



## Minutes of the Standards and Effectiveness Committee Meeting (Virtual using Zoom)

held on Tuesday, 8<sup>th</sup> December 2020 at 6.00pm

**Present:** Ben Sutton (Headteacher) Claire Scott-South  
Pat Wilson (Chair) Vaunda Powell  
Jamie Kew-Robson from 18.10pm

**In Attendance:** Samantha Vince (Governance Support Officer, Clerk to Governors)

		Action															
1.	<b>Apologies for Absence and Declarations of Interest</b> The Chair welcomed everyone to the meeting. No apologies for absence were received. Michael Noakes was absent. There were no declarations of interest.																
2.	<b>Minutes of the last meeting held on 14<sup>th</sup> September 2020 - Previously distributed</b> Governors were in agreement that the minutes were a true and accurate record of the meeting, and the Chair was then duly authorised to sign the minutes.																
3.	<b>Action Points and Matters Arising</b> <table border="1"> <thead> <tr> <th></th><th>Action</th><th>Status</th></tr> </thead> <tbody> <tr> <td>1.</td><td>Raise to FGB to elect a Chair for the Standards and Effectiveness committee</td><td>Completed.</td></tr> <tr> <td>2.</td><td>Update approval on the Terms of Reference document and issue with the minutes</td><td>Completed.</td></tr> <tr> <td>3.</td><td>Update the Computing &amp; Internet Use policy to better reflect how the school utilises technology across the curriculum</td><td>Carried forward.</td></tr> <tr> <td>4.</td><td>Circulate the updated Computing &amp; Internet Use policy for information once updates in Action 3 had been completed</td><td>Carried forward.</td></tr> </tbody> </table> <b>Matters Arising</b> There were no matters raised.		Action	Status	1.	Raise to FGB to elect a Chair for the Standards and Effectiveness committee	Completed.	2.	Update approval on the Terms of Reference document and issue with the minutes	Completed.	3.	Update the Computing & Internet Use policy to better reflect how the school utilises technology across the curriculum	Carried forward.	4.	Circulate the updated Computing & Internet Use policy for information once updates in Action 3 had been completed	Carried forward.	
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4.	<b>School Aims &amp; Curriculum (review of SIP)</b> The Headteacher was invited to provide an update. The Headteacher provided a summary of the key priorities and detailed objectives which accompanied them; <b>1. Catch up</b> – standards associated with any children who had fallen behind due to school closures. <b>2. Ofsted</b> – nationally resilience in reading and writing had decreased and this was echoed in the teaching and learning reviews done in school. <b>3. Learning behaviours and practices</b> – ensuring high standards of behaviour continued, as it had been recognised that perhaps due to tiredness and a second lockdown that behaviours had started to fray across York. The Headteacher confirmed there was no general issue with behaviour at																

	<p>school, but as there had been a couple of isolated issues, behaviour was being closely monitored.</p> <p><b>4. Well-being of staff and pupils</b> – continuing to ensure this was a key focus for school.</p> <p><i>A governor queried the language used in the report and asked why the school was ‘establishing’ rules rather than ‘maintaining’ them.</i></p> <p>The Headteacher confirmed that in terms of school rules, class rules did exist but there was not a consistent whole school approach, hence why a new suite of rules had been established.</p> <p><i>A governor noted the wording of objective 3 in relation to behaviour suggested there was a problem in school and questioned whether there was.</i></p> <p>The Headteacher confirmed some classes were struggling with behaviour more than others but re-iterated there was no general problem in the school. He welcomed any suggestions from the governors as to how better convey that in the report. <b>The governors agreed to change the wording to ‘to re-affirm clear, consistent rules across the school’.</b></p> <p><i>A governor queried who was supporting the development priorities of the Headteacher.</i></p> <p>It was confirmed that governors supported this and the Headteacher was asked to keep the governors informed if any opportunities such as mentor visits did not take place. The Headteacher confirmed he had already started work on some actions from his performance meeting.</p> <p><i>A governor challenged why only the Headteacher was included in the leadership goal because he was also responsible for supporting the development of the leadership team.</i></p> <p>A staff governor confirmed the support focused on the Headteacher, as he was new to the role and in order to provide effective support to the leadership team, he needed the support to develop himself.</p>	
5.	<p><b>Target Setting for the academic year</b> – previously distributed</p> <p>The Headteacher provided a verbal update.</p> <p>He confirmed the school had moved the whole school target from 2019-20 to 2020-21 due to Covid, but cautioned this was still an aspirational target as it had been set in an environment where Covid did not exist.</p> <p>The Headteacher stated it was reasonable for the school to want to return to where the school was in the Spring term data, however the school wished to be aspirational and not just return to where they were in the Spring. He noted the effects of Covid were potentially less for them than for other schools as they were already high performing and that the recent assessments reflected this. The Headteacher cautiously anticipated a positive picture based on where they were now and agreed to benchmark the school against FFT national figures too.</p> <p><i>A governor noted one of the papers had not been redacted.</i> The Chair requested that the governors securely deleted and/or destroyed the document and re-iterated that all documents should be redacted prior to distribution.</p> <p>It was noted that standardised assessments would be used going forwards which would provide a precise level of detail used to identify areas of improvement as a school, class and for year groups.</p> <p><i>A governor queried some of the terminology used in the papers and the following were clarified;</i></p> <p>WT1 &amp; WT2 – Working towards 1 and 2.</p> <p>Below POS – below the programme of study (e.g. working at Year 2 level when in Year 3).</p> <p><i>A governor observed that the fact the school was remaining aspirational in its target setting (just in a different context) was a very welcome stance to take.</i></p> <p>The Headteacher confirmed the government had stated they would not publish KS2 results again for 2021 and had not confirmed whether schools would receive the results.</p>	<p><b>Head</b></p> <p><b>All</b></p>

