policy to include reference to the Department for Education guidelines on schools' power of search. The amended policy to be brought to the next Full Governing Body meeting for approval.**

**12.2 Physical intervention and restraint policy**

Mr Tim Wilson referred governors to this policy contained in their Meeting Pack. Mr Tim Wilson explained that the powers in the policy would only be used if a pupil is in immediate risk to their own health or the health of others around them. Mr Tim Wilson does not think that restraint works well but a number of the key staff of the older pupils have been trained to use restraint. These members of staff have also been taught methods of de-escalation. Any incidents of restraint will be formally recorded in a bound red book with the use of a standard form, a copy of which will be sent to parents. The book has been used only once or twice.

The Governors **RESOLVED** to formally approve and adopt this policy.

**12.3 SEND Information Report**

Mr Tim Wilson referred governors to this report contained in their Meeting Pack. Mr Tim Wilson explained that this report is written annually and was produced by Ms Alex Allan. The report gives parents information about the SEND provision in the School. SEND is an important area in the School and Ms Alex Allan was congratulated for her work in this area. Ms Alex Allan's secondment to another school has enabled her to hone her specialism even more. The Governors **RESOLVED** to formally approve and adopt this Report.

**12.4 Child Protection and Safeguarding Policy**

Mr Tim Wilson referred governors to the policy contained in their Meeting Pack. Mr Tim Wilson explained that this policy is required to be updated annually to incorporate any changes in legislation. There have not been any major changes. Mr Tim Wilson explained that there is a staff declaration at the back of the Policy which all staff are required to sign by way of confirmation that they have read and agree to abide by the provisions contained in the Policy. The declaration will be kept in the member of staff's personnel file and the answers in the declaration will be checked. Staff are also required

to confirm to Graham Watson that they have read the government guidance 'Keeping Children Safe in Education'.

It was noted that the part time playcentre lead, Toby, will need to complete relevant safeguarding training as he works outside of school hours.

**ACTION POINT 12: Mr Tim Wilson to arrange for the Playcentre lead, Toby, to complete relevant safeguarding training.**

The Governors **RESOLVED** to formally approve and adopt this policy.

**13. ANY OTHER BUSINESS**

There was none.

The meeting ended at 5.50pm.

**CHAIR.....**  .....  
.....**DATE.....** 31.10.18 .....