

Rye Community Primary School Learning and Teaching Board

25 April 2016

MINUTES

A meeting of Rye Community Primary School Learning and Teaching Board was held on Monday 25th April 2016 at 4.30pm at Rye Community Primary School.

PRESENT: Niki Stuart (NST), [Chair]; Ann Cockerham (ACO), (arrived 5.40pm), Martin Dilworth (MDI), John Hart (JHA), Jane Howard (JHO), Sam MacNicol (SMA), Gywn Williams (GWI).

APOLOGIES: Malcolm Wallace (MWA).

In Attendance: Sally Welch (SWE), [Clerk].

ACTION BY:

1. Declarations of Interest

1.1 Noted: there were no declarations of interest in relation to the business of this meeting.

2. Minutes of the Meeting of 7th March 2016

2.1 Received: the Minutes of the meeting of 7th March 2016.

2.2 Resolved: to approve and sign the Minutes as a correct record. Progress against agreed actions was reviewed in the meeting.

3. Matters Arising

3.1 Noted:

(a) **Staffing:** interviews for EYFS Teacher for September 2016 were being scheduled for 4th May. SBA would check whether MWA could attend.

(b) **Minute 8.1 (c):** JHO reported the DSL network meetings have been reinvigorated by aligning them to SEND and Pupil Premium meetings. The specialist service response to referrals under the East Sussex Continuum of Need has been flagged as an improvement priority as schools report they are finding it very difficult to access timely, effective, support through the normal referral channels. The responsible manager within East Sussex had assured the meeting that the concerns would be addressed. It was felt that the trust's community of schools would benefit from on-site provision of a school nurse. It was agreed to refer this to the trust.

NST

4. Progress, Attainment and Assessment

4.1 Received: Pupil Progress data (term 3 to present), by year group, SEN & Pupil Premium, which was reviewed in the meeting.

4.2 Noted: in discussion:

a) that data for whole school – including SEN & non-SEN and Pupil Premium (PP) & non-PP - was now included in the report as requested by the LTB at the last meeting. The meeting discussed further refinement of the PP data to show progress by term. The LTB requested PP reports for KS1 & KS2 and by year group. It was agreed to add this information to future reports.

SMA

b) that reporting of 'approaching +' (identifying pupils who are able to achieve at the expected level) and differentiation of objectives identified as 'inappropriate' for pupils with SEN and those who are approaching the objectives for their year group, will be available for the LTB from the beginning of the new academic year.

c) the improvement trajectory across all years (term 3 to present) was noted as indicated by the data.

d) in response to questions, JHO reported that the % figure for children 'approaching' in Year 5 is an assessment issue which the school is addressing by the teachers moderating together.

e) the meeting discussed the uncertainties around the new progress measures which schools within the Rye Area Improvement Partnership are addressing through working together to moderate and share information on pupil progress. From this work, the headline measure for pupils achieving expected progress is in the range of 50%-60%. This corresponds to information shared online by other schools nationally. The data for RCPS falls within this range. The local cluster has agreed to submit data which reflects the realistic achievement of pupils. The meeting questioned the school's plans to close the gap between the current assessment of progress as reported above and DfE expectations (85%). JHO confirmed that RCPS is fully committed to achieving DfE expectations over time, recognising that not all children will be able to achieve expected progress immediately in view of the raised level of difficulty of the curriculum. The school is committed to supporting all pupils to make consistently good progress.

f) the meeting discussed the reporting of Reception data. SMA reported on a recent briefing attended on The Early Excellence Assessment Tracker (EExAT), a new online assessment system developed by Early Excellence for early years. The school is considering purchasing EExAT for its functionality in tracking, documenting, moderating and reporting children's learning, including filming the children achieving.

g) JHO reported that the school had lost Pupil Premium data held in SIMS as a result of an IT failure. The precise reason(s) for the failure were being investigated and a risk assessment would be undertaken of measures necessary to prevent a reoccurrence. The school is undertaking checks to ensure the affected pupil cohort were reported in the last census return.

5. School Improvement Plan (SIP)

5.1 Received: JHO presented the latest progress in the SIP.

5.2 Noted:

a) that progress had been commented upon favourably by NSI, RCPS Challenge Partner.

b) following the last RAG rating, a key phrase for the whole school was identified 'Deepen understanding and promote consistently good progress'. This is being reinforced across the school to enable every child to continue to make consistently good progress.

c) in response to questions, JHO assured the meeting that actions RAG'd as green are secure and embedded and monitoring across all identified areas of improvement is continuing.

