

Minutes for Leadership and personnel committee meeting
For Shirley Schools
6.30pm, 13th March 2017
Shirley Junior school leadership office

Item				Whom
1.	Apologies and declaration of interests			
LP 31/16- 17	<p>Present: Peter Gould (chair), Carolyn Fayle, Hazel Hayter, Cate Gregory, Andy Powell, Matt Fox, Annette Hixon, Matthew Rumble.</p> <p>Apologies Richard Little.</p> <p>Absent</p> <p>Attending Lucy Coupal (clerk)</p> <p>Declarations of interest None.</p>			
2.	Minutes of previous meeting: L&P Committee 23rd January 2017.			
LP 32/16- 17	Minutes from L&P meeting 23 -1-17 were approved as a true and accurate record of the meeting.			
3.	Matters arising from last meeting.			
LP 33/16- 17	Item	Action	Whom	
	LP 27/16- 17	PG to contact Hamwic to express concern that courses are cancelled at very short notice which is very inconvenient to working governors. Action on-going – situation with training will be monitored.	PG	
	LP 29/16- 17	CF will check with Jo Glenton about how shortest distance is measured for school catchments. Action closed – email sent to confirm.	CF	
4.	Correspondence			
LP 34/16- 17	None received.			
5.	Admissions policy 2018/19			
LP 35/16- 17	<p>Governors determined/ratified the Infant school 2018/19 admissions policy at the last meeting.</p> <p>Junior school admissions policy was determined/ratified by email circulation on 28th February 2017. All governors approved.</p> <p>Lists of ranking of admissions was inspected and confirmed by HH and PG – all lists were compiled correctly.</p>			

	<p>Lots were drawn for the pupils who tie in terms of admission ranking. CF and PG signed the list of drawn lots.</p>	
6.	Teaching and Learning	
LP 36/16- 17	<p>School updates; AH led for the junior school. There was a dip in attendance but it has gone back up to 97.1% Attendance of the FSM sub group was lower than we would have liked but we have had meetings with the attendance officer. Set of twins in year 4 – parents going to Japan and have requested the children stay on roll. We can do this if they attend school abroad; if not then it affects our attendance figures. Jo Glenton is investigating if we can do this. One member of staff is on long term sick leave, they are being covered by some supply and cover from other teachers, using teacher overtime.</p> <p>Year 5 currently has 92, while there are 98 in year 6. 2 pupils are on dual roll placement – one in year 4 (behaviour improvement), one is around a children's services issue.</p> <p>MR – how does this affect attendance, if they attend other provision do they get marked in here? AH – yes, although we still have to count the attainment and progress as our own. CG – the other local authority and school have been difficult but Emma Fay has been persistent and the fact that we have dual registration is an improvement.</p> <p>AH issued the whole school attainment and progress report for Autumn term 2016/17 to governors. Comparing lower, middle and higher pupils in every year group against national standard. From this data we have been able to analyse and look at how we move the children on.</p> <p>Year 6 predictions for children meeting ARE at the end of SATS; 90% reading 91% writing 90% maths</p> <p>Greater depth predictions; 38% reading 24% writing 31% maths</p> <p>This is the first time we have really analysed in detail - these are based on assessment. Every child has a 'raw' pass mark which they must meet.</p> <p>MF – where does this compare to last year? AH – last year the expectations were 80% reaching ARE in writing; and 66% in all three subjects combined. We achieved better than national figures which were actually 53% combined. Government expectation was for 85% combined.</p>	

