

Our Lady of Lourdes Catholic Primary School

Minutes of Quality and Standards Committee Meeting– 9 October 2019, 9.30am at the school

The three core strategic functions of the Governing Body:

- a. Ensuring clarity of vision, ethos and strategic direction
- b. Holding the Headteacher to account for the educational performance of the school and its pupils, and the performance management of staff
- c. Overseeing the financial performance of the school and making sure its money is well spent

In this meeting governors will be mindful of equalities issues in all agenda items

Present: Pier Anscombe, Sandra Hogan, Anita Philbrook, (Headteacher), Giulia de Rosa, Helen Snow (Committee Chair)

Apologies: None

Not present: Noreen Buckley

Quorum: Three committee members. Five committee members were present. The meeting was quorate.

Clerk: Ruth Ali

Action points: **bold** Questions to the school: **highlighted** Decisions: **bold italics**

Minutes signed by: _____ Agreed on: _____

1.	<p>Prayer, welcome, and to consider and accept apologies for absence The Headteacher opened the meeting in prayer. No apologies were received and therefore not accepted from Noreen Buckley. The clerk will check whether this may be due to a misunderstanding. The InCo has changed her working hours and now works Fridays instead of Wednesdays. As her attendance at committee meetings is valued, the committee discussed whether to change meeting dates to Fridays 10am till 12noon. This will be confirmed.</p>	RA
2.	<p>Declaration of business interests or interests of loyalty in agenda items None</p>	
3.	<p>Minutes of the last meeting 3 July 2019 <i>3.1 To agree accuracy</i> The minutes were agreed as a true record and signed by the chair. <i>3.2 Matters arising, including action points</i> Pier's action: No dedicated lunch time visit with Giulia has been arranged. Pier has observed many lunch times in the hall, including some with new Reception parents. One of these was also attended by Giulia. Parents were positive and thrilled to have been invited. Governors were reminded that the original action had been to observe behaviour in the playground at lunch times. This will be followed up. Pier brought to the committee's attention that, despite MDSAs having walkie talkies, there is still a big gap between groups of pupils coming in from the playground into the hall. This results in delays and the need for food to be kept hot. New guidelines from Caterlink also state that clearing the hall cannot commence until all children have left the hall. This has an impact on the lunch</p>	GdR, PA

	<p>staff's workload. MDSAs will be asked by the Headteacher to be tighter in their organisation. It was agreed that the planned visit to monitor playground behaviour and the implementation of Restorative Justice would be scheduled for the Wednesday of Governor Week, and this would be an opportunity to check that speeds have improved.</p> <p>Paul's actions: Not sure whether Guided Reading summary was circulated. Not carried forward.</p> <p>Meetings with parents to introduce Reading Buddies will be held in the first half of the Spring Term, as staff have only just started to work with it.</p> <p>The SEF has been shared with governors, but it was clarified that this action had referred to the RE SEF. This has not yet been finalised.</p> <p>The Reception measurement data referred to a three year period. There is no particular trend, and there is not an overall obesity problem in the school.</p> <p>Swimming is on the Parent Council agenda.</p> <p>Giulia's actions: Giulia still has to email Karen to arrange a date for prayer table monitoring.</p> <p>Sandra's action: Monitoring progress of children with SEND in Year 1 is ongoing.</p> <p>Zoe's actions: Helen has not yet received training dates – will chase.</p> <p>Adrienne's action: No report on Student Council has been received. Not carried forward.</p>	<p>GdR, PA</p> <p>GdR</p> <p>HS</p>
<p>4.</p>	<p>To review committee Terms of Reference and, if thought fit, agree to recommend to FGB for approval</p> <p>The following changes will be proposed to FGB:</p> <ul style="list-style-type: none"> • Change "Core and Foundation Curriculum" to "Curriculum and Quality of Education" • Rectify "Emotional Personal Relationships" to "Education in Personal Relationships" • Remove "including target settings" • Remove "Self-evaluation within the school at all levels" as the SEF is taken directly to FGB • Add "Pupil Wellbeing" <p>Agreed: The committee unanimously agreed to recommend the Terms of Reference to FGB subject to above amendments.</p>	<p>RA</p>
<p>5.</p>	<p>Curriculum Reports</p> <p><u>5.1 To discuss content of future curriculum reports in light of new Ofsted Framework (Quality of Education judgment)</u></p> <p>The committee agreed to amend the report template to reflect the new Ofsted Framework (key info 1 – Impact, key info 2 – implementation, ie staff training/support, key info 3 – implementation, ie resources).</p> <p>The document will be forwarded to staff for comment.</p> <p>The committee was asked what governors expect from curriculum leaders during Governor Week. It was clarified that it is not the intention to create further work for staff, although it was recognised that staff need to know the focus of a visit. The intention is that each governor should contact their subject leader to arrange a visit with a view to having a snapshot on what is happening now.</p> <p><u>5.2 To schedule reports to this committee</u></p> <p>RE reports always come to the second meeting in the term.</p> <p>EYFS data and report will come to Autumn 2 meeting.</p>	<p>AP</p>