6.	<p><b>Pupil Premium</b></p> <p><b>Strategy</b> No comments were raised.</p> <p><b>Review Impact</b> The Headteacher noted the strategy was only in operation for a third of a year due to Covid and it wasn't clear what the DfE would expect to see regarding Pupil Premium impacts.</p> <p><i>A governor observed it was important to retain a focus on this as it could be de-motivational for the children if it wasn't. <b>It was agreed that the targets should be kept under close observation given the continuing situation and new data being received regularly.</b></i> The staff governor confirmed that half termly teaching and learning meeting were continuing and the targets were also reviewed at those meetings.</p> <p>The governors requested Pupil Premium oversight be kept on the agenda in order for the governors to review how the money was being spent.</p> <p>The governors also requested that an item to review the Pupil Premium impact for the year be added to the agenda in the meeting for the summer term.</p> <p><i>A governor queried who the Pupil Premium linked governor was</i> and it was confirmed the governor responsible for this had recently left the governing body. The governors requested the appointment of a replacement for the Pupil Premium linked governor be added to the agenda for the next FGB.</p>	<p><b>Agenda</b> – S&amp;E</p> <p><b>Agenda</b> – S&amp;E</p> <p><b>Agenda</b> - FGB</p>
7.	<p><b>Behaviour, Attitudes &amp; Attendance update (since September 2020)</b></p> <p><i>A governor noted there seemed to be issues with behaviour in year 4 and asked what support and interventions were in place.</i></p> <p>The Deputy Headteacher explained that this cohort had not had consistent teaching due to having different teachers from reception until now and there were also some children who had required adaptations made to behaviour strategies and the support they needed in order for them to make the right choices and do the best they could. She also confirmed that the Teaching Assistant was very well trained in ELSA in that cohort and the school had tried to provide the best support staff they could. The situation was being closely monitored by the SLT.</p> <p><i>The Chair acknowledged that attendance figures at 97.42% were excellent in the circumstances</i> and the Headteacher confirmed this was higher than both the national average and York. It was an indication that parents had confidence in the school and less anxiety about sending their children into school.</p> <p><i>A governor queried why attendance was lower in one class</i> and the Headteacher confirmed there was nothing for governors to be concerned about as the absences were all documented and authorised.</p>	
8.	<p><b>Evidence of quality of Teaching &amp; Learning</b></p> <p>The Headteacher was invited to present this.</p> <p>He confirmed there were three typical measures the school used which had been adapted for the current situation and were teacher data, GL assessments (as examples of standardised tests school had done) and virtual book reviews.</p> <p>The Headteacher had also undertaken his first class visits following social distancing rules and noted the positivity of the classes and he couldn't commend the staff highly enough for their professionalism and efficiency. He had used general criteria against the observations and said he had not been in a more consistent set of classrooms across a school and that he had never seen a more cohesive strategy and delivery in a school.</p> <p><b><i>The Chair requested that the committee's commendation of the teachers' response to the pandemic was minuted.</i></b> The Headteacher also wished to emphasise that the teachers were</p>	

