



Sir John Cass's Foundation Primary School

Minutes of a meeting of the Curriculum, Pupil Achievement and Pupil Affairs Committee held on 13th June 2018 at 4pm

Membership: Mr J. Fletcher (Chair)*
Mr T. Wilson (Head)*
Mr M. Piper*
Ms I Culpan*
Ms A. Frain*
Ms S. Moore*
Mr D. Williams*
Ms B.Makin*

* denotes attendance

In Attendance: Ms A. Allan (Deputy Head)
Ms Y. Caunter (Assistant Head)
Ms K Hilton (Lead Adviser for Universal Education Services, City of London)

Clerk: Mrs Maxine Zeltser (Clerk)

Mr J Fletcher *in the Chair*

BUSINESS

1. Opening Prayer

The meeting was opened with a prayer led by Mr T. Wilson

2. Apologies

There were no apologies.

3. Declaration of Governors

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

4. Agree terms of reference of Curriculum, Pupil Achievement and Pupil Affairs.

It was agreed that the draft terms of reference for this and the Finance committees would be re-circulated to the Governors together with the Terms of Reference for the Full Governing Body so that they can be considered at the first Full Governing Body meeting next term.

ACTION POINT 1: Mrs M Zeltser to circulate to all Governors the draft Terms of Reference for the Curriculum and Finance Committees together with the Terms of Reference for the Full Governing Body so that they can be considered at the first Full Governing Body meeting of next term.

5. Dates of Forthcoming meetings

The next Full Governing Body Meeting was due to take place on Wednesday 4 July 2018. However, due to a clash with other events this meeting will now be rescheduled. Mr T Wilson will circulate the amended date as soon as possible and Mrs M Zeltser agreed to notify all the Governors that the meeting is to be rescheduled. It was noted that the meeting dates for the

next academic year are usually agreed at the summer Full Governing Body meeting and that Mr T Wilson and Mr M Piper would circulate the suggested dates as soon as possible.

ACTION POINT 2: Mrs M Zeltser to notify all Governors that the Full Governing Body meeting due to take place on the 4 July will now be rescheduled. Mr T Wilson to advise Governors of the new date for the meeting and of the suggested dates for the governing body meetings for the next academic year, as soon as possible.

6. Minutes of the previous meeting held on 31st January 2018 and matters arising

Governors were referred to the draft Minutes of the previous meeting which were contained in their Meeting Pack. It was agreed that the Minutes were accurate save that on page 1, Mr M Piper was mistakenly described as the new Chair of the Committee as opposed to Vice Chair. Subject to this amendment, the Minutes were **approved**.

There were the following matters arising:

- Action Points 1 and 2: These have been done.
- Action Point 3: A report on School trips will be presented at this Meeting.
- Action Points 4 and 5: These will be reported later on in this Meeting.

7. Educational Visits Report

Ms Y Caunter gave a presentation on the educational visits enjoyed by pupils. Ms Y Caunter explained that the pupils are very fortunate as the School arranges a large number of trips. Last year there were 54 day trips and 4 residential trips and so far this year, there have been 64 day trips and 4 residential trips. This number exceeds the number of visits arranged by most schools. The day trips include visits to fire/police stations, galleries and sporting events. The behaviour of pupils is always impeccable.

Ms Y Caunter explained that she had now introduced a residential trip for Year 3 in addition to the existing ones for higher years. In Year 3, the pupils visit Gorsefield which is run by Tower Hamlets, Year 4 pupils visit Kench Hill in Tenterden, Kent and Year 5 and 6 pupils stay at a property owned by the Sir John Cass's Foundation in Wales. The pupils travel by train except for the Kench Hill trip where they go by coach.

The year 3 trip has only been running for two years and is for 3 days. The trip in March this year was attended by every pupil in the year. The trip is very informal and the emphasis is on having a good time and getting used to being away from home. Activities include orienteering, gardening and bike riding. The trip has been very successful.

The year 4 trip normally takes place in November. Activities include visiting Rye and Camber Sands; night walk; gardening; breadmaking and orienteering. This trip is for 5 days and is the most expensive due to the need to travel by coach.

The year 5 and 6 trips are to the same venue in Wales but the activities are differentiated according to the year group. In year 5 activities include gorge walking; mountain walking and river studies. For year 6 the activities include waterfall walking; rock climbing; horse riding and a town study of Brecon.

Governor Question: How many children benefit from the residential trips?

One hundred and twenty pupils.

Governor Question: How are the trips funded?

Ms Y Caunter explained that the Sir John Cass's Foundation pays for the accommodation of the Welsh trips. This means that the School only needs to pay for the cost of food and transport.