	The clerk will supply the committee with the schedule from last year, to identify whether there are any gaps and to assist with scheduling further reports.	RA
6.	<p>To evaluate the impact of grants</p> <p><i>6.1 Pupil Premium Grant</i></p> <p>Governors were pleased with the detailed report which was based on a new template answering to the updated guidance recommending a three year strategy.</p> <p>In response to a question, the committee was reminded that, following the departure of the Dialogue counsellor, the support she has given is now provided by a Play Therapist, though this is not purely a replacement, but the Play Therapist also is more effective and better value for money. She works in small groups rather than with individuals, meaning more children can benefit. This provision is for the most vulnerable children throughout the school.</p> <p>Governors asked how the "Attachment Friendly School" is going. Zoe will be able to provide this information, though governors have already noticed the positive impact of strategies on children. Being a small school means all are very aware of children's needs.</p> <p>Governors asked for more clarification how targeted interventions are demonstrated. This could be through evidence of home visits, letters from the EWO and meetings with parents.</p> <p><i>6.2 Anonymised report of individual Pupil Premium children</i></p> <p>Deferred.</p> <p><i>6.3 Sports Premium Grant</i></p> <p>The question was raised whether the information about participants at Lets Dance is accurate. Anita will check with the relevant staff member.</p> <p>Governors noted that the amount of Sports Premium is significantly below what has been received. Although funds received were not recorded in the report (this to be rectified), it is known that the allocation for Primary Schools in 2018-19 was £16,000 plus £10 per child.</p> <p>Anita will feed this back to Darren who compiled the report, as the Sports Subject Leader was on maternity leave.</p> <p>Governors asked whether the amount that has not been spent could go towards swimming, but were reminded that there are restrictions as to how the funds may be used. School has already looked very carefully into the cheapest options for this provision, and it will be discussed further in Parent Council.</p> <p>The committee agreed that the Resources Committee should consider the Sports Premium Report again at their next meeting and to ensure they have clear answers on the Sports Premium allocation and spending and to confirm the amount of the remainder. School was asked to consider what the remainder could be spent on.</p>	<p>ZG/RA</p> <p>AP</p> <p>AP</p> <p>Resources</p>
7.	<p>Pupil Attainment and Progress/quality of teaching</p> <p><i>7.1 Statutory External Data</i></p> <p>Anita summarised the LA School Information Pack and highlighted positives:</p> <ul style="list-style-type: none"> • Overall very good results • Disadvantaged are closing the gap • EYFS is in line with local and national averages <p>Concerns are:</p> <ul style="list-style-type: none"> • Phonics • Greater Depth Maths in KS2 	

