

DECOY COMMUNITY PRIMARY SCHOOL BOARD OF GOVERNORS

COMMITTEE

Learning & Wellbeing Committee

DATE

13 November 2023

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| 13/11/2023 | 11/03/2024 | 17/06/2024 |
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GOVERNOR ATTENDANCE

| | | | |
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| Paul Evey | P | | |
| Sandra Cartwright | P | | |
| Sally Herbert | P | | |
| Gill Quantrell | S | | |
| Kate Eames | S | | |
| Alexa Gainsbury | P | | |
| Helen Murdoch | P | | |

P – Present
A – Absent

S – Sanctioned
L – Late arrival

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| Chaired by | Paul Evey | Clerked by | Pete Osborne |
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Agenda

LW 01/2324 To record those who are present, accept any apologies and welcome any visitors

LW 02/2324 Declaration of interests

LW 13 November 2023

- LW 03/2324 Division of Agenda
 LW 04/2324 To agree the Minutes of the last meeting and to discuss any matters arising and not on this agenda
 LW 05/2324 Urgent business
 LW 06/2324 Staff Lead Presentation
 LW 07/2324 School Improvement Plan and School Performance Data
 LW 08/2324 Wellbeing
 LW 09/2324 Safeguarding
 LW 10/2324 Collaboration
 LW 11/2324 Governance
 LW 12/2324 Policies
 LW 13/2324 Information provided by the Clerk
 LW 14/2324 Matters for the next agenda
 LW 15/2324 Date of next meeting

ACTIONS TO BE TAKEN

| ITEM | | BY WHOM | BY WHEN |
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| 04/2324 | Minutes to website | Sally Herbert/Clerk | asap |
| 06/2324 | Staff Presentation (Science) on FGB 4 December 2023 | Clerk | asap |
| 08a/2324 | School's compliance with the Equality Act and measures to ensure all pupils are treated equally. Deferred to the FGB. | Sally Herbert/Clerk | asap |
| 08b/2324 | Monitor pupil behaviour, including bullying, and trends over time. To be included in the HT Report for the FGB. | Sally Herbert/Clerk | asap |
| 08c/2324 | Arrange a visit by the PHSE Governor to the Lead teacher. | Sally Herbert | asap |
| 12a/2324 | Outdoor Education, Visits and Off-site Activities Policy. Deferred to the FGB | Sally Herbert/Clerk | asap |
| 12b/2324 | Online Safety Policy. Deferred to the first FGB in 2024 | Sally Herbert/Clerk | 10/02/2024 |

| | Item | Notes | Action |
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| LW 01/2324 | To record those who are present, accept apologies and sanction | The meeting commenced at: 1835 Apologies: Kate Eames and Gill Quantrell and sanctioned | |

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| | absences where appropriate and welcome any visitors | In attendance: Simon Barnes, Ben Twitney, James Osben and Kate Ochiltree. Quorum for this meeting is 3 Governors plus the Headteacher. | |
| LW 02/2324 | Declaration of interests. | None | |
| LW 03/2324 | Division of Agenda. | None | |
| LW 04/2324 | To agree the Minutes of the last meeting held 19 June 2023 and to discuss any matters arising from them and not on this agenda | Agreed and signed | Clerk to place on website |
| LW 05/2324 | Urgent business brought forward at the discretion of the Chair | | |
| LW 06/2324 | Staff Lead Presentation | Postponed to the FGB | |
| LW 07/2324 | School Improvement Plan (SIP) and School Performance Data | a. Progress against SIP with focus on curriculum. Sally advised that a staff training day had been held concentrating on Read/Write/Ink (RWI). This was a successful event. She also updated Governors on the development of subject leads. The school is also using a writing scheme used by Kingskerswell school which gives more scope for teachers and better outcomes for the children. There has been feedback to ensure that the scheme will work effectively for the school. Staff are being made aware of the need to identify the links in the scheme. A governor asked when the Phonics retakes take place and Sally | |