Governor Question: What risk assessments are carried out before the trips?

The School carries out risk assessments before the trips. There are full time leaders in the Brecon accommodation and they are very focused on the pupils' needs especially when they take part in the more challenging activities.

Governor Question: Will the bulge class cause any issues?

The bulge class will not cause a funding issue but there may need to be two trips for that year group due to space limitations.

Governor Question: Do pupils visit the Mansion House?

Ms Y Caunter explained that the School has visited the Mansion House several times. Mr D Williams explained that he is arranging a special event there next term and hopes to be able to get invites for some of the pupils.

Ms Y Caunter explained that the pupils are very lucky as to the places that they visit. The pupils are appreciative of their opportunities and trips always feature in their key Year 6 memories. In pupil surveys, school trips are always the favourite pupil experiences. Ms Y Caunter stressed that the trips would not be able to take place without the co-operation of the staff.

Governor Question: What are development areas for the trips?

Ms Y Caunter explained that the School should look at including more curriculum topics into the Year 5 and 6 trips, such as science and geography. In addition, the Sir John Cass's Foundation venue could also be considered for shorter trips for groups of vulnerable pupils.

Governor Question: What is the level of contributions that parents are asked to pay for the trips?

The Brecon trips cost £100; the Kent trip costs £170 and the Gorsefield trip costs £75. Parents are advised to approach the School if they are experiencing financial hardship and are unable to afford the cost. The funding by the School is decided on a case by case basis. The Samuel Foundation and LDBS also provide grants for these costs. No pupil is prevented from attending the trips for financial reasons. The School aims to recover 80% of the cost but normally receives about 65%. It was agreed that the shortfall in the recovery of costs for trips could be a tangible fundraising project.

Ms Y Caunter was thanked for all her work in providing the excellent trips and her informative presentation.

8. Discussion about school vision

Ms A Allan explained about the changes to the new framework for school inspections by SIAMs. The new framework is to be introduced in September although there will be no inspections in the Autumn term. The School is likely to be inspected in the Summer term and will be one of the first schools to be inspected.

There are substantial changes to the framework and the way that it is underpinned. One main point is the need to ensure that the School's vision is articulated as clearly and succinctly as possible. The School's vision needs to be embedded in all areas of school life.

It was noted that the School's vision has to be based on a biblical text. Ms S Moore offered to help in the development of the School's vision. Pupils, parents and governors all have to be aware of the vision and be able to explain it. It was agreed that Ms Allan should book training with Ms M Thorne on this area and governors should be invited.

ACTION POINT 3: Ms A Allan to arrange for training on the new Siams framework for governors.

Governor Question: Is the inspection similar to an Ofsted inspection?

Ms A Allan explained that it is similar to an Ofsted inspection except that it is very focused on collective worship, the teaching of RE and the Christian ethos of the School. There will be new categories so that the highest level will now be excellent rather than outstanding. In anticipation of the inspection, Ms A Allan has already done work on RE. Ms M Thorne is already booked to come to provide training for staff on 17 September and to review RE on 18 October.

The School's ethos should be informed by the religious practice at the church with which it has a close relationship. It is important that the ethos and vision include verses of scripture which reflect the School's identity. It was agreed that Ms A Allan should meet with Mr A Wright and Rev L. Jørgensen with a view to drafting the School vision. The draft Vision should then be brought to the Full Governing Body meeting in September for approval.

ACTION POINT 4: Ms A Allan to meet with Mr A Wright and Rev L. Jørgensen so that the draft Vision can be considered by the Full Governing Body in September.

Ms A Allan recommended that the Governors should also be mindful of the need to focus on RE and so RE should be a standing item for the Agenda of the Curriculum committee meeting.

ACTION POINT 5: Ms A Allan to ensure that RE is a standing item on the Agenda for the Curriculum Committee.

Ms A Allan proposes to complete a Self Evaluation on the School in September so that the training can be directed to the areas that are found to need improving.

Governor Question: Does the LDBS provide assistance in this area?

Ms A Allan explained that the LDBS run self evaluation training days which can be attended by 2/3 members of staff and a governor. Ms S Moore offered to be the lead governor for this. It was recognized that the Governors would need guidance on the new framework.

9. School improvement planning update

Governors were referred to the review of the Single Year Plan contained in their Meeting Pack. Mr J Fletcher explained that he had recently reviewed the Plan and noted that the amount of red had decreased since his inspection.

