

# Townley School and Pre-School

Christchurch, Wisbech, Cambs. PE14 9NA

Email: office@townley.cambs.sch.uk



Tel/Fax: 01354 638229

Headteacher: Mrs Maria-Anne Higgins

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## Minutes of the Meeting of the Standards Committee Wednesday 9<sup>th</sup> November 2016 at 5.15

**Present:** James Hughes (Chair), Maria Higgins (Head), Maggie Ford, Tony Bradbury

**Clerk:** Karen Bird

The meeting started with a reminder by the Chair that what is discussed in the meeting was confidential and should remain so until the minutes have been agreed by the Committee.

- 1 **Apologies:** None were received.
- 2 **Declaration of Interests:** None.
- 3 **Minutes of last meetings:** These were agreed and signed by the Chair.
- 4 **Matters arising:** The Head confirmed that the Home/School Agreement had been taken to the FGB, where it had been agreed and subsequently sent out.
- 5 **Election of Chair:** The current Chair stood down. It was then proposed that he be re-elected, which was unanimously agreed by the Governors present. The Terms of Reference were updated accordingly and will be taken to the next FGB.

**AGREED: to re-elect Chair unanimously by the Governors present.**

**ACTION: Clerk to update Terms of Reference and pass to Clerk of FGB.**

- 6 **Update on SDP 2016/17:** The Head confirmed she has merged the Self Evaluation and Development Plan. It was reported that attendance is improving, and that the school is following the LA policy for attendance. There are concerns for two families and the EWO is involved. It was agreed that there is a direct link between attendance/progress along with issues of Child Protection. The Head reported that the introduction of a new reward scheme had proved popular and could be seen as one indicator for the attendance improving.

A question was put to the Head asking if the families were aware of the attendance policy. The Head replied that a copy of the policy is on the Website or available from the School Office as all policies are, it is also referenced in the school brochure.

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The head reported the current situation with regard to subject leaders and that come January she was putting in place steps to cover the vacancy of Maths Lead. It was reported that the subject leaders are now carrying out their role of observing, feedback and book scrutiny regularly.

The Chair asked how the staff felt about this scrutiny. It was reported that all staff were aware that this is not a critical process but a supportive two way process, and that subjects leaders were more aware of strengths and weaknesses and that this was seen as part of the process of development.

A discussion took place about the accuracy of assessment data last year due to it being a new system; therefore the data did not accurately reflect the actual progress children made. Ofsted will look at progress in books and this is where confirmation of progress can be seen. The Head confirmed she was aware where staff needed additional support and what strategies were in place to assist.

The Vacancy for class 3 teacher was discussed. The Head reported that there was still a few weeks left before the closing date for applications, and at the foremost of her plans was to install consistency and neutering of the class. The head outlined her plans for this staffing issue and that if necessary she would teach. However, governors expressed their concerns about the wellbeing of the head trying to effectively run the school day to day and have responsibility for a class.

The Governors had no further questions on this document.

- 7 Review of Tracker Data /Pupil Premium / Vulnerable Children:** The Head explained the latest data available. It was reported that there are weaknesses in the school although with such a small cohort, when you convert the percentages into actual children, we are not that far off the expected national average and in some cases have exceeded it.

The question was raised that if Townley is in an area of high deprivation, why the percentage of pupils qualifying for FSM so low. It was explained that lots of parents are employed in unskilled low paid jobs which takes them over the threshold for receiving benefits. It was also reported that a review of this national policy is in the process of being reviewed.

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- 8 **Special Educational Needs and Disability:** The Governors had previously been sent a copy of the SEND information report which is a statutory requirement for our website.

The head was asked that where specific breakdowns had been documented, was it possible for children to be identified. The Head agreed but also pointed out the reasons for this information needing to be available, but suggested this data was removed from the published information report.

The Governors therefore agreed to replace the specific data in the document with a recommendation that an actual breakdown could be obtained from the school office. Governors agreed unanimously with this amendment there were happy for the report to be placed on the school website.

The Head also confirmed that she would be reviewing the school's SEN register to ensure that all pupils on it had Special Educational Needs and weren't just low achieving.

**ACTION: Head to amend the report as above.**

**AGREED: Amended Report to be placed on the website.**

- 9 **Governor Monitoring:** There are no new Governor Monitoring to report at this stage, but some Governor's confirmed they would be arranging sessions soon.
- 10 **Policies for Review:** There were no policies for Governors to review. The Chair was provided with a list of dates when specific policies were due for review.

## 11 **Agenda and Date of Future Meetings:**

Wednesday 25 January 2017 @ 5.15pm

Wednesday 26 April 2017 @ 5.15pm

The meeting closed at 6.35pm