

**Ashley Junior School  
Curriculum Standards and Pupil Welfare Committee  
Wednesday 24th April, 2019 at 6.00pm**

**Minutes**

**Present:**

Fiona Wood                      Chair  
 Ian Rix (IR)                      Headteacher  
 Lorraine Henville (LH)      Associate Member  
 Elizabeth Ward (EW)      Chair FGB          Partnership  
 Isabelle Pennycook (IP)      Parent  
 Lara Witney (LW)              Staff  
 Val Twiss (VT)  
 Naomi Hutchins (NH)

**Apologies:**

James Hutson (JH)          Parent  
 Norman Bullen (NB)          Partnership

**In Attendance:**

Lindsay Ratcliffe                      Local Authority Clerk

**Challenge      Support      Impact      Action      Meeting was quorate at all times**

Action Grid

Minute	Subject	Action Point	By Whom?	When?
7	Governor Visits	To arrange a visit to observe a lesson Report to be completed following Maths Visit	IP EW	Summer Term
8	Policy Review	Alterations to Complaints	PC	ASAP

<b>1</b>	<p><b>Welcome and Apologies:</b>            Meeting opened at 6.00. Chair thanked all for their attendance.            Apologies: NB, JH. Apologies had been received and were accepted.</p>	
<b>2.</b>	<p><b>Declaration of Pecuniary Interests</b> (relating to this agenda)             None</p>	
<b>3</b>	<p><b>Minutes:</b>   <b>3.1</b> Minutes from the last meeting 16th January, 2019</p> <ul style="list-style-type: none"> <li>• From Actions: IP is to arrange a visit</li> <li>• Nothing additional to add to Exclusions policy</li> </ul>	<b>To be filed by clerk</b>

	Minutes were accepted and signed as a true and accurate record of the meeting.	
4	<p><b>Matters arising</b> (not dealt with elsewhere on the Agenda)</p> <p>None.</p>	
	<p><b>Progress against School Development Plan and Pupil Progress</b></p> <p><b>5.1 Priority Areas</b></p> <p><b>5.2 Whole school data:</b></p> <ul style="list-style-type: none"> <li>• Outcomes and challenges</li> <li>• Progress of groups of pupils: SEND/Pupil Premium</li> <li>• Outcomes SATs against targets</li> </ul> <p><b>5.3 Ofsted Inspection Targets</b></p> <p>LLP Report : a verbal report had been shared at the previous meeting by Acting HT. Following this a copy of the report was shared with the governors. Actions were discussed.</p> <ul style="list-style-type: none"> <li>• Appropriate challenge: in most cases this is in place</li> <li>• Marking/feedback: regarding lower ability pupils writing in their books is not appropriate</li> <li>• Non-core subjects: Governors have seen topic books and the standards in these books is good. There is less differentiation in this area.</li> </ul> <p>LH informed governors that when the planning sheet was unpicked pupils approached the task set in a different manner according to ability.</p> <p>HT noted that differentiation varies: for example: by outcome, peer support, the support of an additional adult.</p> <p>Within the report sections had been highlighted to bring governors attention to certain points.</p> <ul style="list-style-type: none"> <li>• Regarding current standards: On the learning walk effective challenge was observed.</li> <li>• Response to feedback is good as is presentation</li> <li>• Mention of work with Achievement for All was positive and the response to this regarding screening of all Y3 and 4 children and the strategies implemented around teacher talk.</li> <li>• It was noted that ‘the school’s curriculum is clearly wide and provides rich and varied opportunities.’</li> <li>• HT was not present, however the acting HT was able to step in ably.</li> </ul> <p><b>Governor who had been present stated that questions were answered well and evidence was available. The inspector was inquisitive and prepared to challenge but was happy with the answers received.</b></p> <p>Population Analysis:</p> <p>The intake for September 2019 is full. There will be two classes each with 30 pupils. It is expected that some families will appeal against the decisions made as there are 67 children in the current Y2. Parents were made aware that there would only be two classes at the induction meeting.</p>	

Information on Clubs to be held during the Summer Term was shared.

