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CARE - THINK - INSPIRE - ACHIEVE

Headteacher: Clare Bladen BA (Hons) PGCE, NPQH

**MINUTES OF THE 2nd EFFECTIVENESS, STANDARDS AND WELFARE
COMMITTEE MEETING IN 2014/15 HELD AT SCHOOL ON
TUESDAY 05 May 2015 AT 6.00pm**

Present: Jen Crouch (chair) **JC**, Clare Bladen (headteacher) **CB**, Matt Cuttle **MC**, Claire Maxwell **CM** (from 6.15pm), Susanna Pressel **SP**, Kelly Faye **KF**

In attendance: Claudi Thomas (clerk) **CT**

1.0 Apologies for absence - approved: Rebecca Huxley **RH**

Recommendations for the next full governing body meeting

- CB to report partnership developments on Pupil Premium at either FGB4 or ESW3
- CM to review which governor should have Pupil Premium as their special responsibility
- CB to share behaviour reports from Integrus with governors (from September)
- Parent and pupil survey questions to be agreed by CB and JC

Summary of actions – to be carried out by the next ESW meeting, unless stated otherwise

- Early Years Foundation Stage Policies and Special Educational Needs Policy to be reviewed by staff and relevant governors, in time for approval at the next ESW meeting (action CB, JC, RH)

2.0 Procedural items

2.1 Quorum The meeting was quorate.

2.2 Declaration of Interests relevant to agenda None

3.0 Matters arising from the minutes of 18 November 2014

- The school website has been checked. The areas that need updating have been delegated to staff. Governors will continue to check website content annually.
- Lisa Penton has set up a dropbox for governing body documents.

The minutes were approved and signed by the chair as an accurate record of the meeting.

4.0 Progress report on implementation of the new curriculum

CB summarised the training for and monitoring of the implementation of the new curriculum. SP asked whether there was sufficient budget available but it seemed that the problem was mostly teacher time, as the training for the new curriculum had taken time away from other school priorities. JC asked whether a staff survey should be carried out to capture the issues, such as lack of downtime for staff. CB reported that ideally she would want to be moving staff around at this stage, but that they needed to embed the new curriculum first before they could take on new challenges. KF asked whether the school made use of available material such

Signed

Date.....

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as Hamilton Trust's planning materials, which could be adapted and transformed by teachers. CB thought that teachers would not like to follow a prescribed scheme and that using it would restrict their creativity. Governors moved on to discussing British values and the spiritual, moral, social and cultural (SMSC) development of the children. The school is using multiple avenues to support SMSC development. Overall, governors felt that staff were making great progress in embedding the new curriculum.

5.0 Pupil Premium Report

CB reported that the partnership group was trying to find benchmark targets and improve outcomes, but the difficulty was that every child came with a different set of issues. CB noted that Pupil Premium (PP) numbers were reducing at West Oxford, and that the remaining children tended also to have other key deprivation indicators. CB reported improved attendance at parent evenings. JC asked how this improvement was achieved. CB and MC explained that it had involved engaging the children, making them more enthusiastic about school, avoiding lateness, building better relationships with the family, improved communication and sharing with parents good news about their child's progress.

CB reported that all issues were considered together (attendance, punctuality, special educational needs etc.) and that the current partnership focus was on extracurricular activities. JC asked whether the findings from the partnership could come to governors and CB confirmed that this could be done for either FGB4 or ESW3 (**action CB**).

Governors discussed the general principles of spending PP money and how it was not directly linked to the individual but could be spent on schemes that would improve outcomes for everyone.