5.3 Resolved: to note the latest update in the SIP as presented to this meeting. The LTB congratulated JHO and school staff on the progress achieved.

6. Headteacher's Report

6.1 Received: the Headteacher's Report, focusing on actions being taken to address school improvement priorities. The report was reviewed in detail in the meeting.

6.2 Noted: in discussion of the above:

a) the meeting discussed the number of children allocated places in Reception for September (2016) and the high level of interest in the school as evidenced by the number of visit requests currently. It was noted that managing admissions of summer born children may result in parents requesting children to be admitted out of their normal age range.

b) JHO updated the meeting on staffing and personnel changes as indicated in the report. The appointment of Kelly Martin (KMA) to the post of Deputy Headteacher was noted from a very strong field of applicants. The meeting welcomed the appointment, noting that KMA will begin her relationship with the school from term 6.

- c) the meeting questioned the reason(s) for the slight dip in attendance since the last report (95.10% reported to March meeting as against current attendance figure of 94.65%). These were noted as illness – some significant illnesses such as scarlet fever – and authorised absence – e.g. holidays taken out of holiday periods for employment reasons. Unauthorised absence was noted as low at 0.63%. Concern was again raised about the impact of authorised absence on attendance figures. It was suggested that the policy should be reviewed to ensure that the policy reflects practice operationally, and supports decision-making by the headteacher.
- d) the meeting discussed actions being taken to address persistent absence. It was noted that the figure includes 2 children who have moved out of area but cannot be taken off roll pending the relevant notification to the school.
- e) data on exclusions and behaviour presented in the report was reviewed in the meeting and JHO explained the support programmes in place through ESBAS and other interventions.
- f) the fortnightly meetings with Y2 and Y6 class teachers are continuing the focus on ensuring standards remain high. The Y2 meeting earlier today had reviewed examples of writing and discussed questions for moderation.
- g) the school is reviewing the Learning Buddy scheme. The purpose of the scheme is to move the children's learning on faster through paired working/peer support. Although the scheme adds value, it is felt to be distracting some children from focusing on their own learning. The school would be involving Pupil Voice in the review.
- h) progress data by term (1-4) was reviewed as presented in the report.
- i) JHO reported that the whole staff are engaged in looking at the curriculum and working towards achieving the Rights Respecting Schools Award.
- j) the meeting discussed concerns over the ongoing financial position of the clubs offered by Premier Sports and actions being taken to address low numbers and promote the clubs more effectively.
- k) JHO reported that the building work is progressing to timetable. Morgan Sindall are supporting the school through their Community Projects Group and building some planters for the KS1 outdoor learning space. Surveys indicate staff concerns around noise have lessened since the completion of the initial phase of works. Remedial action following the sewage spill was noted.
- l) other updates were as noted in the report.

7. Monitoring

7.1 Noted:

- a) that the LTB monitoring visit on 15th April (2016) had included Friday Celebration Assembly and the impact of the new Feedback Policy on pupil progress.
- b) NST reported that the visit group had been very impressed with the quality and presentation of books which clearly evidenced progress being made. The group had seen a very fine example of writing in KS1.
- c) slight inconsistencies in the application of the Feedback Policy had been noted, in respect of over-marking in some cases. Stamps did not appear to be widely used. Purple pen was not being used enough.

7.2 Resolved: JHO agreed to look at the points raised in feedback (7.1 (c) above).

JHO

8. Safeguarding

8.1 Noted: the Safeguarding update presented in the Headteacher's Report.

9. Chair's Report

RAT Governance Structure

- 9.1 Noted:
- a) the meeting debated the in principle decision of the RAT Board to effect closer collaboration across the three schools through a more integrated governance structure and, specifically, the proposed transition to one governing board across the three schools (RCPS, RC & RSS) from September 2016.
 - b) that the three Learning and Teaching Boards would be meeting before the end of the academic year to review the impact of the LTB structure and triad groups. Meeting date to be arranged.
- 9.2 Resolved: that NST would report points raised to RAT Education Committee (28th April 2016 meeting) which has been tasked by the RAT Board with developing the proposals. NST
- 10. Date of Next Meeting**
- 10.1 Noted: that the LTB would meet on Monday 20th June 2016 at 4:30pm in the Headteacher's office.

Meeting closed: 7.05pm