

**THE GOVERNING BODY OF RUSHEY GREEN PRIMARY SCHOOL
LEARNING AND ACHIEVEMENT COMMITTEE**

Minutes of a meeting of the Committee held REMOTELY on

THURSDAY 5 NOVEMBER 2020 at 4:30 pm

Member	Initial	Category	Attendance
Lisa Williams	Head	Headteacher	Present
Lilian Brooks	LB	Co-opted	Not present
Charles Pickstone	CP	Co-opted (Chair)	Present
Edison Huynh	EH	Co-opted	Not present
Brenda Montague	BM	Co-opted	Present
Ruth Pott-Negrine	RPN	LA Governor	Present
Also			
Nerissa Fisher	NF	Deputy Head	Present
Michael Grocock	MG	Deputy Head	Present
Mike Garrick	MAG	Clerk	Present

No.	Item								
1.0	<p><u>Welcome & Apologies for Absence</u></p> <p>The Chair welcomed everyone to the meeting, no apologies for absence were received. The Head suggested that the meeting be recorded, no objection to this was raised.</p>								
2.0	<p><u>Declaration of interest, pecuniary or otherwise, in any item appearing on this agenda.</u></p> <p>No declaration of interest was received in any items appearing on the agenda of this meeting.</p>								
3.0	<p><u>Election of Committee Chair</u></p> <p>Charles Pickstone was nominated, he accepted the nomination and after consideration he was duly elected as Chair of the Committee for the period ending at the first meeting of this committee in the Autumn term 2021.</p>								
4.0	<p><u>Terms of Reference (TOR)</u></p> <p>4.1 The committee discussed the TOR, after consideration, the TOR was AGREED for recommendation to the full governing body subject to the amendment for <i>his</i> to <i>her</i> – in line 3 under the section on the Quorum.</p> <p>4.2 EH asked how he could get access to the policies referred to on the TOR. It was explained that the Statutory policies were available on the school website, other policies were available on request from the school.</p>								
	<table border="1"> <thead> <tr> <th></th> <th>Action</th> <th>Who</th> <th>When</th> </tr> </thead> <tbody> <tr> <td>A 1</td> <td>TOR agreed for recommendation to the FGB.</td> <td>Chair</td> <td>Next FGB</td> </tr> </tbody> </table>		Action	Who	When	A 1	TOR agreed for recommendation to the FGB.	Chair	Next FGB
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5.0	<p><u>Minutes of the last Meeting & Any Matters Arising</u></p> <p>5.1 Minutes: Minutes of the meeting held on 3 February 2020 had been circulated with agenda papers prior to the meeting. The minutes were AGREED as a true record and was approved for signature by the Chair.</p> <p>5.2 Matters Arising:</p>								

5.2.1	<p>Learning Walks - Previous Minutes section 3.2.4: The committee were reminded that a learning walk was undertaken to review Maths in the Spring. The Summer terms meeting of the committee was postponed and replaced by a full meeting of the governing body due to COVID19.</p>
5.2.2	<p>Assessment Policy – Previous minutes section 5.1: MG advised that the policy had been completed and was signed off by RPN – Chair of the full governing body.</p>
6.0	<p><u>Head/School Report</u></p>
6.1	<p>Pupil Premium - Use and Impact: The Head explained that due to the COVID19 lockdown, it had not been possible to complete the Pupil Premium (PP) plans for 2019/20, the school was not therefore in a position to evaluate the impact. She undertook to provide an update at the next FGB on plans for carrying forward the unspent funds for 2019/20 and plans for using the allocation for 2020/21. It was envisaged that much of the unspent funds would be spent on the Recovery Curriculum and helping pupils to get back into their learning.</p>
6.2	<p>School Support Plan 2020-21: A copy of the Plan had been circulated with the agenda prior to the meeting. The Head presented a copy on screen and took the committee through it. She advised that the document had been written in conjunction with the LA. The school was now at category Amber having moved from Red. With that status comes an allocation of £3k and three and a half days of school improvement adviser support. The committee were reminded of the context – there had been changes to the staff - a new Deputy Head, 5 NQTs and a new SENCO.</p>
6.3	<p>The committee noted that there were currently 3 key priorities for the school these were: -</p> <ul style="list-style-type: none"> ▪ Continuing to Improve the Quality of teaching and learning across the school, in (particular in writing, maths and EYFS) ▪ Develop leadership, particularly Senior and Subject Leadership, so that they can (together with the Head): <ul style="list-style-type: none"> • develop and promote the vision for the school. • lead and inspire their teams. • accurately evaluate strengths and weaknesses across the school • take decisive action to improve the quality of education. ▪ Further develop the broader curriculum, focussing on implementation and impact.
6.4	<p>The school had decided to use the money allocated by the LA to fund support from a consultant to work with the leadership team.</p>
6.5	<p>There was a question from a member of the committee (Q) 33% of Teaching being judged as good – is this not a low figure? The Head explained that there were currently 5 NQTs, their teaching could not be included in the judgement in the same way. They were assessed each half term against the teacher standards – the requirement was for them was to complete the NQT year to a satisfactory standard. The Head stated that there were no teachers that she was concerned about.</p>
6.6	<p>Q The RAG rating - is it this self-assessed? The Head stated that it was but was also validated by the LA (Kathy Palmer, the School Improvement Adviser)</p>
6.7	<p>Q How do you know what is on track? The colour coding (RAG) was explained showing the judgement of progress on the actions and impact being made. They were general judgements on whether they were on track to be achieved.</p>