Mr T Wilson explained that a lot of the red relates to areas that are outside the School's control such as the boiler repairs and the Children's Centre. Attainment and Progress have still been left as amber as the School is waiting for the statutory test results. Most of the test Writing has gone well this year. The initial data for Year 2 is very strong if the results of one pupil who has global delay are not taken into account. For Maths the average score at Year 2 was 111 out of 115. It is hoped that in Year 6 95% of pupils will have reached the expected standard.

Maths has been the focus for review of the SSAT where the heads of St Luke's; St John's, St Paul's and Mr T Wilson cooperate in peer mentoring. The School will be reviewed in the Autumn and the report will be brought to the next governing body meeting.

A few items have gone from green to amber. These include the Year 3 spring data which will be investigated.

Governor Question: Has any progress been made on the data tracking for the Children's Centre?

Ms A Allan explained that existing data system has now finished and can no longer be accessed. The Corporation is looking at a new system. In the interim it is proposed that the information will be mapped using a spreadsheet.

Governor Question: Are Children Centre inspections likely to be re-instated?

Ms K Hilton explained that this is unlikely to occur but that if the inspections were re-introduced before the new data tracking system had been chosen by the Corporation then the School would need to look at purchasing its own system. A team at the Corporation had been commissioned to find an IT solution but it will probably take a year for a new system to be agreed. Ms K Hilton agreed to keep the School informed of any developments and the Governors noted that the Corporation's aspiration was to find a proper solution in a year's time.

10. Data Update.

Governors were referred to the Data Update report contained in their Meeting Pack. Mr T Wilson explained that the reports were based on termly tests. Pupils who are in the top 60-80% band are considered secure in their knowledge in a particular subject. It was noted that the changes in Maths teaching has had a big impact. Ms A Allan is now working on a Daily Supported Reading Project which will form a key feature of next year's School Improvement Plan.

Governors were reminded that the data is based on the tests taken in March and only give a snapshot of the pupils' progress at that time. It was noted that there is a gap in the level of secureness in reading especially for pupil premium students. It is hoped that the Daily Supported Reading Project will address this.

Mr T Wilson explained that Year 3 data is typically lower across the board although the Maths results were better than reading and writing due to the extra resources in Maths. Girls' performance in Maths has improved. Girls' performance in Year 4 in Maths was very good and parents were pleased with the progress. The School was surprised at the lower grades in Year 3 and will look at how the tests were carried out to see whether there is too big a jump from the smaller groups in Year 2. It could be that Year 3 pupils need more support in how to sit the KS2 tests.

Areas for improvement include looking at teacher's assessments for writing and ensuring that teachers have a clearer picture as to what amounts to greater depth. Ms A Allan has attended training on the 'No More Marking' scheme which assists teachers in assessing pupils' writing standards as a whole.

11. SEND and safeguarding

Mr T Wilson explained that the SEND Local Area Inspection report had already been circulated to Governors. Ms K Hilton noted that the report was very positive. Key areas were strong leadership; commitment to reform; constant self evaluation and a strong multi agency approach. Areas for development were the strengthening of the Local Offer and ensuring that parents are aware of the services available for SEND pupils. In this respect a parent/carer forum has been established. Also the Corporation wants more young people to have a voice and is considering establishing a Youth Board. The Corporation is keen to know the views of its SEN cohort including those children who study outside the City. Ms K Hilton congratulated

the School on achieving such a positive report and confirmed that the City Officers were proud of the report.

12. Reports from external advisors

a. Science and technology review by Mary Thorne

Governors were referred to the Report contained in their Meeting Pack. Since her report, the STEM lead has completed more work in developing the teaching of Science. Mary Thorne is coming to the School on Friday morning to complete an end of year review to ensure that the action points in her report have been completed. Most action points have been done. Mr T Wilson noted that the School needs to ensure that Science continues to be embedded in the curriculum.

b. Moderation Report from EYFS.

Governors were referred to the Report included in their Meeting Pack. This report from the Corporation is scheduled every 4 years to look at the assessment of Early Year outcomes. The School is very happy with its judgment. There were a few areas for improvement including the need for pupils to develop an understanding of the world earlier in the year. Ms A Allan explained that the School is introducing the Cornerstone Unit Planning to help with this and the Jigsaw programme to assist with PSHE teaching. The latter fits in with PSHE teaching at the rest of the School.

