

St Catherine's C of E Primary School  
 School Improvement Committee Meeting  
 Tuesday, 21<sup>st</sup> November 2017 at 5.00pm

**MINUTES**

***Aim High, In Life, In Learning, With God - Together***

**Present:**

Mandy Staiano/Ange Wallis (Heads), Peter Falconbridge (Chair), Denise Barrows, Rachel Pennant (part), Jean Legg, Cathy Irons (part)

| No. | Item  | Actions   |
|-----|---|-----------|
|     | <p>Governors pre-invited to carry out a learning walk to view public display areas to see evidence of support for the Christian Ethos of the school. Feedback received:</p> <ul style="list-style-type: none"> <li>- RP and PF carried out a learning walk in the upper and lower school halls, corridors and foyer.</li> <li>- Good displays, reflecting the School's Christian ethos, in the Halls and Foyer.</li> <li>- An array of children's work on display in corridors, but none directly linking to the School's Christian ethos.</li> </ul> <p><b>Q.</b> What would you expect to see?<br/> <b>A.</b> More evidence of our vision statement and motto, 'Aim High, In Life, In Learning, With God – Together', e.g. public noticeboards.</p> <ul style="list-style-type: none"> <li>- Corridor area inside Junior building entrance (on left hand side of building) could be used for an inspirational display – something linked to the worship groups; photos of children when engaged in Christian events, e.g. the forthcoming carol singing event in the town</li> <li>- Suggestion of a display linked to the colours of the liturgical calendar – currently red for the kingdom season and link this to teaching the children about what each colour represents</li> <li>- Fortunate to have long areas of corridor – use one to display a biblical visual timeline (suggestion of the old and new testaments). RP to send link to Heads</li> </ul> <p>Agreed inspirational displays and stories/timeline displays a good opportunity to further engage the children in the RE curriculum</p> | <p>RP</p> |
| 1.  | <p><b>Welcome</b></p> <p>PF opened the meeting.</p>   |           |
| 2.  | <p><b>To receive apologies</b> and consider <b>approving absences</b></p> <p>Apologies received from Gemma Wilkinson and James Harvey. Apologies accepted.</p> <p>CI reported she would arrive late. RP reported she had to leave at 6.50pm to attend another meeting.</p>  |           |
| 3.  | <p>To declare a <b>conflict of interest</b> on any item on the agenda and withdraw for that item.</p> <p>Governors are reminded they must declare a particular interest, financial or other, in any item on the agenda.</p> <p>No conflicts of interest were reported.</p>  |           |
| 4.  | <p>To appoint <b>Chair of Committee</b></p>   |           |

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|    | MS took the chair for this part of the meeting. The meeting was asked for nominations for the position of Chair of the Committee. PF was nominated by RP and seconded by AW. The appointment was agreed unanimously.  |                                  |
| 5. | <p>To approve the minutes of <b>13<sup>th</sup> June 2017</b> and <b>consider matters arising</b></p> <p>Minutes approved as presented. Signed by the Chair. CI to send copy to DW for uploading on website.</p> <p><u>Matters arising:</u><br/> <b>SRE Policy</b> (item 4): See item 10 on agenda.<br/> <b>Learning Outside the Classroom policy</b> (item 4): See item 10 on agenda. <b>Action completed.</b><br/> <b>Policy Schedule</b> (item 4): Schedule updated – noted live working document. <b>Action completed.</b><br/> <b>Outdoor area</b> (item 4) – AW confirmed the work on the outdoor area, funded through Tesco grant, has now been finished<br/> <b>Volunteer policy:</b> (item 4): The old policy has been located and now needs to be reviewed. Add to policy review list – <b>Action completed.</b><br/> <b>School Development Plan</b> (item 6) – AW confirmed that the stock take took place. <b>Action completed</b><br/> The Full Governing Body meeting started earlier as requested. <b>Action completed.</b><br/> <b>Governor Development Plan</b> (item 6) – a new GDP has been developed and circulated. <b>Action completed.</b><br/> <b>SIC Meetings</b> – AW/MS confirmed that the intention remains to start SIC meetings with a curriculum talk. These will be planned for the next two SIC meetings.<br/> (It was noted that some staff may require the meetings to start earlier to make this possible, due to childcare commitments).<br/> <b>Learning Outside the Classroom policy</b> (item 7): See item 10 on agenda. <b>Action completed.</b><br/> <b>RE Policy / SIAMS report</b> (item 8): See item 9 on agenda.<br/> RP has agreed to join School Improvement Committee.</p> | <p>CI</p> <p>AW/MS</p> <p>RP</p> |
| 6. | <p>To receive <b>pupil attainment and progress data from autumn term:</b></p> <p>The head teachers confirmed that data from this term will not be available until the end of November / early December and had therefore agreed with PF to share Reception baseline data with the SIC instead. Key points were as follows:</p> <ul style="list-style-type: none"> <li>• There are only 36 children in current Reception cohort (but 45 places available)</li> <li>• We do our own baseline assessment due to the variability in the quality/ accuracy of assessments undertaken by children's prior nursery settings.</li> <li>• MS reminded governors that the nursery on site is a private nursery not connected to the school. It would be good to have a school nursery but Rye Park Nursery is deemed by Hertfordshire to be the designated nursery for local schools.</li> <li>• 63% of the boys in the cohort are autumn born but all girls, bar one, are spring or summer born.</li> <li>• 6 children have English as an Additional Language (EAL), with three of these assessed as being at 24-36 months.</li> <li>• Across all areas of the Development Matters curriculum, covering the areas of the EYFS framework, only 44% or fewer</li> </ul>  | AW/MS                            |

children were assessed as meeting the expected levels for '40-60 months emerging'. These were based on staff assessments during the first six weeks of term.

