

Minutes of the Children and Learning Committee meeting held at the school on Thursday, 2nd November at 17.00hrs



Present: Nathan Aspinall Headteacher
 Susan Carpenter
 Tracey Haigh
 Chris Hamilton (arrived 17.30)
 Hudson Holt
 Stephen Shirley
 Jane Vaughan Committee Chair

In attendance: Janet Pain Clerk

The agenda part of the meeting was preceded by a presentation by Tracey Haigh presented on behalf of the Post 16 lead, who was unable to attend at the last minute. A copy of this presentation is attached.

Item	Topic/purpose	Action
1.	Apologies for Absence These had been received and were accepted from Ruth Buchan. Chris Hamilton had informed the meeting that he would be arriving late.	
2.	Declaration of Interest No governor declared any interest in items on this agenda.	
3.	Minutes of the Meeting of the Children & Learning Committee of 18th May 2017 The minutes of the meeting of Children & Learning Committee of 18 th May 2017 were agreed as an accurate record, and signed by the Committee Chairman.	
4.	Matters arising from the Minutes Matters arising from the minutes of the previous were discussed:- Susan Carpenter reported that she had spoken to new staff with regard to safeguarding. She had also met with Neil with regard to Esafety. It was noted that staff need to read and sign the safety policy on an annual basis. Sue Carpenter alerted governors that a new Data Protection Act is coming out next May and this will need to be kept in mind with regard to school policy and practice.	
5.	Committee Terms of Reference Jane Vaughan, Committee chair presented her review of the Committee Terms of Reference. This has been done from the perspective of governors, with reference to the Governors' Handbook, in order to make them more strategic and less operational. She will circulate them to governors and present them for approval at the Board Meeting on 29 th November 2017.	Jane Vaughan to update and circulate

	<p>Questions arose out of this as follows</p> <ol style="list-style-type: none"> a) Risk assessments – these are now down to the HT for residential trips and are no longer signed off by governors. The Safeguarding governor can ask to see examples in order to monitor this from a safeguarding perspective. b) Governors asked if there was a separate Residential Visits Policy or was this included in the Teaching and Learning policy? Nathan Aspinall agreed to check this. c) Nathan Aspinall informed the meeting that Babcock have completed training on appraisal with TAs d) Governors discussed where they would look for evidence <ul style="list-style-type: none"> - Progress:- Sleuth reporting system, student progress files and ‘My Outcomes’ - Behaviour:- Sleuth, learning walks - Safeguarding – use of So Safe, Prevent training. - SMSC –newsletter - Attendance – School have a termly meeting with the Welfare officer for special education. The phone/ meet with parents and use the Family Support Worker to support good attendance e) Governors discussed how we made judgements about the school. Helen Johns currently provides external support – but very light touch. Nathan Aspinall reported that ‘Peer review’ is currently very useful; 5 schools are currently participating with this using the Ofsted one day inspection framework. Jane Vaughan noted that there is a good peer review document which could be used in the future and will send this to Nathan. <p>It was suggested that the Resources committee terms of reference were reviewed into the same framework.</p>	<p>Nathan Aspinall to check and confirm</p> <p>Jane Vaughan to send Peer Review document to Nathan</p> <p>Nathan to discuss with Jonathan Spink</p>
6.	<p>Headteacher’s Report</p> <p>Nathan Aspinall gave a presentation on Assessment and Pupil Progress (see attached powerpoint)</p> <p>There are currently 19 students receiving Pupil Premium.</p> <p>‘My outcomes’ have been reviewed with staff and are now much tighter and clearly show progress. Pupil progress meetings are held 4 times a year – in September then termly in November, March & June. Currently there are 4 students not making expected progress; all other are expected or exceeding. The school uses focus groups for additional interventions and has weekly conversations about these students. The number of underperforming students has been falling over time and teachers have high expectations. It was noted that there is no detectable difference in attainment related to gender, PP, ability, age or ethnicity.</p> <p>With regard to assessment Caspa is coming towards the end of its life as P scales are going. Consequently we are moving away from using Classroom Monitor and are waiting to see what the best thing is to use once P scales are reviewed.</p>	