Pupils must apply for a place in the clubs, Pupil Premium children get priority. This is done by sending the information to these families one day before it is shared with the rest of the school.

Attendance data was discussed.

Overall figure is just above 95% however the ideal figure should be closer to 96%. It was acknowledged that the children at AJS appear to enjoy coming to school. Persistent absenteeism is higher amongst PP children. 10% of the numbers of absences are linked to unauthorised holidays.

72 children in the school have 100% attendance.

Governors stated that this data should also be included on the attendance report. Governors also noted during discussion that although absences were higher than national levels so to are the number of PP children and the number of children with EHCPs are high and generally these individuals have lower attendance rates.

HT confirmed that the most vulnerable children do indeed have the poorest attendance records however the strategies for following up attendance are robust:

- Weekly meetings are held
- Letters sent termly
- Visits as required
- Phone calls are made daily.

Governors asked about the responses of the families who received visits. It was noted that there was usually some improvement in attendance following a visit.

Letters are also sent to those with good attendance.

There had been a termly review on Achievement for All. This will not be renewed next year (the cost is £3,500). It has been recommended that the school applies for the Quality Mark. The Assistant HT will complete the work required for this.

Governors asked about the amount of time needed to complete the work required to be submitted for the Quality Mark?

HT stated about 2 days.

Whole School Data: table was distributed to governors for information. DHT gave an overview of the Data.

Governors looked at Y3. It was noted that 25% of this group is PP and most of the PP children are also SEND. Currently their achievement levels are below non -PP in writing and Maths. Boys progress is less than girls in all areas.

It was noted that the gap tends to narrow as pupils progress through the school. Additionally, many of the Y3 boys are July/August birth and this is reflected in outcomes.

As Y6 are about to complete SATs, data has not yet been entered.

It was confirmed that by Y6 boys writing had caught up to a similar level as the girls.

ESL pupils generally achieve well in the long term.

Regarding boy's progress, it was noted that by Y6 boys have a sense of urgency and thrive on competition and with SATs ahead of them their attitude changes.

Governor stated that looking at Y6 predictions, these are positive.

It was considered by DHT that greater depth in Maths is difficult to achieve.

Governors asked about visiting other schools where greater depth has been achieved or is embedded.

Maths lead and DHT have done this. The approaches being implemented in the school will have positive outcomes in the future.

Governors asked should more time be spent on Maths?

Some sessions are held outside of Maths lessons: including Maths workshop which are short 15 minute sessions.

Y4 pupils are to complete the Pilot Multiplication Test. Data on the results will not be published. Governors were told that the expectations of Y4 pupils is that they know multiplication tables up to 12 x 12.

There was discussion about changes in the focus of Ofsted. The focus will be children's response to data rather than data. Assessment and data should be used to inform teacher assessment.

Staff Welfare was discussed in light of restructuring.

All legal requirements have been met. There has been a change in the way redundancy payment is calculate. Governors were concerned that those affected by this do not lose out.

HT stated that Unions on behalf of staff are involved.

5 Colleagues will become redundant:

- D Grade LSA to move to C grade with protected salary for 2 years
- 2 Administration
- 2 LSA's
- Site Manager

The projection for the budget is that by the end of the next year the school will have £30,000.

All leave at half term.

Governors enquired about a leaving assembly

This will be held in the week before half term and governors are very welcome. Governors also felt they would like to give a card to each colleague to thank them for their service and to wish them well in the future.

All staff are aware that the decisions reached were not reached lightly and all understand why this has happened.