- The school employs a moderation process using both internal and external experts to check judgements.
- MS noted particular concern about the low proportion (42%) meeting expected 40-60 months level in communication and language (CL). Developing language is therefore a key priority given that this is a foundation for everything else.
- Staff will be closely tracking pupils' progress. Data will be reviewed again in June.

The head teachers also presented the new Analyse School Performance (ASP) reports which have replaced RAISE Online. Key points highlighted were as follows:

- ASP consists of five key reports which can be printed
- Data currently included represents provisional results for 2017
- KS2 Progress was in line with national average for maths and reading and above national average for writing.
- 62% of children achieved the expected standard for reading, writing and maths combined (compared with 61% nationally and 65% in Hertfordshire). 9% of our cohort achieved the higher standard, matching the national figure.
- At KS1, our children were also largely meeting at least the national figures. In writing, our figures matched the local authority's figure and exceeded both national and LA figures for writing in greater depth.
- ASP includes Phonics Test results
- The system enables analysis of the school's performance per question on the SATs papers.
- Data can be analysed by a variety of pupil characteristics, including disadvantage.

*CI arrived 6.20pm.*

AW also shared a presentation of FFT (Fischer Family Trust) Aspire data – key points highlighted:

- Summary of KS1/2 FFT data
- Latest update is for 2016/17 academic year but shows last 3 years so ideal for identifying trends
- In 2016/7 progress was better for disadvantaged pupils than attainment. Too many did not reach the expected standards.
- Data indicated the need to focus on boys eligible for the Pupil Premium.
- Ofsted report highlighted we need to focus on more able groups – data evidences positive work in place to address this area

**Q.** Can governors access this information? **A.** It is password protected. Jo Devonshire will send log in details for both ASP and FFT data to all governors.

**Q.** When can we expect to receive this term's data? **A.** End of this term it will be distributed to all SIC members.

**Q.** When will the Joint Annual Review Visit (JARV) Report be available? **A.** Marcus Cooper (Hertfordshire Improvement Partner) is carrying out the HTPM this week. We will confirm the status of the JARV Report at that meeting.

Due to time, agreed to move to item 9 (SIAMS) to allow RP opportunity to report.

JD

AW/MS



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|-----|---|----------------------|
|     | <ul style="list-style-type: none"> <li>- Draft policy to be sent to governors for remote approval</li> <li>- Great teaching around the Saints – e.g. activity included on Saints Day</li> <li>- Plans to include activity on St Catherine’s day</li> <li>- Would like more emphasis on all Saints but expect children to have basic knowledge on Saint Catherine and Saint Paul</li> <li>- Trinity Sunday’s in the summer</li> <li>- Trinity candle in junior hall</li> <li>- A lot covered on the Lord’s Prayer and collective worship</li> <li>- Need to agree a visit plan around assisting teaching of RE and linking to the syllabus</li> <li>- Visit plan will have make a positive impact</li> <li>- Consider inviting parents of different faiths to come in and talk to children</li> </ul> <p>Heads encouraged governors to include any questions they have from visits in their reports.</p> <p><b>Q.</b> When we talk about RE are we delivering the Herts agreed syllabus. Where is it?</p> <p><b>A.</b> Yes, we are and there is a publication (available on Herts Grid for Learning) – RP confirmed 2 areas of syllabus:</p> <ul style="list-style-type: none"> <li>- Sources of wisdom and their impacts</li> <li>- Pupils personal and critical responses</li> </ul> | AW/MS                |
| 10: | <p>To approve <b>Policies</b> and confirm those due for review</p> <p>For approval:</p> <ul style="list-style-type: none"> <li>• Learning Outside the Classroom – agreed as presented (3-year review)</li> <li>• Attendance Policy – agreed as presented (2-year review)</li> </ul> <p>For review</p> <ul style="list-style-type: none"> <li>• E-Safety and Data Protection Policy – deferred until next term as awaiting HfL model template update. Simon Scott to send out final draft to SIC.</li> <li>• Homework Policy. Heads reported they are consulting with staff as they would like to merge this, the Marking and Feedback policy and the Teaching and Learning policy into one. If agreed, this will be available for the 2018 summer term ready for implementation for the new academic year. Update to be given at next SIC.</li> <li>• Sex &amp; Relationships Education. - James Harvey (PHSE lead) attending a 3-part course and will email the draft policy to SIC following completion of the course.</li> </ul>   | AW/MS<br>AW/MS<br>JH |
| 8.  | <p>To receive any other business</p> <p>None.</p>   |                      |
| 9.  | <p>Date/time of next meeting</p> <ul style="list-style-type: none"> <li>- Date of 26<sup>th</sup> February 2018 proposed. PF to email members for availability of 7.30am start time.</li> </ul> <p>Meeting concluded at 7.30pm.</p>   | PF                   |