	<ul style="list-style-type: none"> • Difference between boys and girls • Attendance <p>Governors agreed that the overall picture is positive, especially in connection with the progress and attainment of disadvantaged children and those with SEND. They are conscious of underachievers, and SEND and Pupil Premium children are a focus in this committee. It is good to see that interventions are effective, and it is important that the school is able to continue to support these children.</p> <p>The committee discussed the disappointing phonics data. There was no clear disparity between boys and girls, although in all other subjects, girls are outperforming boys.</p> <p><i>7.2 End of Summer Term internal data</i></p> <p>Noted.</p>	
8.	<p>Pupil Well-being</p> <p><i>8.1 To receive an update on the Safeguarding Audit Action Plan</i></p> <p>No update. Helen will arrange a meeting with Zoe.</p> <p>In connection with Helen’s visit before the Summer holidays, which identified an issue in the SCR, Anita will follow this up with the relevant staff member.</p> <p><i>8.2 To receive an update on the progress made against the Poverty Proofing Action Plan</i></p> <p>Sandra and Zoe will set aside time to go through this, as well as the Pupil Premium Report.</p> <p>Costings for trips etc have been prepared and gone past the Resources Committee. This is now an item on the Parent Council Agenda.</p> <p>After School Club providers will be asked to submit list of children to Zoe so that school can identify who may be in need of support. Occasions when children have been assisted to attend ASC are known, though it is not certain what the situation is at the moment.</p> <p>“Governors’ Fund” should be changed to “School Development Fund” to clarify the purpose.</p> <p><i>8.3 Attendance</i></p> <p>8.3.1 To receive an update on Attendance and Lateness</p> <p>Anita reported from the recent meeting with the Education Welfare Officer (EWO). The EWO has met with some parents to discuss holidays.</p> <p>One Pupil Premium child is on a part time timetable, due to behaviour issues. External issues are impacting on both behaviour and attendance.</p> <p>Persistent lateness has improved since the EWO spoke with relevant parents. Often issues are in connection with communication with EAL parents.</p> <p>Last year’s 97% target has not been met.</p> <p>Governors asked whether issues are similar in other schools. This was confirmed, especially around term time holidays.</p> <p>8.3.2 To discuss Attendance targets for 2019-20</p> <p>To remain the same at 97%.</p>	HS AP SH
9.	<p>Single Plan and Governor Action Plan</p> <p><i>9.1 To consider the review of the 2018-19 Single Plan</i></p> <p>Noted.</p> <p><i>9.2 To receive an update on Phonics</i></p> <p>Actions in connection with Phonics have been added to the Single Plan. These will be emailed to governors.</p> <p>Reception is doing daily “catch up” sessions.</p> <p><i>9.3 To receive an update on Governors’ Actions taken in monitoring the</i></p>	AP

	<p style="text-align: center;"><u>Single Plan (visit reports)</u></p> <p>Report of Phonics visit has been prepared and will be circulated.</p> <p style="text-align: center;"><u>9.4 To identify any further visits, if relevant</u></p> <p>Giulia will talk with Karen about RE visit</p>	RA GdR
10.	<p>To receive an update on Pupil Voice activities</p> <p style="text-align: center;"><u>9.1 Student Council (verbal update)</u></p> <p>Due to the illness of the responsible staff member, no elections for student council representatives have taken place yet.</p>	
11.	<p>Parent Voice</p> <p style="text-align: center;"><u>11.1 To receive an update on the Parent Council</u></p> <p>A meeting has been scheduled for Autumn 2. Agenda items will include Swimming and the trip expenses schedule.</p> <p style="text-align: center;"><u>11.2 To agree Parent Survey Questions</u></p> <p>It was agreed to change make the following changes:</p> <ul style="list-style-type: none"> • change question on homework to “I am happy with the homework my child receives” • change the governor question to “I receive enough information about the work of the governors” • remove the question about governors doing a good job. <p>The survey will go out electronically by ping and with a link in the newsletter.</p> <p style="text-align: center;"><u>11.3 To discuss governor presence at Parents Evenings – will there be a focus for conversations?</u></p> <p>Governors will also provide the opportunity at Parents Evening for parents to complete hard copies of the parent survey.</p>	
12.	<p>Policies – none!</p> <p><u>Update on policies due for review next half term:</u></p> <ul style="list-style-type: none"> • Safeguarding Policy (for FGB) <p>Helen to contact Zoe about the review.</p>	HS

Documents circulated prior to and at the meeting:

Minutes of the last meeting
Action points from the last meeting
Terms of Reference
Curriculum Report blank template
Pupil Premium Strategy
Sports Impact Statement
Sport Report
Swimming Report
LA School Information Pack
Data Report Summer 2019
Poverty Proofing Action Plan reviewed
Poverty Proofing Action Plan 2019 onwards
Attendance data
Parent Survey 2018
Single Plan Objectives 2018-2019 reviewed