

SIR JOHN CASS'S FOUNDATION SCHOOL

Notes of a meeting of the Curriculum, Pupil Achievement and Pupil Affairs Committee held on 08 June 2016 at 4:00pm

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

In attendance: Ms S. Laney – Deputy Head teacher
Ms R Basit (clerk)

PART A – PUBLIC BUSINESS

Apologies for Absence

Mr M Piper opened the meeting with a prayer.

The meeting was quorate.

Governors' Declaration of Interest

There were no declarations of interest.

Minutes (circulated)

- a) The public minutes of the Curriculum, Pupil Achievement and Pupil Affairs Committee meeting held on 27 January 2016 were received and the following corrections were noted:

Agenda item 4: Update on national curriculum assessment
(Page 4) The Head advised that the tests could be taken anytime during May.

Agenda item 8: Latest Data Report
(Page 6) Maths in Year 5 is below target and intervention group has been established.

(Page 7) Replying to questions, the Head said that pupils were tested for where they should be now, however it was nebulous as the children had not been taught the full curriculum.

Other amendments included corrections and deletion of sentences.

RESOLVED – subject to the above corrections, the minutes of the committee meeting held on 27th January 2016 were agreed as a correct record and would be signed at the next meeting once the above corrections were made.

b) Matters Arising

The Head will circulate the dates for the end of term performances and events to all governors.

Action: Head

Mr Henry said that RAISEonline training for governors will take place on 6th July at 4 -5pm. This will be circulated to governors as part of the above date circulation.

Action: Head

Item 1 – page 2

The Chair will undertake a monitoring visit and review the School Improvement Plan.

Action: Chair

~~The Head advised that the next monitoring meeting from the Ailan McLean (School Improvement Advisor) would take place early in the Autumn term so information could be used for the Head's performance management.~~

Item 2 – page 3 The Head said that the JD review for the Operations Manager was now complete and was about to go to advert.

1. **School improvement planning and self-evaluation (circulated)**

The Single Year Plan – Curriculum, Assessment, Teaching and Learning was previously circulated to the Committee. The report was rated in red, amber and green (RAG). The Head said that it is anticipated that the actions in yellow will be largely completed by the end of the year.

1. Further raise attainment in Mathematics – The Head said that Ms Laney would focus on Maths from September 2016. Work had started in this area however there needs to be an in depth focus on Maths from next year. Changes in the staffing structure was planned to accommodate the focus on Maths.

There will be more information on this as the school completes the full cycle of the national curriculum.

2. Sustain recent gains in Phonics and early reading teaching – the Phonics was overall on target. The Head said that the achievement in phonics is being sustained.

3. Improve the consistency in writing teaching throughout the school – handwriting was a focus previously. Further development in subject knowledge was planned i.e. grammar knowledge and content knowledge was planned. The Head said that it was more effective to teach grammar in the

whole context, as part of a rich writing curriculum, as this helped children to learn and understand the use of grammar.

4. Children's fiction and non-fiction is exceptionally well promoted – Ms Khan had taken part in a monitoring visit to review the Primary Accelerated Reader. Ms Khan said that the tests and books showed good level of comprehension. There were more independent readers in KS2. The school wishes to further develop the love of reading amongst children.

5. Foster and embed outstanding teacher across the school and 6. Further improve the precision of the curriculum and targeting of resources – the Teaching Policy was good. Ongoing monitoring of the quality of work in books was taking place. Consistency in marking had improved. Any weakness identified in the autumn term had been addressed and further strategies were in place to sustain improvement. The Head said that continued work was taking place to develop capacity within the teaching staff. The assessment process will be evaluated once the school completes the whole cycle of the curriculum.

7. Develop whole school approaches to Special Educational Needs – Ms Laney said that the level of experience the SENCO brought was very helpful. Ms Laney said that Mr Henry's comments from his visit as the SEN Link Governor had been incorporated and there was a clear focus on key areas. The learning journals were excellent practice and captured the achievement moments. The evidence captured was useful and was shared with other agencies including CAMHS and Hackney Ark.

8. Homework is a 'weekly ambassador' for the school – the Head said that homework could be tightened further next year. Homework in Key Stage 1 and 2 were more consistent.

Q&A: Mr Henry said that the Science was a focus for Ofsted and asked how the school was developing science in the school. The Head said that more practical science needs to take place in the school. It was noted that good work in science was taking place; however, investigative science needs to be imbedded. The Head advised that next year there will be a focus on establishing science and assessments. Progress tracking was focussed on English and Maths and this will include science from next year. In addition, the Head said that there needs to be focus on termly tracking.

In relation to point 3. Anti-Bullying awareness is high in the Behaviour for Learning report governors enquired whether the anti-bullying policy included homophobic bullying. The Head said that it did not specifically include information on homophobia. Work was planned to re-establish the anti-bullying policy in September.

Action: The Anti-Bullying policy will be brought back to this meeting in September.

