

Standards Committee Minutes:

Date / Time / Place	2/10/2018 – GEMS Twickenham Primary Academy	
Attendees	Harry Ziman, Alison Ashcroft, John Smith, Leah Perring, Karen Surey	
Apologies	Terri de Quincy	
Agenda Item	Notes/Questions	Action
1. Approve minutes	The minutes were reviewed and approved	
2. Apologies	TDQ sent her apologies	
3. Items for AOB	No items were raised	
4. Appoint a chair -	LP was appointed Chair as per the recommendations made previously.	
5. Minutes and matters arising from previous meeting.	Request regarding documents saved on google drive to be consistent in terms of naming documents, dating and labelling by school – eg TPA/DPA Principals Report Autumn 1 2018	File labelling terminology to be consistent
a. CPD	CPD Logs on data dashboard should be annual rather than termly. Standing Agenda items need to be changed CPD for September only.	JC to update standing agenda items
b. Data Breakdown	Data to show the difference between PP and SEN and send this has been actioned. LP suggested that it would also be beneficial to show the 4 categories as follows PP SEN PP & SEN EAL	JS and AA to add these analyses to data packs
c. Standards meetings	Discussion on the dates for the standards meetings going forward to coincide with the data drop. The group discussed the timings of the meetings, HZ confirmed that timeliness needs to be correct and in line with the data drops. No changes to be made to the current schedule.	None
Determine exit time for fire drills	Suggested under 5 mins. DPA is under 3 minutes but this varies due to the type and size of the building. Fire risk assessments being carried out imminently at both schools and a guide time will be given	JS to clarify recommended fire evacuation timing limit for TPA - JS
6 th inset session	Determined that we would have a twilight session which could then free up a whole day. Thus is proposed for 2019-2020.	6th September 2020 confirmed as GLT inset day

	<p>CPD shared collaboration or a shared inset day with all the staff? It was felt that until we have a larger amount of staff the joint day would not be beneficial currently.</p> <p>HZ confirmed it is important but not imperative need at the moment but we should plan this for 2019-2020.</p> <p>Alison and John to discuss and confirm 2nd and 3rd of September and 6th January 2020.</p>	
6. Schedule of policy reviews provided by Jodie	<p>JC confirmed that the Policy review documentation had been updated and now reflects consistent review dates for all.</p> <p>LAB dates are not relevant for e.g. do you need full board approval.</p> <p>LP was suggested that approval should be sought by board members by a certain date and if no responses or changes then it is okay to proceed.</p> <p>It was Suggested that a column to show how often each policy needs to be reviewed should be added.</p>	<p>JC/AA/JS to add review frequencies to policy schedule - eg annually JC to start first then circulate.</p>
7. DPA Principal's presentation	<p>AA gave a brief overview of DPA Dashboard.</p> <p>Full in every class.</p> <p>Nursery have a few spaces available which will be taken up in January which are predominantly afternoon slots.</p> <p>1 leaver in year 4, other movements fairly fixed.</p> <p>PP – 43 pupils. Total of 275 in the school.</p> <p>Attendance is 97.5%, no current issues, the persistent absence this term was due to parents returning late from holiday.</p> <p>Increasing number of children on safeguarding or being supported by a range of agencies</p>	-

	<p>DPA now have 35 children with SEN. Total of 18% of with SEN.</p> <p>HZ enquired whether the school would get a reputation for being SEN in the local community.</p> <p>AA felt that it wouldn't as she had already written a letter to the LA, turning a SEN pupil away due to the fact they already had a place in a school and that DPA already have 13 SEN pupils in one year.</p> <p>AA confirmed that the school had already built up a good relationship with local professionals and parents however parents did not always recognise that the support does not automatically transfer through to Reception from Nursery.</p> <p>JC confirmed that DPA had done much to cater for the children such as training and interventions etc.</p> <p>AA confirmed that a Senco had started this term and has already shown great engagement with parents and pupils.</p> <p>HZ are we setting targets for attendance? JC yes for both DPA and TPA. These to be made clear in the SDP</p>	
<p>a. Head teachers report</p>	<p>It was noted that this included in the SEF and SDP.</p>	<p>No actions</p>
<p>b. Data</p>	<p>AA highlighted that some children didn't gain admission to the school due to the catchment area. AA explained that he school is predominantly a school for the local estate and now not for Didcot.</p> <p>JC raised whether a catchment area should be confirmed for 2019-2020. This will be brought to the next board meeting.</p> <p>Outcomes in the nursery are good. AA raised that a small group of children are below expectations, but the 30 hour were above.</p>	<p>Possible update for GEMS Didcot's admission policy – AA / JC</p> <p>Possible recruitment of another Y3 / Y4 teacher early to support the outcomes within this year group – AA / JC</p>

