

**LANGLEY FITZURSE C OF E PRIMARY SCHOOL**  
**MINUTES OF STANDARDS & PERFORMANCE MEETING HELD ON**  
**WEDNESDAY 21 NOVEMBER 2018**  
**AT 18:00 HRS AT LANGLEY FITZURSE SCHOOL**

**Present**

Richard Hearn  
 Jan Campbell  
 Chris Steen

Euan Sudbury  
 David Bloomer  
 Anita Ellis

James Osler  
 Johanna Nathanson  
 Liz Howe (Clerk)

**NOTE:** Italics have been used to indicate occasions when governors challenge or test the school.

1. **Prayer** – Jan began the meeting with a short prayer.
2. **Register of Pecuniary Interests** – this was duly signed.
3. **Apologies** – Liam
4. **Minutes of the Previous Meeting (Thursday 4 October 2018)** – The minutes were approved by the governors and duly signed.
5. **Review of Actions from the Previous Minutes (Thursday 4 October 2018)**

SP5/2.2	Completed
SP17/5.1	Completed
SP17/5.3	Completed
SP17/5.6	Ongoing – Euan to write to Lizzy re new policy software
SP19/7.1	Ongoing – James to separate out PPG non-SEN children in the group data from term 2
SP19/7.3	Ongoing - Anita to work on a template for EYFS moderation conversations
SP19/7.5 – SP19/7.6	Completed
SP4/10.1	Completed
SP4/10.2	Ongoing – Richard to email data on the expected Yr 6 SATs grade to the S&P Committee
SP4/10.3	Completed – Richard assured governors that Christie Causer is being very creative and is providing lots of one to one support in the classroom for Year 6. One child may need extra interventions.
SP4/10.4	Covered by SP19/7.1 above

SP4/10.5	Completed
SP4/10.6	Completed – Richard reported on a creative solution to MFL teaching in Year 6. Jan will teach French to Chameleon on alternative Thursdays, but Christie will stay in the classroom to benefit from professional development, with a view to gradually taking over the MFL teaching.

6. **Update on the School Improvement Plan (SIP)** (a report was circulated prior to the meeting)
- i. Euan wanted to check that governors are happy with the new format for the SIP. Richard explained that information from governors and staff has been fed into this plan. He added that Safeguarding is at the top of the list.
  - ii. Euan felt that section 2 is very relevant to our committee, and liked the fact that it is shorter and more concise. It was noted that teachers need to evaluate how progress is defined and how we use our checklists.
  - iii. *Euan asked if there are key dates for tracking.* Richard thought that the best way to deal with this is to keep SIP as a standing agenda item for S&P. **ACTION (SP21/11.1): Liz**
7. **Governors' Subject Visits and Observations** (a report was circulated at the meeting)
- i. **Literacy**
    - Anita and Johanna have met and worked through the action plan and RAG rated the documents.
    - They have compared this document with the action plans from other schools, and concluded that we are on the same path. Anita also helped Johanna log some of the reading books.
    - Anita will meet Johanna again in early January, when the term 2 data is available.
    - *Euan asked if there is anything we should pick up as a Committee.* Anita replied not at the moment, we need to see what the data reveals.
    - Richard added that he wants to standardise and condense the subject action plans. **ACTION (SP21/11.2): Richard**
  - ii. **Mathematics**
    - David has made two Link Governor visits.
    - Euan reported that David was very positive about the outcome, and was happy that data is collected and understood.

### iii. Able Gifted & Talented

- *Euan asked what is happening for our higher achievers as progress is our key indicator.* Liz is to put this on the next S&P agenda. **ACTION (SP21/11.3): Liz**
- The governors felt that we should get someone to come into school to work with the more able mathematicians. **UPDATE:** *Euan has contacted Trudy Feltham, a tutor living in the village, but she is unable to help.* Euan agreed to raise this at the FGB Meeting on Monday 3 December. **ACTION (SP21/11.4): Euan**

### iv. Safeguarding

- Chris has put her own plan together and has met with Richard to go through the Safeguarding Audit.
- She has written a checklist of the actions she needs to do in terms 2, 4 & 6.
- Richard thought that the Audit was good evidence that our safeguarding practice is strong.

### v. Early Years

- Euan is concerned about the vacant Link Governor position, and wondered if Harriet Wilkinson would take it on. He will talk to David about this. **ACTION (SP21/11.4): Euan**

## 8. Term 1 Data (the information was shared with governors on the portal)

- i. James counselled governors that it is early days, and the children on track compared with the previous key stage is lower than usual due to the changes in classes and curriculum.
- ii. He felt that the term 2 data should be more certain. He assured governors that we will have end of year targets by the end of term 2, and stressed the importance of aspirational targets.
- iii. He also warned that children being above where they need to be does not necessarily translate to Greater Depth (GD), as they need to be significantly above.
- iv. Johanna has recently gained six Year 3s, so it is very hard to compare data. *Euan asked if this has thrown up any challenges.* Richard replied that it has, because three of them are below age related expectations and only here part time. *Euan asked if we can show the cohort changes in our data.* James replied that we will have to put in a note. **ACTION (SP21/11.6): James**
- v. Richard is to prepare notes for James re the expected Ofsted call. **ACTION (SP21/11.7): Richard**

## 9. Policies

- i. The following policy was approved by the governors and will be adopted by the school:
  - Special Educational Needs
- ii. Chris would appreciate some clarification about what we expect her to do re policies. James will help Liz to clear the backlog on Friday. **ACTION (SP21/11.8): James & Liz**

#### 10. Any Other Business

- i. Richard asked Liz to put the latest advise on Keeping Children Safe in Education onto the governor portal. **ACTION (SP21/11.9): Liz** Governors then need to email Liz to confirm that they have read it, with Liz printing the emails and adding them to the Governor File. **ACTION (SP21/11.10): Governors and Liz**

#### 11. Date of Next Meeting: *Monday 21 January 2019, 6pm at School*

The meeting ended at 7.35 pm.

## LIST OF ACTIONS

- SP17/5.6** Euan to write to Lizzy re new policy software
- SP19/7.1** James to separate out PPG non SEN children in the group data from Term 2
- SP19/7.3** Anita to work on a template for EYFS moderation conversations
- SP4/10.2** Richard to email data on expected Yr 6 SATs grades to the S&P Committee
- SP21/11.1** Liz to make School Improvement Plan a standing S&P agenda item
- SP21/11.2** Richard to standardise and condense the subject action plans
- SP21/11.3** Liz to put provision for AG&T children on the next S&P agenda
- SP21/11.4** Euan to raise the need for someone to come in and work with our more able mathematicians at the FGB Meeting on 3 December
- SP21/11.5** Euan to talk to David about the vacant Early Years Link Governor position
- SP21/11.6** James to put a note in our data re the Year 3 cohort changes
- SP21/11.7** Richard to prepare notes for James re the Ofsted call
- SP21/11.8** James and Liz to clear the backlog on policies
- SP21/11.9** Liz to put the latest Keeping Children Safe in Education advice on the governor portal
- SP21/11.10** Governors to email Liz to confirm they have read the above, with Liz printing the emails for the Governor File

