

Standards Committee: Orchard and Shepherdswell

**Minutes of the Standards and Performance meeting held on the 14th of January 2019,
16:00 at Orchard Academy, Springfield Boulevard, Milton Keynes, MK6 3HW**

Agenda item	Discussion	Action
1. Welcome and Introductions	<p>David Gayton – Chair: TB appointed governor Colin Durrans – TB appointed governor Irfan Mohamed – TB appointed governor Elaine Noctor – Co-opted governor Steve Hartley – Observer</p> <p>Callum Brown – Principal Orchard Academy Jonathan Cursley – Principal Shepherdswell Academy</p> <p>Joshua Coleman – CEO: EMAT Carole Kirby/Chloe Nelson – Minutes (Head of Governance:/Executive Assistant: EMAT)</p> <p>The Chair welcomed everyone to the meeting and introductions were made and the Chair reminded the board that items discussed at this meeting remain confidential until such time as the minutes are approved and signed off. Steve Hartley was attending the meeting as an observer and potential new governor.</p>	
2. Apologies	None had been received.	
3. Declarations of Interest	There were no declarations of interest pertaining to this agenda in addition to those already recorded on the annual Register of Interests.	
4. AOB (item 11 on the agenda)	<p>It was agreed to move the one item of AOB to this part of the agenda. SH had contacted CK through the Inspiring Governance website and was interested in joining the LAB here. SH gave a brief outline of his background and explained that he did have some previous experience of school governance. He then left the room whilst the board discussed his appointment as a Co-opted governor.</p> <p>The board agreed to co-opt SH to this LAB subject to the necessary checks and Trust Board ratification. SH re-joined the meeting and was welcomed to the board.</p>	<p>CK start checks for SH and seek TB ratification for appointment</p>
5. Minutes of Last meeting 25/10/18	Minutes of the last meeting held on the 25 th of October 2018 were agreed and signed.	

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6. Actions from the meeting 25/10/18	There was one action: CK to speak with JC about the possibility of offering a 'flu vaccine to all staff across the Trust. This had been discussed and agreed that it would be a good idea but it was too late this year to provide the vaccine.	
7. Standards and Progress	<p>The progress 'Heat Map' was distributed to the board. Figures show progress towards end of year targets. The Trust is moving towards schools demonstrating progress against taught curriculum so far instead. This is unfamiliar to teaching staff who will need support to implement this. CB has been speaking with staff to support and this approach has been rolled out across other schools within the Trust.</p> <p>There was a discussion with regard to assessment methods and ensuring accuracy of teacher judgements. Agreed good idea to have assessment points throughout the year to ensure any gaps in skills and knowledge can be addressed - will need to ensure curriculum delivery encompasses this.</p> <p>A Governor commented that it would be good to add a metric as a comparative tool.</p> <p>The foundation Stage document was displayed; this had been distributed with the agenda for this meeting. The following points were made:</p> <ul style="list-style-type: none"> - The gap in Writing at Foundation stage is 23% between the disadvantaged pupils and the non-disadvantaged. - The gap seen between boys and girls is shrinking due to the strategy of all areas being open to learning (Maths/English anywhere) - The 'White British' group includes three children from the department - Most able is not yet plotted as not yet recognised <p>Reading – Progress for all groups was reviewed. Pupil Premium children are on the cusp as expected. Have made 6-12 months progress but starting points were below baseline by some degree. Tight interventions have been planned and implemented. JCur outlined some of these.</p> <p>Maths – there are fewer gaps in Maths due to Maths mastery. The gap between Pupil Premium and others is 9%.</p>	