13. Evaluations – Quality of Provision

a. School Council Minutes

Governors were referred to the Minutes contained in their Meeting Pack. The School does take note any comments to ensure that the Council can have an impact on school life. The Minutes were circulated to all staff so that they can consider any issues. Common issues include the state of the toilets and noise caused by the works to the Square. The children talk a lot about homelessness as they see homeless people on their journey to School. Mr J Fletcher offered to arrange for a speaker from the Corporation to talk to the pupils about social awareness.

b. Quality of Provision

Governors were referred to the Pupil survey results contained in their Meeting Pack. Both KS1 and KS2 were surveyed but the KS2 results were more useful. The survey encouraged pupils to explain the reasons for their responses. There was a reference to bullying which was followed up by Ms H Khan and was dealt with. In general there is not an issue with bullying in the School. It was noted that there is now a new definition of bullying and it is proposed to have assemblies on bullying to ensure that pupils understand what it is.

Mr T Wilson confirmed that all areas noted in red were followed up. In response to the question as to whether pupils have an adult in School who they can talk to, a significant proportion of pupils replied that they did not. Ms H Khan followed up this issue and concluded that the response was due to the fact that the majority of pupils did not have an issue which they needed to discuss with an adult but they did know who to talk to if they did.

Governor Question: Were any issues raised about law and order?

Mr T Wilson explained that the pupils have a good awareness of law and order as the School has connections with the local police. The pupils also take part in a 'mini police' force at School.

One useful comment was about Assemblies. Pupils suggested that there should be more acting out and props to make talks more interesting. Pupils said that they enjoyed the collective worship.

14. Pupil Attendance, exclusions and medical needs.

Governors were referred to the Attendance data included in their Meeting Pack. There was a dip in attendance in the Spring Term which was due to sickness caused by chicken pox and a vomiting bug. There are a couple of pupils with persistent absenteeism and this has

been dealt with. These pupils are now regular attendees. The rate is just below 97% which is above the national average but below the School's target of 97.5%.

There has been an increase in authorized absences as parents are now more confident to ask for permission. The School prefers parents to ask for leave rather than just take their children out of school. Daily attendance reports are sent to the Headteacher and there is half termly analysis to identify any issues.

15. Policies

a. Health, Safety, Attendance and Welfare Policy

Governors were referred to the draft Policy contained in their Meeting Pack. Mr T Wilson explained that there needs to be a slight amendment to the Policy following the introduction of new procedures from the Corporation. Ms K Hilton explained that as part her role in the Corporation there has been a review of safeguarding procedures for tracking children missing from education. The review has been triggered by the recent death by starvation of a non-verbal 4 year old whose mother had died of an epileptic seizure. Both the child's school and the Local Authority had been unable to gain access to the child's home. The Corporation has decided to develop an improved Attendance Policy in conjunction with the London Borough of Hackney. Changes include a focus on welfare with a need for schools to be more proactive if they do not know where a pupil is and a requirement for schools to have three contact numbers for children. Hackney has developed a new template for the Attendance Policy. It is proposed that this new Policy will replace the Attendance section of the Policy to be approved. Mr T Wilson asked, therefore, for Governors to approve the draft Policy subject to the removal of the Attendance section. The new Attendance section will be brought to the next Full Governing Body meeting for approval.

Mr T Wilson explained that other changes to the draft Policy include changes to the medical section to allow the School to administer non-prescription medication without parental consent in line with DfE advice. It was noted that there were two paragraph 11s.

The Governors duly **approved** the Policy subject to the removal of the paragraphs 10 and 11 relating to Attendance.

b. Child Protection and Safeguarding Policy

Ms A Allan explained that the Policy is proposed to come into force in September when the new KCSIE is introduced. The changes to this Policy reflects the new KCSIE document. There is a new emphasis on early help and more sharing of concerns with social care. In addition, schools are required to chase social care to ensure that no case gets lost. There is also reference to peer on peer abuse and homelessness. Schools need to have the contact details of the local housing department.

In addition, there needs to be a specific staff member in charge of monitoring looked after children. The School intends that the new deputy head will be the Safeguarding Lead. However, Ms A Allan will remain as the DSL until the new deputy has been trained. At this time, the new deputy will be the DSL and Ms A Allan will be the deputy. Mr T Burrows who works in the Children Centre is also completing DSL training.

Governor Question: Should the requirement for 3 contact numbers for pupils be referred to in this Policy?

Ms A Allan agreed to check this and confirmed that the School does hold 3 contact addresses for pupils.

The Governors duly **approved** the Policy.

Mr M Piper stressed the importance of Governors attending Safeguarding training.

16. ANY OTHER BUSINESS

Mr T Wilson explained that the School has successfully recruited for all the teaching posts needed for next year. Information on this will be released to parents shortly.

The meeting ended at 6.20pm.

CHAIR.....DATE.....