

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

Minutes of a meeting of the Committee held at the school on
THURSDAY 26 SEPTEMBER 2019 AT 6:00 pm.

Member	Initial	Category	Attendance
Lisa Williams	Head	Headteacher	Present
Lilian Brooks	LB	Parent Governor	Apologies
Charles Pickstone	CP	Co-opted	Present
<i>Vacancy</i>			
Brenda Montague	BM	Co-opted	Present
Sara Phipps	SP	Co-opted	Apologies
Also, to attend			
Debbie Ellison	DE	Interim 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>Charles Pickstone opened the meeting by welcoming everyone. Apologies were received and noted from Lilian Brooks and Sara Phipps.</p>												
2.0	<p><u>Declaration of interest, pecuniary or otherwise, in any item appearing on this agenda</u></p> <p>The Headteacher advised that she is a governor at St John the Baptist Primary school also in Lewisham. No other declaration was received.</p>												
3.0	<p><u>Election of Committee Chair</u></p> <p>Charles Pickstone (CP) was nominated, he accepted the nomination. After consideration, CP was duly elected as Chair for the period ending the first meeting of this committee in the Autumn 2020.</p>												
4.0	<p><u>Terms of Reference</u></p> <p>The committee terms of reference had been circulated. The committee reviewed the terms, no changes to the TOR were recommended save the need for an additional named member (governor) and to remind that all governors were welcomed to attend meetings.</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 Recommended for adoption – no change</td> <td>Chair</td> <td>Next FGB</td> </tr> <tr> <td>A2</td> <td>Membership: Additional named member. To remind that all governors can attend committee meetings.</td> <td>Chair</td> <td>Next FGB</td> </tr> </tbody> </table>		Action	Who	When	A 1	TOR Recommended for adoption – no change	Chair	Next FGB	A2	Membership: Additional named member. To remind that all governors can attend committee meetings.	Chair	Next FGB
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5.0	<p><u>Minutes of the last Meeting & Any Matters Arising</u></p>												
5.1	<p>Minutes: Minutes of the meeting held on 1 May 2019 had been circulated. After consideration the minutes were AGREED as a true record subject to the correction of spelling – section 4.28, line 3 - '<i>Behaviour</i>'.</p>												
5.2	<p>Matters Arising: There were no matters arising not included elsewhere on the agenda of this meeting.</p>												

5.2.1	Parents Questionnaire feedback/results (Action 1): Details to be shared later in the meeting
5.2.2	Whole School Review: (A2): The Head advised that a summary would be provided later in the meeting.
5.2.3	Policies - SRE Policy (A3): The amendments had been made and the policy circulated to the committee members.
5.2.4	Appraisal Policy (A4): The governing considered the matter and decided to continue to adopt the Local Authority policy.
5.2.5	Maths Learning Walk (A6): It was noted that the learning walk took place on 9 May 2019; members of the committee attended and found the information very informative.
6.0	<u>Head/School Report</u>
6.1	The school data for 2018-19 was circulated, it was noted that the national data was awaited. The percentage of children a GLD was 54% down from 74% in the previous year. Details were provided on the phonics test – 75%, an improvement on last year but still below the LA and National figures. Key Stage (KS)1, KS 1 – 39% Combined, Reading 47%, Writing 41 and Maths 51%
6.2	Key Stage (KS) 2 - 56% Combined; Reading 62%, Writing 70%; Maths 63 and Grammar, Spelling and Punctuation 65 %. There was discussion about the higher-level GD performance. There had been a decline in performance in KS1 and improvement in some areas in KS2 compared to the previous year.
6.3	School Development (Growth Plan) 2018-19- Progress & Priorities for 2019/20: A summary of the actions from the LA one day review in March 2019 was circulated. The Head spoke about the key priorities identified including the improvement required in the quality of teaching and the actions in terms of professional development, monitoring and accountability. Also, the need for all leaders to have a good knowledge where the school is, and the agreed actions being taken. She spoke about raising the quality of Writing, set higher challenges in Maths and improve the quality of provision in Early Years.
6.4	The Head spoke also about awareness, management and support for pupils with SEN including identifying barriers to learning; the provision of stretch and challenge; the straitening of governance.
6.5	There was a question (Q) Were the results as expected? MG and DE spoke of the hard work done in Year 6 which had an impact, the outcomes were generally average but need to be good. Expectations were higher.
6.6	Q Was SEND a factor? Information was provided that there was an impact, there were 109 pupils with SEND many with EHC Plans.
6.7	Q Did behavior have an impact on the results – in terms of pupil’s engagement in learning? The committee noted the improvement in behavior; the Head spoke of the need to for the teaching and learning and lessons to be engaging, high and to raise aspirations.
6.8	The committee noted that the Head’s review of the Behaviour Policy and the focus on making clear the learning behavior that school wants/expects. It was noted that the calm school code continued to be successful.
6.9	Attendance: The committee noted that attendance was reasonably good – just short of 96%. The work of the learning mentor with families whose children were persistently absent. The Head