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	<p><u>Key Stage 1: Writing</u></p> <p>Year 1</p> <p>There is not yet enough evidence to say some pupils are at age related expectations yet.</p> <ul style="list-style-type: none"> Boys are a concern. This cohort is 'girl heavy' and it is predicted that 100% of the girls will hit their target. There is a gap between the BME pupils and the White British group (BME behind). SLT have focused on book scrutiny and learning walks monitoring and have noticed BME pupils are performing better within the topic based curriculum so this is being implemented as one of the interventions. <p>Year 2</p> <ul style="list-style-type: none"> Pupil Premium group (10 pupils) confident 9/10 will make expected progress in the core areas. NB target in green = met Maths target for PP met. Decided to increase the target. <p>Jonathan Cursley highlighted the fact that all teaching is individualised for all children in Shepherdswell. Thinking about the bigger picture – pupils are on track to meet targets but it is recognised that there are a few children who the schools needs more evidence for.</p> <p>Orchard Academy</p> <p>A document was distributed for the year 6 Autumn Mock SATS and December Mock SATS and 2018-19 expected analysis.</p> <p>The autumn data was presented at the last S&P meeting in October where it was compared to 2017-18 figures.</p> <p>CB reported that Year 6 sat an actual SATS paper as part of their mocks. An additional test was sat in December to reflect on interventions and check progress. Have been able to split groups for Maths and English to allow for focused interventions.</p> <p>The largest increment has been in SPaG up from 11 to 36 on target which means that the number of children who have achieved the expected standard at this time of year has risen from 14% to 45%.</p>	

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	<p>Maths and Reading have also increased. CB explained that after each assessment point, Heads of subjects, SENCo and the Curriculum Achievement Lead meet to review pupil progress and identify individual interventions.</p> <p>In Maths, the gap between Pupil Premium children and others is now only 2%.</p> <p>The gap between BME children and White British has widened. The school will need to reassess interventions and have already changed some groupings. Staff have recapped learning from before Christmas. These figures are EOY assessment.</p> <p>A governor queried the wide gap between SEND pupils and non-SEND pupils in Reading. CB responded that only one SEND pupil had sat the test. This will be addressed in the pupil progress meeting. CB gave assurance given this will be reviewed and monitored.</p> <p>Governors were invited to come in to see pupil progress meetings in action to see how information is disseminated across all staff.</p> <p>A governor noted that EAL pupils appear to be performing particularly well. CB agreed that there is a marked increase in pupils making significant progress who are EAL. There are 41 EAL pupils and 39 pupils with English as a first language. The school is aware of the need to ensure that non-EAL pupils do not fall behind.</p> <p>The Year 3 documents were displayed and reviewed. These assessments were not a SATS test. They were based on the curriculum covered so far. It was conducted in October so pupils had only been in school a couple of months. Writing was not tested. CB reported that he would expect the figures to be slightly higher. This will be analysed at pupil level to ensure interventions are right for each individual child.</p> <p>The test scores are higher than the teacher predictions. CB has spoken to staff about this to ensure teacher assessments are more accurate. Teachers assessed below the levels achieved in the tests.</p>	<p>CB send out dates of pupil progress meetings for governors to attend</p>

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	<p>A governor asked whether the school has used ‘no more marking’ to build confidence in staff? Yes, the strategy was explained. We have just reviewed the results so will feed this into staff conversations.</p> <p>A governor asked how much exposure do teachers have to ‘no more marking’? SLT receive feedback on teacher use of the system (time spent and confidence interval for each teacher) This is shared with the teachers. Can this be shared with governors? Yes, once anonymised.</p> <p>Year 4 A governor asked if SLT are confident that the teacher assessments are accurate. We have two new teachers and need to support them with this. Generally, teachers assessed below so we will need to look at that. We are stressing the importance of sharing responsibility for progress across all years from year 3 to year 6 so that all of the responsibility for SATS does not sit with year 6 teacher – this is being delivered through Quality First Teaching supported through staff CPD.</p> <p>J Cursley left the meeting at 17:30</p> <p>CB pointed out that a fifth of year 5 are working at greater depth which is really positive.</p>	
8. Quality of Teaching	<p>CB reported that SLT are just coming up to first round of observations. There is therefore no update from the last meeting. The number of teachers able to support others has now been clarified – those with skills/expertise to support as mentor/coach or who can provide reliable observations. Orchard has 6 teachers (out of 18) able to support others. A discussion took place regarding the value of these opportunities to support which provide an affirmation of skillset.</p>	
9. Monitoring	<p>CB reported that in Orchard there had been a Middle leadership focus and a ‘towards outstanding’ focus. The Maths and English Leads will conduct observations next week.</p>	