	<p>Attainment for our PMLD students is currently in the upper quartile nationally. At secondary levels this is 5 pupils with 4 staff and at Primary level 7 students with 5 staff. There is a gap in the funding from Surrey for this. It works well having PMLD students in classes separate from the rest of the school, although they take part in inclusion afternoons.</p> <p>Attainment for our SLD students at Primary level is strong – almost all above 50th Centile. This group is more able than the equivalent Secondary cohort. At least 3 students in Primary are looking to move on to another placement as they are more able. In Secondary we have many students with complex needs and individual students are closely monitored. Pupils making less than expected progress will be focus for progress meetings.</p> <p>School have been involved with rewriting P levels together with 10 other schools, with levels going from P 1 – P20. We will be trialing a new assessment system from January and hopefully then using this from September. We have also been working closely with West Hill and The Ridgeway (Innovation teaching School) and may pilot that system as well. There are many other systems also being developed at present. We will need to ensure that the system we chose is useful to the teachers and aids teaching and learning.</p> <p>PAN is currently set at 105 and we have about 100 students; we are expecting a bit more growth in early years. The capacity of the building is 115 and the LA dictated this based on the funding for the new building. Over 105 students we would only get £6K per pupil rather than base of £10K per pupil and would then have to negotiate additional funding with the County. Currently we are rather bottom heavy and Nathan alerted governors that if we ended up with 8 students per year group that would result in 120 students.</p> <p>Sue Carpenter left the meeting at 19.00hrs</p> <p>Governors agreed not to discuss the SEF as this was already covered by Nathan's presentation</p> <p>Nathan gave a summary of the Peer review. Parental feedback was very positive – parents have faith in the staff and felt that communication was excellent; all staff know the children well. Subject leaders did impressive presentations and reviewers were impressed with governors' knowledge of the school. Overall everything is in place but evidence must always be explicitly there e.g. planning, learning objectives etc TAs actively involved. Following the Peer review there are opportunities for staff to visit other classrooms to see what works for others. Overall the aim of Peer review is to make it better for students and staff – not to tick the box.</p>	
7.	<p>Governor Monitoring To receive reports on governors' Monitoring Visits and on Learning Walks Some governor visits are booked: Ruth Buchan Nov 30th Patrick Dawson – January</p>	

	<p>Stephen Shirley did a visit in July including a good visit to a taster sessions for 'Little Portesberys'. He had conversations with a variety of teachers and saw the 'Eye Gaze' training taking place.</p> <p>It was suggested that governors could accompany trips and this was felt to be an excellent idea. Governors could focus on looking at planned outcomes for a visit and seeing if they were achieved.</p>	
8.	<p>Policy Reviews To review policies as advised by the headteacher:</p> <p>There is a new model Safeguarding Policy from Surrey County Council. Nathan Aspinall will meet with Susan Carpenter to look at this and consider what updating of our current policy is necessary.</p>	Susan Carpenter and Nathan Aspinall to review
9.	<p>Items for consideration from Resources committee Governors noted that there may be some resource implications if we buy into a new assessment system.</p>	
10.	<p>A.O.B. Stephen Shirley and Hudson Holt need to meet to discuss sponsorship initiatives and this will be arranged in January together with Nathan Aspinall and Debbie Attard. Nathan has a meeting with a local charity called Knights Foundation next week. The Al Mahktoum Foundation have donated £2K for after school clubs CWSNF presented a motorized wheelchair for a student. Gordon Parris was very impressed by the Brigadier! We are currently doing bids to raise funding for our afterschool club 'Fun Storm'</p>	Stephen Shirley, Hudson Holt and Nathan Aspinall to agree date to meet
OTHER		
11.	<p>Date of Next Meeting Thursday 8th Feb</p>	
12.	<p>Part Two Business There were no confidential matters to discuss under a separate agenda.</p>	

The meeting finished at 19.30

Signed _____ Date _____
Chair

Portesbery School Children and Learning committee 2nd November 2017

Action Items

Agenda Item	Action
5	<ul style="list-style-type: none">• Jane Vaughan to update and circulate Terms of reference• Nathan Aspinall to check and confirm Educational Visits Policy• Jane Vaughan to send Peer Review document to Nathan Aspinall• Nathan Aspinall to discuss with Jonathan Spink updating Resources Terms of reference to match Children and Learning Terms of reference.
8	<ul style="list-style-type: none">• Susan Carpenter and Nathan Aspinall to review new model Safeguarding Policy
10	<ul style="list-style-type: none">• Stephen Shirley, Hudson Holt and Nathan Aspinall to agree date to meet to discuss sponsorship.