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### Little Paxton School Governing Body

#### Minutes for the Curriculum and Standards Committee Meeting held on Monday 17<sup>th</sup> September 2018 at 6.30pm

<b>Ellen Barrett</b>	Co-opted Governor Curriculum and Standards Chair		
<b>Penny Conway</b>	Authority Governor	<b>Neil Donoghue</b>	Co-opted Governor
<b>Oliver Poulain</b>	Parent Governor	<b>Richard Fairbarn</b>	Parent Governor
<b>Rebekah Jenkins</b>	Associate member	<b>Jordanna Watts</b>	Staff member
<b>Nickie Moore</b>	Head Teacher		

In attendance: Jeannie Marshall Clerk

1. EB welcomed NM to Little Paxton.
2. Apologies for absence received from: David Jones, Paul Warmington and Natasha Stott.
3. Declaration of changes in interests – It was noted that there are some changes to which year groups governors children / grandchildren are in – clerk to update Declaration of Interests document.
4. Minutes of the last meeting (14/5/18) and matters arising – signed off at FGB 9/7/18.
5. Policy review;
  - Marking and Feedback Policy
  - Teaching and Learning Policy
  - SRE – awaiting St Neots Forum Collaborative Policy
  - EYFS Policy – awaiting information from EYFS

It was agreed that the above policy reviews will be deferred to the next C & S meeting on 21<sup>st</sup> January 2019 to allow the new Central Leadership Team (CLT) to discuss and present to governors. It was also noted that the SEN and PP policies need to be reviewed at the same time.

6. Data report from NM.  
NM has not had time to analyse the data in depth yet but, her initial findings are as follows: Attainment grades are very good at Little Paxton but, progress is not good and is an area of concern. NM believes that the use of Target Tracker will help to rectify this.

QU: Are Parents more interested in attainment? NM: Yes but, we need progress. Progress is a key area for Ofsted.

The following table shows data for last year.

The end of Key Stage results 2018 (provisional)

<b>KS1</b>	National %	Local Authority %	Little Paxton %
Reading EXS	75.5	74.1	81
Reading GDS	25.7	26.5	51
Writing EXS	70	68.3	79
Writing GDS	15.9	15.7	34
Maths EXS	76.2	75.1	85
Maths GDS	21.8	21.7	38
Phonics	82.6	81.1	83
<b>KS2</b>	National %	Local Authority %	Little Paxton %
Reading EXS	75	74.5	100
Reading GDS	27.5	30.8	43.8
Writing EXS	78.2	74.7	94
Writing GDS	19.6	16.3	0 (43.8)
Maths EXS	75.03	72.1	100
Maths GDS	23	23	28.1

QU: Why is the National average much lower on writing than reading?

NM: The reason for this is not known reading has always had higher averages than writing.

<b>Progress</b>	Local Authority %	Little Paxton %
Reading	+0.1	+0.4
Writing	-1.0	-4.7
Maths	-0.5	-0.8

QU: Is there an expected level of progress?

PC/NM: Yes, we should be able to see progress being made consistently throughout a Childs education. In 2020 a new baseline will be set as standard to measure progress.

QU: What do the numbers equal in progress as they look quite small?

NM: Ofsted would class us as a coasting school and whilst attainment should be celebrated as when our children leave us they are ready for secondary education the figures show more progress should have been made.

NM will be focussing on data to ensure measures can be put into place for progress to be made, that said it is noted that many systems are already in place. This focus will probably start in earnest after half term as NM is currently updating and reviewing the Safeguarding policy to ensure it is current. It was noted that there were no specific concerns regarding safeguarding.

*(POST MEETING UPDATE*

*The figures in red in the tables above are incorrect: the correct figure for pupils at Little Paxton attaining greater depth in writing is 43.8% (shown in brackets on the table). The HT and the CoG have contacted Martin Gray (LA Lead Adviser for Assessment) to ask for help with correcting this error. He has advised there may be an opportunity to do this before the DfE publishes the information in December. He will also provide corrected progress figures based on the correct attainment data.)*

## 7. Target Tracker

NM gave a presentation on Target Tracker demonstrating what a useful tool it is for analysing data. NM has used TT in her previous roles and has found it very beneficial; it has been purchased at Little Paxton for Staff and Governors. Staff will have access rights and Governors will have view only right and all data viewed by governors will be anonymized. TT is linked to SIMS and initial information is transferred from SIMS to TT, the system is live so information will be updated regularly. NM will conduct periodic checks to ensure this is happening. The system allows members of staff to update progress, set targets/next steps and add notes which helps with continuity and handovers. NM will advise staff what information to update and give guidelines to staff on what is appropriate and what is not.