	<p>Governors wished to express thanks to SW and LH for the way they had stepped in and led the school during the HT's absence.</p> <p>Dates were shared with Governors:</p> <p>Thursday 23<sup>rd</sup> May: a.m. Fun Run; p.m. Presentation Assembly</p> <p>Friday 24<sup>th</sup> May: Leavers Assembly (a.m.)</p> <p>There were queries about how things would change without a site manager?</p> <ul style="list-style-type: none"> <li>• Caretaker on B grade will be employed</li> <li>• Caretaker would be expected to follow Health and Safety procedures; HT will take on H and S previously completed by Site Manager</li> <li>• Caretaker will be the line manager for the cleaning staff</li> <li>• 6 applications have been received; these have been shortlisted to 3 candidates to be invited to interview.</li> </ul> <p>There have been two resignations. Interviews will be arranged to appoint 2 NQTs. Governors will be needed at interview.</p> <p>Chair (FGB) is part of the panel to interview for Caretaker. Governor needed to show the candidates around the school from 9 a.m. on 30<sup>th</sup> April. NH volunteered to do this.</p> <p>There was discussing about the employment of NQTs at AJS.</p> <p>AJS has a good track record with NQTs; LH/SW will mentor.</p> <p>Governors acknowledged that with a leaner staff sickness could cause issues within the school.</p>	
6	<p><b>Governor Visits:</b></p> <p>Chair (FGB) gave apologies: a visit focussing on Maths has been made however the report has not yet been completed.</p> <p>IP will arrange a visit during June (Language lesson).</p> <p>Calendar of Events was shared:</p> <ul style="list-style-type: none"> <li>• Poetry Performance Festival: Judges are needed: IP offered to judge.</li> <li>• 4<sup>th</sup> June: Monitoring Visit by the local authority of Resource Provision will take place IP will come into school</li> <li>• Help was requested from any governors available during Enterprise Week</li> <li>• There will be a Roman Day for Year 3 pupils on 20<sup>th</sup> May</li> <li>• Maths/English leader to make contact to suggest appropriate dates for visit</li> </ul> <p>Questions were asked about governor's responsibilities and it was noted that no one person is responsible for Maths. It allows all governors an opportunity to visit if they are able.</p> <p>Governors enquired about the evening for the new Y3 intake. HT stated that yes, they should come along if possible: 12<sup>th</sup> June 2019 6.20 for 6.30 start.</p>	<p>Report will be completed</p> <p>Visit to be arranged</p>
7	<p><b>Policy Review : Policies had been circulated to governors prior to the meeting</b></p>	

	<ul style="list-style-type: none"> <li>• Positive Handling: this is now included in the Behaviour Policy and is due to be reviewed April 2020. Name has changed: Physical Intervention.</li> <li>• Home Learning: No Changes to be made</li> <li>• Complaints Procedures: The document provided by Hampshire is used as a template and adopted to suit AJS. Wording: Chairman to be changed to Chair. The form needs to alter wording to aspirations; name change should be altered.</li> </ul>	<p>PC to change and amend</p>
<p><b>8</b></p>	<p><b>Correspondence:</b></p> <p>Chair (FGB) has received an email regarding Governance for All. Two places are available. The event will take place at the Ageas Bowl on 21<sup>st</sup> June, 2019. This is a good networking opportunity for Governors who are able to listen to speakers and meet with other governors. Any governor wishing to attend to contact EW by Friday 3<sup>rd</sup> May 2019.</p>	
	<p><b>AOB:</b></p> <p>HT has completed a return to work interview with Chair (FGB) and a phased return has been agreed upon. However, days/times may not be the same each week as time in school will depend upon the needs of the school.</p> <p>A colleague will be taking maternity leave from mid-October: cover to be arranged.</p> <p>Planning permission for the fencing has been refused. HT will meet with a member of the planning office and architect on Thursday 2<sup>nd</sup> May 2019.</p> <p>Decorating is ongoing as part of the Service Level Agreement with HCC.</p> <p>Toilets (Boys) were to be refurbished during the Easter break. This has been delayed. No future date has been given for this.</p> <p>Energy Performance Lighting: has not been installed. HT to follow up.</p> <p>Governors informed HT they are pleased to see him back in school</p> <p><b>Date of Next Meeting: to be arranged, Autumn Term 2019</b></p>	
	<p><b>Minutes approved by:.....</b></p> <p><b>Signature:.....</b></p> <p><b>Position:.....</b></p> <p><b>Date:.....</b></p>	