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	<p>CK reminded all that governors are expected to conduct monitoring visits aligned to the academy priority areas.</p> <p>CB/J Cursley will distribute the monitoring cycle calendars for each school to enable governors to sign up.</p>	<p>CB/JCursley Send monitoring cycle calendar</p>
10. PP Update	<p>The Pupil Premium Strategy is on the website. Due to time constraints, it was agreed to discuss this fully at the next S&P meeting.</p>	
11. Safeguarding matters	<p>EN went through SG matters on the Performance Report for Shepherdswell.</p> <p>Absence has gone up and is just below the national average.</p> <p>Persistent Absence is also up because of fevers, coughs, tonsillitis, chickenpox, sickness and diarrhoea. The school has taken advice from public health and is now enforcing a 48-hour policy before pupils can return to school.</p> <p>Had adult with whooping cough.</p> <p>There are 18 children in the persistent absence category; this is being monitored. We have made a referral to the school nurse for one child who is persistently absent.</p> <p>The school will be issuing two penalty fines for absence: one for a holiday and one for a child who is persistently late; these are for children in the Department. We are working with the family where a child is in school part time but is consistently late. Outside agencies are involved with the family. A fine is the last resort.</p> <p>A governor asked what is the persistent absence threshold? 10%</p> <p>Exclusions – None SCR has been checked Referral to LADO – One. The CEO is aware. We have received confirmation that the case is now closed as the allegation was unfounded.</p>	

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	<p>There are eleven Early Help Assessments in process (1 in Department). Most already have some existing support. One is a post LAC.</p> <p>There have been three new contacts from MASH to conduct a school check.</p> <p>There are two children missing in education; one went abroad to home country. We contacted the LA who are aware of their location. The other is a post LAC.</p> <p>Racist incidents – None</p> <p>Homophobic incidents – None</p> <p>Bullying – None</p> <p>Health and Safety – Fire Drill and Lock Down drill both executed. Carried out in a very calm and quick way.</p> <p>Lydia, the Trust contracted Social Worker, visited the school and provided some Safeguarding tips – she will come in every term.</p> <p>Accidents at work – 1 (minor) risk assessments were carried out. Foundation stage. Called ambulance for one child (febrile convulsion).</p> <p>Community Engagement – Charity fundraising. Christmas Fete, Lanterns, community stall on playground, carol singing and MK community foundation (year 2). Children have been visiting Parklands care home on Woolstones. This will become a regular visit once a fortnight to include Reading and Maths activities.</p> <p>Orchard</p> <p>Attendance is currently below the national average. There have been eight unauthorised absences – all eight have received fixed penalty notices. Persistent absence has risen to 8.4% (national average is 8.3%). This has been due to:</p> <ul style="list-style-type: none"> - Family emergency (bereavement) - Sibling bereavement - Relative bereavement abroad - 1 child is persistently late – slowly improving <p>Four children have been removed from the persistent absence list and are dealing with regular health needs and mental health and anxiety needs.</p>	

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	<p>Pupil numbers: The school is almost at capacity.</p> <p>Staff Absence has improved. One member of staff was called in for jury service and one member of staff had a child in hospital.</p> <p>Exclusions – None Bullying – None Homophobic Incidents – None FGM Referrals – None</p> <p>There have been three referrals to childrens services: Neglect, Domestic Violence and Physical Chastisement.</p> <p>Fire Drill with the false alarm went well. Need to schedule a lock down drill.</p> <p>There have been two minor accidents at work and two accidents with child (same one) hurt their arm (twice).</p>	
12. AOB	There was one item of AOB which was taken at the start of this meeting.	
13. Date of next meeting	<p>Dates of meetings for the year:</p> <p>13/02/19 at 16:00 – Full Board @ Shepherdswell</p> <p>02/05/19 at 16:00 – Full Board @ Orchard</p> <p>20/05/19 at 17:00 – Standards @Shepherdswell</p> <p>15/07/19 at 14:00 – EOY full Board @ Shepherdswell</p>	Calendar appointments have been sent

Meeting ended at 18:25

Actions from the LAB meeting Orchard and Shepherdswell 14.01.19

Action	Owner
1. Start checks for SH and seek TB ratification for appointment	CK (done)
2. Send out dates of pupil progress meetings for governors to attend	CB
3. Send monitoring cycle calendar	CB/JCursley