QU: Is it labour intensive?

NM: It depends on the individual; it can be used as an effective planning tool so can replace some paperwork. Data has to build over time.

The information it produces is very easy to read but, it really needs a year's input to give an accurate report, but, when in use it can easily identify issues and success. NM will use the information to produce summary reports to look at attainment and progress, it is a very visual software and colour coding can identify trends and patterns. Information can be presented at the click of a button. The future potential is huge to highlight what works and what doesn't.

QU: If a child is doing very well would we put them up a year?

JW: No. We would focus on Mastery which is teaching the child in depth knowledge.

JW commented that paper systems are very difficult to manage and she looking forward to working on TT.

QU: When will we see tangible data?

NM: By next term we should have some data available.

QU: Will this mean extra workload for teachers?

NM: A slight increase for Yr2 and Yr6 but, as mentioned before it is a very good planning tool.

QU: Would we share the data with parents at parents' evenings?

NM: The data can be used for the basis of a conversation.

QU: What training will be given?

NM: I will provide training to staff as I am experienced on TT, they also have a very good helpline which staff will have access to. The system also has tutorials which staff can access.

Governors were very positive about Target Tracker and look forward to seeing the results from it. RJ and JW are also positive and are looking forward to getting started.

## 8. NM initial thoughts and actions.

NM feels very positive about her new position. The staff at LP have been welcoming and friendly and the children are happy to see her. In the two weeks NM has been in post she has not identified any areas of concern with regard to Teaching and Learning. NM has been focussing on administration in particular safeguarding, whilst there are no specific issues she is ensuring we are compliant with legislation. Some small changes have already been made eg: the safeguarding key contacts and information has been put on staff identity badges. NM has changed her Leadership team from Senior (SLT) to Central (CLT) and has included the SENCo as an integral part of the leadership team as she feels this better reflects her aims for the school with a focus on leadership surrounding the children and staff of Little Paxton and not above them. NM has also relocated her office to a more central location within the school

which will mean better access for staff and children. On joining NM identified from staff 3 key areas which they would like to see improvements, communication, visibility and appreciation and she is keen to address these areas. NM is very happy with her move to Little Paxton. Positive comments have been received from parents that NM has been out in the playground in the mornings greeting the children.

9. Governor Visits.

It was noted that this is an area that needs attention. We have various visits that should have taken place but, for one reason or another have not been done. It was decided that this would be discussed in more detail at the FGB meeting on 1<sup>st</sup> October.

QU: What areas need covering?

PC: Reading recovery and Health and Safety are both overdue.

10. AOB

PC mentioned JW was very interested in becoming a governor. Whilst general support was given it was mentioned that we should look for another staff governor as if JW joined both staff members would be from the Central Leadership Team. It was agreed that having another staff governor was a good idea. As we have 6 new staff members this year we may find one of them is interested in becoming a governor. After a vote JW was accepted as an Associate Governor.

QU: What is the update on our search for Co-opted Governors? PC: We have placed adverts in the Village news and PE19 which will hopefully gain some interest.

The Governing body will be discussed at the next FGB meeting on 1<sup>st</sup> October.

QU: Parents have said that, the fonts on Year group newsletters are extremely difficult to read, can we change the font?

RJ: The font was decided to help with the children's reading however; as the newsletter is directed at parents and carers we will change the font to something easier to read.

Next C & S Meeting date: Monday 21<sup>st</sup> January 2019.

Next FGB Meeting date: Monday 1<sup>st</sup> October 2018.

Meeting closed 8.05pm

Action	Who	When
Update declaration of Interests	Clerk	Asap.
Review Policies: <ul style="list-style-type: none"> <li>• Marking and Feedback Policy</li> <li>• Teaching and Learning Policy</li> <li>• SRE – awaiting St Neots Forum Collaborative Policy</li> <li>• EYFS Policy – awaiting information from EYFS</li> <li>• SEND</li> <li>• PP</li> </ul>	Governing Body	C & S meeting 21 <sup>st</sup> January 2019
Governor Visits	Governing Body	FGB meeting 1 <sup>st</sup> October 2018
Recruitment of co-opted governors	Governing Body	FGB meeting 1 <sup>st</sup> October 2018
Change of font to newsletter	RJ to organise	Asap.