- SP asked whether there were children at the school who were entitled to but were not getting the PP. CB thought this was very likely, but it would need means-testing. A reminder is sent round annually and the office checks in cases of parents who are incurring debts.
- Governors investigated whether PP money could be spent to support children over the summer holidays (Yes, the school is trying to encourage one child to attend activities over the summer); and on the home-school link worker to take families to the library (No, as this is not part of the role of the home-school link worker).
- CM asked whether the school was getting its fair share of time from the home-school link worker. CB explained that this service was now paid for according to use.
- CM asked whether a 10-minute parent meeting was sufficient to explain to parents how they could support their child at home. CB explained that the report format was being reviewed to make it more parent friendly and that teachers may try to compose targets together with parents during future meetings. This could improve parental engagement and should ensure that parents fully understand their child's targets.
- CM asked how participation in maths workshops for parents could be improved.
- SP asked whether governors should be involved in tracking individual students, but it was agreed that the role of governors is to track groups, which the data analysis group (JC, CM) carries out in detail.
- Governors agreed that CM should review which governor should have Pupil Premium as their special responsibility (**action CM**).

6.0 Monitoring of quality of teaching and drive for improvements

CB and MC explained the monitoring cycle and how subject leaders carry out monitoring. Different methods are used such as lesson observations and the checking of books. Sometimes there is an agenda or a form to fill in and in all cases the monitoring will suggest next steps, which will be used for future monitoring.

Governors thanked CB and MC for the information provided, which made it very clear that the school uses an effective process for monitoring, which focuses on improvement.

It was noted that subject leaders were given extra time for monitoring and that the increased use of supply teachers was well justified.

In answer to a question from KF, CB explained that the monitoring paperwork almost immediately becomes out of date, but that the School Development Plan is being kept updated.

7.0 and 8.0 Early Years Foundation Stage Policies and Special Educational Needs Policy

Both sets of policies will be reviewed by staff and relevant governors, in time for approval at the next ESW meeting (**action CB, JC, RH**).

9.0 Update on attendance and behaviour

CB reported on recent attendance statistics and noted that current attendance levels of 97% exceeded the target of 96+%. In response to a question from SP about unauthorised attendances, CB confirmed that there had been some and that the school had involved the multi-agency safeguarding hub, MASH, in these. Furthermore, there had been two authorised absences to allow children to attend family funerals abroad, both of which resulted in lengthy periods off school. The school asked the Local Authority for support in establishing reasonable boundaries on the length of absence in these cases, but the LA did not have the resources to help. CB confirmed that all absences (authorised and unauthorised) were included in the attendance statistics. CM asked whether there had been any improvements to punctuality. CB explained that so far there hadn't been, but that a letter was about to be sent out containing quotes from teachers to highlight the negative impact on everyone's learning caused by the lateness of a few.

In answer to a question from KF, CB confirmed that behaviour was still only 'good' because of inconsistencies in how staff react to inappropriate behaviour. Generally, there were few issues with the children's behaviour, but not all staff were using the language of choice when dealing with incidents. CB reported that staff had worked through a behaviour toolkit and that the deputy head, Pete Smith, would be holding an extended staff meeting to ensure consistency in approach across all staff. Pete had developed a very clear flowchart to explain how the behaviour policy works. Governors discussed how Teaching Assistants were managed and whether this linemanagement structure allowed improvements to be made. In answer to a question from KF, CB explained that it was new staff who did not yet apply the policy consistently.

It was noted that behaviour incidents would be recorded on the school's new information management system, Integris, and that reports would be run in September to identify any issues and hotspots. CB confirmed in answer to a question from JC that she would share these reports with governors (**action CB**).

10.0 Parent and Pupil surveys

CB suggested that the school should trial using QDP Services, who provide standard questionnaires for pupil, staff and parent surveys, including their analysis. The questions can be tailored to individual needs. The service costs £250 per year. Governors agreed that the school should try this out and that JC would be involved in deciding on survey questions to use (**action CB and JC**).

11.0 Any other business

CB explained the difficulties of obtaining pupil progress data for this meeting, which were due to the migration from the old school management information system, SIMS, to the new system, Integris. CB reassured governors that full reports would be available for the next ESW meeting.

The meeting closed at 7pm.

Date of next meeting: tbc, 6.00pm at WOCPS