Action: The Sex and Relationship Education policy will be reviewed at the September meeting.

It was noted that the Safeguarding was up to date and all recommendations from the safeguarding audit had been imbedded. In reply to a question MS Laney said that FGM information did feature as part of safeguarding training.

Governors noted that Prevent and Radicalisation training was planned for next week.

The Chair congratulated the school on the progress made across the school this year.

2. Communications Strategy (circulated)

The Head said that the job title may be changed. It was noted that the JD took nearly four months to be evaluated. This post has been budgeted for.

3. Evaluations – Quality of Provision (circulated)

The Head said that the objectives were part of the School Improvement Plan. A survey for parents will take place in the autumn term. The pupil questionnaire will take place annually during the spring term.

Q&A: are there any patterns in either Years or particular groups?

The Head said that further evaluation was due and staff will analyse the data.

Mr Henry asked who devised the questions. The Head said that the questions were standard questions that were previously used. The Committee reviewed the outcomes from the questionnaire. The governors commented that perhaps some children did not understand the questions. The Committee agreed that some of the questions were not phrased well and could be refined, in particular question 4 and 5.

A discussion ensued on the wording of the questions and whether children understood the questions. Governors were concerned that there were a high number (75.9%) of children that responded no to the question – *Is there an adult you would go to if you were worried at school?* The Head said that children were aware that they could go to any adults and this was widely shared in the school.

Ms Laney said that for children with an Education Plan, they would choose an adult to name on their plan and whom they would go to for support. Mr Henry suggested 'helping hands' practice where children would name an adult for each finger. Ms Laney would look into adopting this practice within the school.

Governors also were concerned about the number of children that did not feel safe in the school. The Head said that the survey was not anonymised and the SLT were reviewing the outcomes from particular children. Again, questions were raised regarding whether the children actually understood the questions.

It was agreed that the questionnaire had provided the school with areas that require further analysis.

It was agreed that the questions for the next survey should be reviewed by this Committee.

Action: Curriculum, Pupil Achievement and Pupil Affairs Committee to review the questions used at the autumn term meeting.

4. Update on national curriculum assessments

The tests papers were available for governors to view. In reply to a question the Head said that the Reading paper was challenging. Governors commented that the children attending Sir John Cass may have difficulty in relating to the topics in the paper.

Governors commented on the inaccessibility of the paper and poor quality of the text. It was agreed that the school should request the LA to submit a complaint regarding the quality of the Reading paper.

In reply to a question the Head said that some children were physically upset during the test. Governors noted that one parent had taken her child out during the strike day.

Ms Khan said that the Writing in the school had been moderated by six other teachers. Very positive comments were received about the Writing in the school and moderation had agreed with the teacher assessments.

The Head provided the provisional outcomes from the KS1 results:
70% in Maths;
86% in Reading
80% in Spelling, Punctuation and Grammar (SPaG)

The Head said that the results were in line with teacher assessments. The Writing was expected to be in line with teacher expectation. Governors noted that KS2 results will be available on 8th July.

Q&A: What are the expected results for KS2 based on teacher assessments? The Head said that Reading was expected to be 90% or over; Maths is expected to be slightly higher and SPaG is expected to be the same.

5. Safeguarding update

Ms Laney reported the following:

- Nine referrals were made to the Safeguarding leads of which four were passed to the Social Care Teams and were followed up.
- Advised had been sought for five cases by school staff.
- One family stepped down.

- One family stepped up to assist with fast track SEN support around short term exclusions.
- Two children had been referred to Tower Hamlets Children Missing Education team.
- Two members of key staff had updated training at Designated safeguarding lead level.

The school was audited by the City's consultant. The feedback was very positive and the consultant was impressed with the set up. In reply to a question Ms Laney said that the auditors looked at how the school worked with multi-agencies in relation to a case. The schools internal process was also reviewed.

Safeguarding in relation to prevent has been updated.

The Head reviews the Single Register on a half termly basis. The link Governor Andy Wright also checks this on a termly basis.

Governors requested that the data from the annual Section 11 report that is submitted to the City of London (CoL) form part of the Head's report.

Action: The Head to include the annual Section 11 report as part of his report to governors.

6. SEN Report

Ms Laney reported that one person centred annual review had been completed. The school had requested EHCP for two children. Funding during placement for these children has been received. The school had requested for funding for two other children, which were still pending.

Two CAF referrals for Early Help were completed. Ms Laney said that the CoL was reviewing their system.

Staff movement have taken place to accommodate Individual Education Plan (IEP).

An audit of the SEN process was completed by CoL. The audit outcome was positive and will be shared with the Area SENCO.

The school was currently reviewing the IEPs and action plans for September. Governors noted that there were currently 40 IEPs of which 6 were EHCP/Statements. The school was also planning on completing 3 annual reviews before the end of term.