	<p>AA stated that GLD was 80%.</p> <p>Year 1 - Pupils have made an excellent start into year 1.</p> <p>HZ questioned what had accounted for this? Improvement in reading and writing not all staff were trained in read, write inc until after the first half term.</p> <p>HZ asked if there was a difference between performance for boys and girls in reception. AA confirmed that there was no significant differences. .</p> <p>HZ queried if the the provision appealing to both boys and girls? AA confirmed this is the case.</p> <p>Year 1</p> <p>PP appear to be achieving below national expectations in reading and AA is monitoring this carefully. Some of these pupils have now been added to the SEND register.</p> <p>It was noted that analysing PP SEN would be useful when presented data information.</p> <p>AA reported that 88% of pupils have passed the phonics screening check.</p> <p>Year 2</p> <p>AA reported that outcomes for Y2 are strong.</p> <p>AA reported that girls out performed boys.</p> <p>AA reported most of the SEN in that year are boys hence the girls achieving higher than the boys overall.</p> <p>Year 3</p> <p>AA reported 30 pupils on roll after 2 leavers. AA reported that the school would not be admitting any additional pupils.</p>	
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	<p>It was noted that this a mixed cohort who did not originally start at GEMS Didcot. It was further noted that this a contributing factor to the performance data.</p> <p>JS suggested adding further support to improve pupil outcomes. There was a discussion between the standards committee about recruiting an extra teacher earlier to improve pupil performance and outcomes for the KS2 data set.</p>	
c. SEF AND SDP	<p>AA has set ambitious targets throughout the year including KS2. HZ queried whether these are attainable.</p> <p>AA reported that considered interventions are in place and AA feels confident that these will be achieved.</p> <p>96% target for attendance was set by the standards committee</p>	<p>Both schools were set the attendance target of achieving 96% attendance – AA / JS</p>
TPA Dashboard	<p>JS reported 185 pupils on roll – 38 new pupils in reception and 24 of these are boys.</p> <p>HZ questioned whether the provision was being adapted to support the different context. JS explained that the outdoor area was have a refurbishment to improve the development of the curriculum as a whole.</p> <p>JS reported 9 new arrivals over summer holidays. JS reported all SEND pupils are either in Reception or Y3.</p> <p>10 pupil premium.</p> <p>JS reported that attendance 98.6 as a whole this far. PP attendance 99%</p> <p>JS reported staff absence / one t teacher has triggered stage 1.</p> <p>3 Minutes fire drill evacuation completed on 14th September.</p>	
8. TPA Principal's reports	<p>JS reported that GLD outcomes were 2% above the set target of 86%.</p>	

	<p>Reception - 5 pupils below 4 boys 1 girl. 1 is potentially SEN, exceeding GLD overall is 13%. JS explained a target of 86% has been set again for this academic year.</p> <p>JS reported Year 1 – achieved target overall. Writing lowest of the 3 areas and that this is the school trend. However the school’s writing at all levels remains above national and local averages.</p> <p>JS reported that the conversion to greater depth is improving year on year.</p> <p>HZ asked whether AAs data outcomes shows similar information. AA confirmed that it does.</p> <p>JS reported that that 95% of pupils passed the phonics screening check.</p> <p>Yr. 2 - achieved target overall. JS reported that all data was currently above local and national information</p> <p>JS reported that the new arrivals into Y3 are significantly lower than the current cohort, and therefore are in receipt of intervention.</p> <p>HZ questioned whether LP thought the data was easy to read. LP responded that she thought there was lots of information, and perhaps more consideration should be made to the level of detail / narrative that is provided.</p>	
a. SDP & SEF	<p>JS reported that key areas for development for this year will be around building an outstanding KS2, and ensuring that skills are taught effectively across the curriculum – Ofsted target</p> <p>JS also reported that the school will be developing pupil leadership across the school.</p> <p>HZ queried if TPAs SDP identified clearly who was leading on the specific areas of development. JS agreed to make this clearer and will amend where necessary</p>	TPA to make responsibility clearer in the SDP - JS
9. Term dates 19/20	AA and JS Confirmed both dates are in line with local authority and.	Term dates were approved by the Standards Committee

<p>10. Review of PP and Sports Premium</p>	<p>Pupil Premium Budget: TPA and DPA presented their plans both are confident that they are meeting the requirements. PP pupils have free access to breakfast club, subsidised educational visits.</p> <p>JS highlighted that it was noted in the school's Ofsted report that the PP spend was being spent effectively and impacting on attendance and attainment.</p> <p>AA confirmed that some allocation comes out of staff budget, some out of general resources budget to provide the pupils with the best possible support</p> <p>Sports Premium budget: Both JS and AA reported that they were confident that this is spent correctly</p> <p>It was noted that there is a specific PE Resource website that is very useful to use and is recommended that this template is used for the sports premium plan.</p> <p>JS and AA both confirmed that they had a sports leads delivering the plan.</p> <p>It was noted that the sports premium can be used for those pupils in Y4 who did not achieve their 25 meters.</p>	<p>The standards committee noted approval for how PP and SP funds are spent and the positive impact they are having. They approved the 18/19 spending plans for DPA and TPA</p>
<p>11. Safeguarding</p>	<p>Both school's confirmed that they had completed their safeguarding audits.</p> <p>JS confirmed that he had now bought into the LA's Health and Safety package</p> <p>JS questioned whether he should commission a safeguarding review. This was agreed.</p>	<p>JS to commission a safeguarding review through the local authority – JS</p>
<p>12. Policy for SEN</p>	<p>JC stated that the policy for SEND is on both school websites. Both school's need to check this for compliance</p>	<p>Policy for SEND to be checked – JS and KE</p>

<p>13. Approval for residential trips</p>	<p>JS reported that they are looking to provide a Y3 residential visit. HZ requested that costs be submitted before approval</p> <p>AA reported the residential trip had been booked for £180 and they have offered support to PP parents through subsidising the visit.</p>	<p>JS to send JC costs of the residential visit to be approved – JS</p>
<p>14. Collaboration between schools</p>	<p>The visits throughout the year have been actioned by JS and AA. It was noted that clear protocols should be put in place for any teachers that are observed during this collaboration</p>	<p>JS and AA to develop the protocols for any visits that result in teaching being observed – JS / AA</p>
<p>15. AOB</p>	<p>No any other business raised.</p>	
	<p>Meeting closed 12:54 pm</p>	