	<p>doing an exceptional job of making things normal and still over-performing in very difficult circumstances.</p> <p><i>The governors also stated that the way the reviews had been triangulated was the absolute best the school could do in the situation.</i></p>	
9.	<p><b>P.E. Funding – the plans for this academic year</b></p> <p>The Headteacher was invited to highlight things to note in the report.</p> <p>He confirmed that the school was largely still managing the same systems apart from no longer using Total Sports for PPA from January. Although the school was using them less, they were still running clubs.</p> <p><i>The Chair questioned whether the school was using Pupil Premium funds and the Headteacher confirmed that although it was not being taken away, the school still needed to spend all of the funds.</i></p> <p><i>A governor questioned why the school had stopped using Total Sports for PPA.</i></p> <p>The Headteacher explained that the school had simplified the PPA arrangements and reduced the sessions from three to two by being more efficient. Also, because money had been put into the YSS network and staff had been trained to deliver effective P.E. sessions, the need had diminished for Total Sports.</p> <p><i>The governors were pleased that the school was able to be so much more efficient and give the staff the opportunity to utilise the training they had done.</i></p>	
10.	<p><b>Inclusion &amp; Safeguarding update</b></p> <p>The link governor for SEN provided a brief update to confirm she had undertaken a virtual monitoring meeting with the SENDCo and the report would be sent to the next FGB. She confirmed they discussed the new academic year, how many SEND children the school had and whether there were any more MSPs or EHCPs.</p> <p>The Headteacher also provided a brief update and noted a key change that had been made was the purchase of Safeguarding software called My Concern which allowed central records to be kept. The benefits of this software had already been experienced in the way they had been able to collaborate on safeguarding more effectively with social workers and in school. As all records were now on-line, it was also better for disaster recovery than having paper files in school. It also allowed the staff to have a sense of security that records were shared, collaborated and acted upon and allowed the school to have teams around a child within the school.</p> <p><i>Governors were very supportive of this move to My Concern and pleased it was already demonstrating benefits.</i></p>	
11.	<p><b>Policy Review</b></p> <p><b>English</b></p> <p>The Chair requested that all policies were proof-read prior to circulation as there were a number of typographical errors. The Deputy Headteacher agreed to feed this back to staff. <b>The governors approved the English policy, subject to the amendments noted being actioned.</b></p> <p><b>Assessment</b></p> <p>The Headteacher noted the policy contained the core principles but the detail would be adapted to circumstances. A governor requested that an appendix be added for assessments during Covid and the Headteacher agreed to delete the reference to the 'Able growth mind set policy'. <b>The governors approved the Assessment policy on the basis these changes were made.</b></p>	Dep Head
12.	<p><b>Any Other Business</b></p> <p>No other business was raised.</p>	
13.	<p><b>Dates and time of next meeting:</b></p> <p>11<sup>th</sup> January 2021 at 6pm.</p>	

	The governors asked whether more data would have been received by the time of the next meeting and it was agreed that the Headteacher should confirm when the next data was due and the Chair and the Headteacher would agree whether to move the date of the next meeting based on that.	<b>Head</b>
	The Chair asked the clerk to confirm the date for the next available training for Chairs.	<b>Clerk</b>

The meeting ended at 19:35pm

Pat Wilson (Chair)

Date

### Action Plan following the Meeting of the Standards and Effectiveness Committee held on 8<sup>th</sup> December 2020

Action	Item	Person(s) Responsible	Timescale
1. Update the Computing & Internet Use policy to better reflect how the school utilises technology across the curriculum. Head to ensure Emily Robinson completes this.	3	Head (BS)	By the next meeting
2. Circulate the updated Computing & Internet Use policy for information once updates in Action 3 had been completed	3	Head (BS)	By the next meeting
3. Benchmark the school against FFT national figures	5	Head (BS)	By the next meeting
4. Securely deleted and/or destroy the non-redacted document provided	5	All	Immediately after the meeting
5. Ask staff to ensure any policies they wrote or amended were proof-read prior to distribution for approval	11	Deputy Head (CSS)	By the next meeting
6. Confirm date when next data would be available to assess whether to move the next S&E meeting	13	Head (BS)	By the end of term
7. Confirm when the next Chair's training was to the Chair	13	Clerk (SV)	By the end of term

#### Items for the next Standards & Effectiveness Committee:

- Pupil Premium oversight
- Pupil Premium impact review (for the year) – Summer term

#### Items for the next FGB:

- Appointment of a Pupil Premium linked governor