6.8	Q Are the priorities contextualized for getting pupils returning to school? The Head advised that the priorities were agreed at the start of the year, COVID has had an effect – there were now a reduced set of actions. The Head spoke about the constraints arising from the COVID19 mitigations that have impacted on the way pupils are taught.			
6.9	Q Why have the school chosen to use the extra funds on strengthening the leadership team? The Head stated that the leadership team was new, she felt that by investing in leadership this would strengthen the ability within the school to develop teachers and improve the teaching and learning and increase the capacity to move the school forward. It was noted that the format and content of the Leadership Development programme was bespoke to Rushey Green.			
6.10	MG and Nerissa Fisher (NF), Deputy Heads, advised the committee of the impact of now having the complete leadership structure in place. It was now possible to get a full picture of all areas of the school; identify and implement actions and embed good practice. They advised that Year Group action plans had now been completed and would be shared with staff during the remainder of the term.			
6.11	Q Priority 3 - Strengthen Governance – is there anything that this committee can do in terms of having a practical input? The Head felt that the learning walks were valuable in enabling governors to see first-hand the strategies in place. The LA was still supporting the school by providing external monitoring.			
6.12	The committee discussed possible ways of continuing to evidence the school improvement measures and actions. RPN said that she would try and get suggestions from the Chair of governors at another school, on how they are undertaking monitoring at their school during Covid. The suggestion was made that the school may be able to arrange for members of the committee to speak to a group of pupils and teachers about a subject area via video conference.			
6.13	The Head advised of videos already being produced targeted at parents to show some of the activities currently taking place at the school. She referred to a volunteer who was coming to do a short video for Reception and suggested that it may also be possible to record some lessons. The Head undertook to investigate this further.			
6.14	Q What is the status of the curriculum development priorities? The Head stated that the priorities from 2019/20 had been carried forward and were included in the School Plan for 2020/21.			
6.15	There was discussion about the role of the governing body as part of the school leadership. PRN commented that the governing body was now stronger (in terms of its range of knowledge and relevant skills), diverse, committed and well connected to the local community. She felt that this together with the committee structure and willingness to undertake governor training had improved the governing body's effectiveness in undertaking its core functions - setting the vision and strategic direction of school; holding the headteacher and senior staff to account for the educational performance; and ensuring that the financial resources are well spent.			
		Action	Who	When
	A2	Pupil Premium Plans for 2020-21 to be provided at the next FGB meeting.	Head	Next FGB
7.0	<u>Policies for Review</u>			
7.1	Equalities objectives review 2020-21: A report had been circulated: NF took the committee through the objectives, and the class profiles for each Year Group. She highlighted that there was a high number of EAL pupils in the school and spoke of the thinking being given to how best to engage parents in their children's learning. This included pre-recording lessons and creating activities that can be done at home.			
7.2	The school was also thinking about online workshops for parents. A member of staff was leading on this as one of her appraisal targets. Areas of development included awareness of faiths , to			