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| | | <p>advised that this happens in May 2024 but monitoring assessments are taking place before the end of the term. Staff leaders are also being made aware of their responsibilities to update the website when necessary.</p> <p>b. Report from SENDCo and identify actions/issues, review effectiveness of intervention programmes against SIP success criteria. The SENDCo had produced a report showing the work and actions that she has taken to date. Sally advised that she will not be pursuing the SENDCo qualification until 2024. The action plan had been provided with the meeting papers. Governors asked about actions on Dyslexia and Sally explained why this is taking place.</p> <p>c. Annual report on SEND provision. This was agreed to be placed on the website. It was also agreed that a simplified version be produced.</p> | Sally Herbert |
| LW 08/2324 | Wellbeing | <p>a. School's compliance with the Equality Act and measures to ensure all pupils are treated equally. Deferred to the FGB.</p> <p>b. Monitor pupil behaviour, including bullying, and trends over time. To be included in the HT Report for the FGB.</p> <p>c. Evaluate the school's PSHE, and cultural curriculum and the impact on pupil well-being, character development and understanding British values. It was suggested that a Governor visit and meet with Debbie Searle (PSHE lead) and this was agreed to be arranged by Sally.</p> | Sally Herbert/Clerk Sally Herbert/Clerk Sally Herbert/Clerk Sally Herbert/Clerk |
| LW 09/2324 | Safeguarding | The safeguarding team was depleted during the Summer and the workload has seen a significant increase this term. Capacity in the team is now up to the normal level (4 staff members). Sarah Strong is also taking on a role when there is a cross over to SEND. | |
| LW 10/2324 | Primary Partnership | The headteachers meet fortnightly and they are taking steps to ensure that progress can be made and evidenced. Subgroups have been reduced to 5. Other groups may be formed and meet if there is a need across the partnership. Sally commented that there had been recognised that there is a problem with some of the data. All but one school have had Ofsted inspections. | |

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| LW 11/2324 | Governance | <p>a. Reports on the following were considered where visits have taken place:</p> <ol style="list-style-type: none"> 1. Safeguarding Visit (Sandra Cartwright). The visit is planned to take place this month 2. Literacy (Sandra Cartwright/Paul Evemy) <ul style="list-style-type: none"> Recommendations from Visit: <ul style="list-style-type: none"> • Check that HT is feeling more confident with AR, Insight and other areas of KS2 Literacy. What other support might be necessary? • Is fidelity to the RWI programme continuing, including assessments and progression (including Cassie undertaking the Rec assessments)? What data is there to confirm the continuing success of the programme? • What were the final outcomes for Years 2 & 3 with regard to RWI and Literacy progression? What else is needed to support and develop their attainment if not satisfactory? • To receive an update on the trial of 'Read to Write' Literacy resource in Year 5. • To consider how gaps in Reading data are being addressed in KS2. How effectively are Reading Records being used in KS2? • How successful was the Summer Reading Challenge – Bookology? How is your 'Action Plan' going and what further initiatives are you considering? • Consider how to monitor opportunities for cross-curricular writing and assess the quality of that writing going forward? 3. SEND Visit (Paul Evemy/Sandra Cartwright). A further visit is taking place this month <ul style="list-style-type: none"> Recommendations from Visit: <ul style="list-style-type: none"> • Meet with our new SENDCo to ask how she is settling in to her new role and establish any current difficulties with delivering SEND provision. • Monitor how EHCP funding is affecting the school's budget. • Establish if there is any improvement in getting speech and language help from DCC therapists. | |
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| | | <ul style="list-style-type: none"> • Pick up salient points from our March 2023 visit. • Ask a safeguarding question. <p>4. Maths Visit (Kate Eames)</p> <p>Questions for next visit</p> <ul style="list-style-type: none"> • What is happening in EYFS? • Is there mathematics opportunities in the learning environment, and how is maths planned for in the EY curriculum? • Classroom visit to both EYFS classes. • Has the school agreed on assessment materials which give a standardised score? • How are teachers feeling about the changes to planning and differentiation? • Updates to the maths policy ? Do they reflect this way of working? <p>5. Pupil Premium Visit (Simon Barnes/Lex Gainsbury). Simon explained what Pupil Premium is for the new governors.</p> <p>Recommendations</p> <ul style="list-style-type: none"> • During the next visit I will need to review the attendance figures. There is a lot of pressure both nationally and locally to improve attendance but even if there was not this pressure this is something about which we should be concerned. Attendance is likely to have a bigger impact on pp children who may not get the same support at home as their peers. Next time I should like to be able to compare the national, Devon and Decoy figures. • It would also be useful to review the progress and attainment figures and compare them the national and Devon figures for both pp and non pp children. I am not sure that I have been able to present the full picture in this report however I think that what is clear is that we have not been able to narrow the gap between the progress and attainment of our pp children and their peers. | |
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| | | <ul style="list-style-type: none"> • Teaching standards are of course important for all children, but we know that good, and for that matter poor teaching, has a greater impact on pp children than their peers. The measures we have in place to ensure that standards are maintained and improved. Is there any more we can do? The local Education Authority seems to be playing less of a role in this than they used to, and I wonder if teachers at schools from our partnership group could be involved in moderation exercises on a reciprocal basis. • The increase in the number of available clubs is very good news. We need to encourage more pp children to join more of them. <p>A governor commented that the attendance rate had decreased and Sally provide some feedback on individual cases.</p> <ol style="list-style-type: none"> 6. EYFS (Gill Quantrell) 7. Phonics (Gill Quantrell) 8. Data Visit. 9. Well-being and Diversity 10. Library (Simon Barnes) <p>Conclusion</p> <ul style="list-style-type: none"> • Many thanks to Emma Lidbury and Tina Hudson for their time helping me with this report. • Having a reading support assistant makes a huge improvement to the help available to the children. • The initiative which the school has taken to encourage parents to donate books is to be supported. We might consider whether there is anything which we can do, as Governors, to further improve the library provision. • We need some more nonfiction books. • The children’s behaviour in the library and outside was good as usual. | |
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| LW 12/2324 | Policies and Other Documents | The following Policies/documents were recommended to the FGB for approval where appropriate: a. Outdoor Education, Visits and Off-site Activities Policy. Deferred to the FGB b. Online Safety Policy. Deferred to the first FGB in 2024 (5 February 2024) | |
| LW 13/2324 | Information provided by the Clerk | Governors' attention was drawn to the following in Governance Today: <ul style="list-style-type: none"> • Time to raise a glass • The Elephant in the Room – monitoring and evaluating the quality of teaching • Headteacher appraisal • Our Gypsy, Roma, Traveller, Showmen communities in Devon • Improving school Trusts • NGA Outstanding Governance Awards • Safeguarding - filtering and monitoring • Training programme for the spring term 2023 and training overview • Tackling racism in multicultural Devon • Exclusion, the role of the Independent Review Panel • An evolving landscape • What's new • DAG and Diocese news • Clerks' page <p>The clerk also asked for training applications as soon as possible.</p> | All |
| LW 14/2324 | Matters for the next agenda | The following matters were agreed for the next agenda: Staff Lead presentation. History Learning: <ul style="list-style-type: none"> • Monitor pupil progress against SIP and levels of expected progress from entry • Monitor the arrangements for school visits and residentials and the evidence of the impact on the curriculum | All |