	spoke of the need to improve punctuality. She recommended a change to the school day start time. The objective was to begin learning at 9:00am, which means changing registration time to 8:50 am. Pupils therefore needed to be in school for registration at 8:50 am.			
6.10	It was suggested that the start time of the free breakfast be moved to 8:15 am school. After consideration, the committee AGREED the change to the school start time. The Head advised that she would be writing to parents.			
6.11	Pupil Premium (PP) 2018/19 - Use and Impact: Breakdown information on the outcomes for PP children was circulated. There were 113 PP (years 2 to 6) across the school. Members of the committee asked about possible barriers for these pupils. Reference was made to the number with SEND and additional needs, speech and language and social and emotional difficulties. The committee noted that the pupils were being tracked but that further work was needed to identify and take actions that with accelerate improvements and narrow the gap, where it exists, between PP and non-pp pupils			
6.12	The number of PP eligible children in 2019-20 had increased to 131. DE spoke looking at the how individual pupils are being supported; provision of training to Upskill teachers and TAs and raise expectations. DE advised of her focus this term was on providing training and support. Discussion took place about the need to also provide additional help for pupils who are vulnerable and disadvantaged but who do not qualify for PP.			
6.13	Q Are there many such pupils? The Head advised that there were, the she advised that she include details in her Headteachers Report to the governors this term.			
6.14	Q In respect of the pupil achievement – how confident is the school that significant improvements can be made over the forthcoming year? The Head advised that the school will be doing all it can to ensure that this takes place and that rapid and sustained progress is made.			
6.15	Q Is the PP 2018-19 information on the school website? MG advised that small adjustments were needed but the information would be put up shortly.			
6.16	The committee felt that there was a need for a Link Governor for Pupil Premium. It was AGREED that the governing body would be asked to appoint a governor to this role.			
6.17	MG advised that the proposed use of the PP for 2019-20 would be provided at the next full governing body meeting.			
		Action	Who	When
	A3	Pupil Premium: Appointment of a Link governor to be requested	Comm Chair	Next FGB
	A4	PP 2019-20 Proposed plan to be provided at the next FGB meeting	MG	Next FGB
7.0	<u>Policies for Review</u>			
	Assessment Policy: MG advised that the policy had not yet been completed but intended to have the policy available at the next meeting of this committee.			
		Action	Who	When
	A5	Assessment policy -	MG	Next Comm
8.0	<u>Communication with parents and carers</u>			
8.1				

8.2	<p>Report back on engagement with parents and carers. Responses from the Parents Survey undertaken in June 2019 was circulated. It was noted that the survey was anonymous and that there were 38 responses.</p> <p>Q How was it circulated? It was stated that it was done by text and online. Discussion took place about strategies that might be used to increase the number of responses. The Head advised that another survey would be conducted this term. Also, that a survey of pupils and staff would be undertaken.</p>			
9.0	<p><u>Items for the Next Meeting</u></p>			
9.1	<p>The committee discussed a suggestion made at the last meeting which was that two meetings per term be held one focusing on data and the other on teaching and learning. A formal meeting and a second meeting to undertake a learning walk to see practice in the key area led by the curriculum leaders and be opened to all governors.</p>			
9.2	<p>It was AGREED that MG would arrange dates for the (Governors Learning Walks?) for the second part of the Autumn and Spring term 2020 and in June for Summer term 2020</p>			
		<p>Action</p> <p>A5 Learning & Achievement –dates for non-clerked meetings (for learning works and presentations by curriculum leaders) to be circulated – Autumn, Spring & Summer (June ??) All governors to be invited.</p>	<p>Who</p> <p>MG</p>	<p>When</p> <p>ASAP</p>
10.0	<p><u>Dates & Times of Future (Clerked) Meetings</u></p> <ul style="list-style-type: none"> ▪ Monday - 3 February 2020 at 6:00 pm ▪ Tuesday - 12 May 2020 at 6:00 pm 			
11.0	<p><u>Any Urgent Business or Confidential Matters</u></p> <p>There were no urgent or confidential matters to consider the meeting ended at 7:00 pm</p>			