	give pupils the opportunity to visit different places of worship . RE was provided at least once per week, PHSE lessons, mindfulness and daily assemblies were also being held.
7.3	The school was becoming a Rights Respecting school – an application was being made for the bronze award. The aim was to develop the talents and abilities of every child so that they can reach their full potential.
7.4	Pupil Voice: Information was provided that a Junior Leadership team had been set up that in part mirrored the school leadership structure – this included a role for a Junior Head and Deputy Head.
7.5	Q How are the equality objectives impacting the disadvantaged pupils? It was stated that there was an ongoing process of identifying pupils that are disadvantaged and providing them with any additional help and support needed.
7.6	There was a question about the extent of the school’s outreach particularly to EAL parents. The Head spoke, in summary, about some families not having access to devices (or enough devices) and or wireless infrastructure. This was a barrier to providing remote learning and maintaining contact. The school was looking into how best to continue the support for these families during the COVID19 crisis. The Head felt that the best way of serving these (EAL) parents in the longer term, was to get them into school. She advised that the learning walk activity undertaken by the committee earlier in the year had also be replicated for parents and found to be successful.
7.7	NF advised that Lewisham Virtual school have a range of materials for EAL which had been obtained and were being tried with a few pupils. The Chair reminded that the Church Hall had been used to hold EAL classes as part of an RGSA initiative – he advised that the Hall was COVID safe and continued to be available for use.
7.8	Q Is mindfulness being covered in assemblies? Confirmation was provided that this was done in class and not at assemblies.
8.0	<u>Communication with parents and carers</u>
8.1	The Head advised of the virtual parents evening, several workshops had been held covering – phonics , Maths, ICT and e-safety.MG advised that the school had kept a log of parents who have been engaging virtually and was taking action to follow up with those who have not , this included parents with English as an Additional Language. The committee was also reminded that a video was being produced for Reception parents. School Twitter Account: A school twitter account was being set up and pupils taught how to use it in positive and responsible ways. The account would also be used for communication with parents and to share some of the activities taking place in school.
8.2	The following documents were circulated for information to the committee : <ul style="list-style-type: none"> • A PowerPoint presentation on the school Core Values. • Characteristics for effective teaching and learning.
8.3	It was noted that the Characteristics for effective teaching and learning document had been co-produced by NF and the staff which set out the school’s standards for teaching and learning.
8.4	The Core values sets out what the school wants the pupils to learn and achieve through the curriculum.
8.5	Q Where will critical thinking be included? NF advised that this was being done daily – pupils were being encouraged to take ownership of their learning and through stretch and challenge activities.

8.6	<p>Q Are there any opportunities for teacher peer to peer development? The Head advised that this was being done pre-covid but had been suspended because of the lockdowns and accompanying constraints/mitigations but will be resumed as and when circumstance allow.</p>
9.0	<p><u>Items for the Next Meeting</u></p> <p>Virtual learning walk: The committee felt that the next meeting of the committee should be a virtual learning walk/meeting to look at Maths development one year on . To also include an opportunity to talk with pupils and teachers and see samples of work. It was AGREED that the learning walk start at 9:30 am.</p>
10.0	<p><u>Dates & Times of Future Meetings 2020/21</u></p> <ul style="list-style-type: none"> ▪ Thurs 11 Feb 2021 at 9:30 am - Virtual learning walk/meeting to review Maths. ▪ Thurs 20 May 2021 at 4:30 pm
11.0	<p><u>Any Urgent Business or Confidential Matters</u></p> <p>11.1 Black Lives Matter (BLM): The Chair asked for clarification of the in-school activity undertaken recently in relation to BLM; he had been asked about this by a local resident. Clarification was being sort on what was being done and the learning activity.</p> <p>11.1.1 The Head advised that a march was held in school as part of the culmination of Black History month. Pupils from the whole school marched around the school three times – they had made Banners, posters and badges. Learning aims and points included, equality and diversity, pupils having their voices heard responsibly, thinking critically and freedom of speech. It was education and not indoctrination, the Head noted that the children marching may be seen by some as controversial and that not everyone would agree.</p> <p>11.2 There being no further matters to consider, the meeting ended at 5:55 pm.</p>