	<p>MF – how did we compare nationally?</p> <p>AH – we do well but we must make sure our children achieve higher than national because they have a higher starting point – they need to achieve high standards otherwise our progress from starting point figures are affected.</p> <p>Abby Wilkinson has been in and given lots of helpful hints and input into preparing us for the next Ofsted inspection. The process has been very useful.</p> <p>HH – historically Shirley Junior school has shown good progress with PP children. The results are improving and we are closing the gap; meaning the PP children are making accelerated progress.</p> <p>MR – does PP form part of the T&L committee meetings?</p> <p>MF – very much so, we have spent a lot of time at our recent meetings discussing PP, interventions, keeping pupils on track, staff knowledge of their pupils. Alex Woodgate Jones has had conversations with Abby Wilkinson and Mark Sheehan as part of the PP review process.</p> <p>PG fed back from the Local Authority governors’ meeting and how all members of the governing body are expected to be knowledgeable about the children’s progress during an inspection.</p> <p>AP – looking at data for year 6 – disadvantaged pupils are not making the same progress as non-disadvantaged but in year 5 it appears to go the other way – this looks like we are focusing on the disadvantaged too much and the progress of the others is not as good as it could be?</p> <p>CG – we tip our provision towards the PP and this usually means that the other children still make progress too.</p> <p>AH – you are right though in your observation and Ofsted will ask the same questions. HH added that you are not measuring like for like – 2b to 4b was the previous expectation, now it is more like 2c to 4b/a plus which is why the graphs look misleading and that the pupils are ‘not meeting’ expectations.</p> <p>CG led for the infant school.</p> <p>Attendance stands at 97.3%, Owls class is in the lead at 98.1%. We have had lots of equal classes so attendance is good.</p> <p>We have received two requests for reduced work hours, one from a teacher and one from a member of admin staff. We have approved both of these requests.</p> <p>Year 2 review has been really positive. Year Leader knows her year group really well, there is consistency across the classes and phonics has come a long way.</p> <p>Year R and year 6 review days were really positive, so we will run this method of reviewing over all year groups.</p> <p>Year 1 review is booked for this Wednesday – we will focus on greater depth in maths and literacy.</p>	
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	<p>We had our PP visit from Abby Wilkinson. We talked through interventions, information on the school website was checked and is accurate; she commented that the action plan is easy to read and parent friendly. Interventions were discussed; we were asked to talk about interventions we have stopped doing because they were having no impact.</p> <p>We have an additional teacher teaching small groups for catch up on Wednesday mornings and pupils are making good progress and gains are being seen. The work from these sessions is placed in books with blue sticky dots on so class teachers can see the effect.</p> <p>Year R will take the 'Boxall test' Personal Social and Emotional early learning goals. Every year R child will have ECAT (Every Child A Talker) – both of these will be able to show their impact in numbers.</p> <p>MR – what is the impact of changing the reading assessment – is this shared with the parents? CG – yes, this will be shared with parents.</p> <p>Year R will be moderated this year.</p> <p>Specific governor for looked after children – CF agreed to take this role as it is similar to her SEN role.</p>	
7.	Safeguarding, Finance and Premises	
LP 37/16- 17	<p>AP updated the committee with a recap of the meeting.</p> <p>Junior school is facing a funding challenge but there has been a lot of work done to try to plan ahead.</p> <p>MF – how will the school cope with this, do we ask for more money?</p> <p>AP – we set a deficit budget for next year and the years after that. Drop in funding due to drop in pupil numbers, year 5 and 6 numbers lowered more quickly than was expected. 120 pupils left in last year's year 6 cohort; and were replaced by 90 in year 3. EFA will not see that there are deficits in individual school's budgets because Hamwic schools' budgets are all incorporated together.</p> <p>Governors discussed the scenarios and the forthcoming problems with funding. Budget has been discussed with options of teachers in class and cover teachers vs supply teachers.</p> <p>Schools will monitor how many queries from parents come in (a couple have been asked already) before the governors issue statement to parents over budgets and current national media coverage.</p> <p>MR – does the staff know about the budget? AH – they know there will be less money in the budget but they don't know figures.</p>	

	<p>AP – there is no money for refurbishment of the toilets, ICT costs will need to be looked at. There are other low level maintenance issues.</p> <p>HH has led Nikki Thorne to do a review of the toilets and she agrees the boys toilets on the top floor are in urgent need of refurbishment, and she will go back to Hamwic to request funding.</p> <p>Drain survey showed there are air vents in bricks that have been blocked up when the school has been extended.</p>	
8.	Hamwic update	
LP 38/16- 17	<p>Heads and chairs meeting on Wednesday this week. Discussion will include what each school wants from restructure.</p> <p>No confirmation that EFA will fund the proposed changes.</p>	
9.	Agenda for FGB meeting 27th March 2017	
LP 39/16- 17	Schools update, finance update.	
10.	Training	
LP 40/16- 17	No updates.	
11.	AOB	
LP 41/16- 17	None.	
12.	Items to be marked confidential	
LP 42/16- 17	None.	

The meeting closed at 8.45pm.

Action points from this meeting;

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LP 27/16- 17	PG to contact Hamwic to express concern that courses are cancelled at very short notice which is very inconvenient to working governors. Action on-going – situation with training will be monitored.	PG