Additional training for Dyslexia and Attachment Theories had taken place. It was felt that this would help staff understand and respond better.

Ms Laney said that it was good to have SEN expertise on hand and the Area SENCO was very helpful. The school was also utilising the Education Psychologist allocation that they have purchased as well as the time available from CoL.

Ms Laney said that positive work with the Phoenix Outreach Team was taking place.

The Local Offer was under review and once updated will be uploaded on to the school's website.

Q&A: Governors asked whether the Statements for SEN were converted to EHCPs.

Ms Laney said that all the previous Statements in the school had been converted to EHCPs and the school was up to date.

Q&A: Governors asked in what circumstances are children stepped down. Ms Laney replied when children achieve their target they are stepped down. The Head said the system within the school had improved and meant that children were receiving bespoke IEP. The more generic provision was still accessed by many children for support.
It was noted that there was good practice within the school.

The Chair thanked Ms Laney for her reports.

7. Latest data reports (circulated)

The data snapshot from the Hodder Tests was previously circulated to the Committee. The Head explained that the test was getting more and more difficult as the year progressed. The figures provided included average standardised score and included the tests completed in the autumn term. Progression remained the same however, as some elements were not covered this could skew the figures.

A discussion ensued on comparing the results. The Head advised that until the figures were compared it wasn't possible to say what constitutes good and outstanding.

For pupil characteristics the average standardised scores were provided and scores below 90 were highlighted. For Year 5 Pupil Premium pupils, performance was low and was also low for SEN pupils in Maths. It was noted that in Year 5 there was a difference in progress for Maths and Reading.

It was also noted that further attention in Maths for Year 1 needs to take place.

Q&A: governors asked about the low progress in Maths in Year 2?

The Head said that some children had low starting points and did not make the accelerated progress but had still performed well.

Replying to a question the Head said that progress in Maths for Year 6 required further improvement. Children had been identified and intervention work was taking place, including one 2 one tuition.

The Head anticipated more positive data from the summer assessments.

The governors noted the Read Recovery strategies had made a positive impact on Reading in Year 1.

Governors noted the progress achieved in Year 3 and the Head said that strategies adopted had made a huge impact.

The results should be viewed with a degree of caution as the data presented was a snap shot. Mr Henry said that the work taking place in relation to teacher assessments should not be devalued by the data presented. The Committee noted the importance of teacher judgements and the end of year projections. The Head said that the school reviews the Hodder Tests data alongside teacher assessments which further informs teaching and learning taking place. Further information will be available once the cycle was complete.

The value added will be evaluated between July and September and will be presented at the autumn term meeting.

8. Pupil Attendance

The attendance average, including Early Years, was 96.1%. The attendance for the autumn terms was 97.6%. It was reported that one child had repeated time off due to tonsillitis issues. Governors noted that there was no undue spike in poor attendance and persistent absence was down to the same families that the school was continuing to work with.

Replying to a question the Head said that some families did live further afield and this at times affected their ability to get to school on time. Governors commented that the roadwork in Aldgate had impacted on punctuality. The roadwork was now complete however had meant that travelling with the bus to the school was hugely affected for the duration of the roadwork. The school did take this in to account, as on one occasion swimming lesson had to be cancelled due to the traffic.

The Head said that there were continued unauthorised absences due to holiday's during term time. The school has not yet fined parents. Parents were requested to discuss holidays during term time with the Head when a conversation regarding the negative impact of prolonged absence takes place. The Head commented that fines did not promote effective relationship between the school and parents.

The strategies adopted to improve attendance, including letters home, and tracking children at attendance meetings had worked. The school also noticed an improvement in the punctuality.

9. Admissions

The Head advised that welcome packs were devised and home visits were planned for the new Reception intake in September. Transition day will also be held.

Governors noted that the two classes were full (60 children) and there were also three children on the waiting list. However, some fluctuation was expected before September.

No appeals were received.

The Head said that there was some disparity in the funding that the CoL was now proposing. It was noted that they had initially promised £35,000 and the Committee agreed that this amount needs to be honoured by the City.

Action: The Head will contact the CoL and insist that they honour the funding as part the initial agreement.

In reply to a question the Head said that he was currently considering the logistics and operational requirements of running two Reception classes. The Head advised that they school was yet to decide where the Reception classes will be located within the school and will hold trial runs before reaching a decision. Consideration needs to be given to how the outdoor space will be accessed by the Infant year groups.

Replying to a question the Head said that the classes will be split in equal mixed abilities. The new packs will be sent out to parents next week.

Q&A: governors asked if there were likely to be any costs incurred for the reshuffle of classes.

The Head said that there was some refurbishment required but this was already included in the plans.

The Head said that relocation of the Art room needs to be reviewed GB at its next meeting. The school was waiting to hear from the CoL regarding cost.

Action: Head/Clerk

10. Any other business

End of the open section of the meeting.

Signed _____

Chair

Date 19/10/16