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| | | <ul style="list-style-type: none"> • Monitor the curriculum in respect of special needs provision including More Able pupils • Monitor that the delivery of Sex and Relationships education and Religious Education (including collective worship) is in line with board's policies and legal requirements/guidance • Undertake work scrutiny, and/or evaluate evidence from learning walk • To receive an update on Sustainability activities • Analyse pupil performance data including NFER, attendance, exclusions, part-time timetables. Compare exclusion rates with local & national data <p>Governance</p> <ul style="list-style-type: none"> • Safeguarding Visit (Sandra Cartwright). • Literacy (Sandra Cartwright/Paul Every) • SEND Visit (Paul Every/Sandra Cartwright) • Maths Visit (Kate Eames) • Pupil Premium Visit (Simon Barnes/Lex Gainsbury). • EYFS (Gill Quantrell) • Phonics (Gill Quantrell) • Data Visit. • Well-being and Diversity • Discuss report from Pupil Premium champion and identify actions/issues; review effectiveness and impact of intervention programmes against pupil premium strategy success criteria • Evaluate subject leader Self Evaluation Forms and Improvement Plans <ul style="list-style-type: none"> • Preparation for the annual Parent/Pupil/Staff questionnaire(s) (as appropriate) | |
| LW 15/2324 | Date of next meeting | Monday 4 March 2024 at 1830 | |

The meeting closed at **1945**

Signed as a true record.

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| Signed: P Evely | Date: 4 March 2024 |
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Collaboration Project

The primary schools involved are:

1. Abbotskerswell Primary School
2. The Grove School (Totnes)
3. Kingskerswell CE Primary School
4. Denbury Primary School
5. Bishopsteignton Primary School
6. Bradley Barton Primary School
7. Decoy Community Primary School
8. Canada Hill Primary School
9. Chudleigh CE Primary School
10. The Grove Primary
11. Highweek Primary School
12. Haytor View School