

Hythe Bay Church of England Primary School and Children's Centre
Minutes of Learning and Achievement Committee
held on Monday 2nd October 2023 in the Training Room at 5.00pm



Present: Mr Luke Haisell, Mrs Carolyn Chivers (Headteacher),
 Mr Andrew Gollop, Mrs Ann Griggs (arrived late) and Mrs Joyce Rhodes.

Clerk: Sam Brown

Quorum: 3 Governors

Item	Action by
<p>1. Welcome The Chair welcomed everyone to the meeting.</p>	
<p>2. Apologies for absence Apologies were received and accepted for Rev Michael Darkins. Joan Devenny did not attend.</p>	
<p>3. Declaration of business interests There were no declarations.</p>	
<p>4. Election of Chair / Vice Chair and Terms of Reference Luke Haisell agreed to stand again as chair of the committee this was unanimously agreed. Andrew Gollop agreed to stand again as Vice Chair, this was unanimously approved.</p>	
<p>5. Minutes of previous meeting – 9th May 2023 – and matters arising The minutes of the previous meeting were unanimously agreed and would be signed by the Chair of the committee as being a true record. There were no updates on governor actions that were not covered by this agenda.</p>	
<p>6. Headteacher Update on Data and Tracking The Headteacher presented the July 2023 data, highlighting that KS2 results were in line with the national level or close to. With the SEN children removed, presented in the brackets on the sheet, disadvantaged children had performed well. The higher achievers had performed less well, which the Headteacher felt was a legacy from their first year of mixed age teaching. She explained that staff were working on ideas to push the more able forward. Key Stage Leaders were working with more able writers and in Year 2 they were working on growing the code. The Staff Governor commented that work was taking place with KS2 more able in Maths, alongside daily teaching, low ceiling, high threshold ad hoc tasks were being used. The Headteacher continued to explain that the KS1 results had risen, quite significantly in some areas which was pleasing. It was thought that this was due to their second year of mixed age teaching, showing a rebound from the previous year. It was hoped that the KS2 results would reflect this pattern at the end of this year. The Headteacher said that phonics continued to move forward, mostly due to the Little Wandle teaching with the Year Rs moving in to Year 1 in September being the first cohort to have wholly used this scheme. She stated that the foundation stage results reflected that they were a very needy cohort with several very autistic children. These children had this year been able to access a more sensory curriculum as part of the new sensory room, Barnacles. Teachers had visited St Nicholas in New Romney who have an ASD unit to glean ideas and compare practice. The new Year</p>	

Signed Chair of Meeting 8:1:24 Dated

	<p>R seemed to have settled well, this maybe because those disruptive children had been in the Barnacles area.</p> <p><i>Ann Griggs arrived at the meeting at 5.15pm.</i></p> <p>A governor asked what the data reflected that would now be included as a thread in the school improvement plan. The Headteacher explained that the wellbeing thread remained in the SIP as many children are struggling, writing would also remain with a focus on the more able writer. A governor asked if attendance had impacted on the data. The Headteacher confirmed that this could be seen but especially in the SEN children whose attendance is historically lower than others. The very young children also struggled with stamina, often falling asleep in classrooms, having no pre-school experience another legacy of the Covid-19 pandemic. The Headteacher explained that the data did not show all of the working happening around the curriculum following on from the Ofsted inspection. The Staff Governor commented that it would be interesting to see how the data bounced back for this cohort as they finish their second year of mixed age teaching but also the impact of Covid-19 lockdowns on them as they were Year 3 at that time.</p>	
<p>7.</p>	<p>Quality of Teaching</p> <p>The Headteacher stated that the quality of teaching had yet to be assess this year but the plans were in place to work alongside subject leaders and their work on the curriculum.</p>	
<p>8.</p>	<p>School Improvement Plan and Self Evaluation</p> <p>The Headteacher explained that these were always working documents, milestones and data would be added once available. Governors noted the documents and acknowledged all the hard work involved.</p> <p>The Headtacher highlighted the areas for development, including attendance. It was felt that many families had go out of the habit of coming to school since the Covid-19 lockdowns. Many children were emotional affected and not wanting to come to school, several families had moved to home education. A governor asked if the NELFT input was still ongoing. The Headteacher explained that this was still on offer but there was a difficult process to refer children and if they were involved with any other interventions they were unable to help. The Headteacher continued to say that the internal ELSA and Nurture programmes continued to be accessed by those children in need. A triage system that had been designed by the SENCO and KS1 Leader enabled staff to know who was accessing which support and at which level.</p> <p>A governor asked what Grammarsaurus was. The Staff Governor explained that this was a website originally started to help with the introduction of SPAG but now includes many more useful resources.</p> <p>With reference to the SIAMs SEF the Headteacher stated that they were happy following the mock inspection visit and felt confident that the school was ready for the actual visit.</p> <p>The Headteacher highlighted that work on Talk for Writing continued in KS2 and would begin to be used in KS1 and EY.</p> <p>A governor asked how often pupil progress was discussed. The Headteacher explained that tracking meetings continued to happen on a six weekly basis, however interventions this year would be much more focussed with fewer TAs available to support.</p>	

Signed Chair of Meeting Dated 8-1-20

	All three documents would be recommended to the FGB for approval at the next meeting.	Clerk
9.	<p>Governors' Action Plan & Visits for 2023/2024</p> <p>Tasks from Governors' Action plan were allocated as follows; Quality of Teaching – LH Curriculum / Ofsted Actions – JR Review of SATs – JR / AG Christian Distinctiveness – Foundation Govs MT / JD Achievement in Writing – LH SEND - JR Attendance – LH / JD Covid-19 Recovery Wellbeing – AGriggs Continuous Provision Early Years – AGriggs</p> <p>The Chair of the meeting requested that the Clerk added bullet points for each area to every agenda.</p>	<p>All to Note</p> <p>Clerk</p>
10.	<p>Ofsted and SIAMs</p> <p>As discussed in Item No 8.</p>	
11.	<p>SEND</p> <p>The Headteacher confirmed that the SENCo had updated the SEN register and following tracking meetings interventions were in place. A more flexible approach had been taken this year with anyone who is free taking a folder to work on interventions.</p>	
12.	<p>Speech and Language Unit</p> <p>The Specialist Resourced Provision Steering Group had now been discontinued so the SRP children had been added to the 6 week tracking cycle for discussion. The Headteacher explained that currently children seemed calm, allowing staff more time for interventions. Some additional funding for a particular child had been agreed and another member of staff had been appointed to work alongside him. However overall the numbers in the SRP had fallen as KCC are not able to process EHCPs.</p>	
13.	<p>Pupil Premium and DFE Sports Funding</p> <p>13.1 <u>Pupil Premium</u> – The Pupil Premium Strategy Statement was scrutinised and recommended for approval by the FGB for publication on the school website. Governors thanked Rebecca Prout for her hard work in preparing the document.</p> <p>13.2 <u>DFE Sports Funding</u> – The Sports Report was approved and published on the website in July 2023. The Clerk asked governors to note that the DfE were currently developing a new online reporting tool to justify Sports Funding expenditure.</p>	Clerk
14.	<p>Policy Review</p> <p>The following policies were approved;</p> <ul style="list-style-type: none"> • Relationships and Sex Education Policy • PSHE Policy. <p>Governors thanks Janette Harcus for her work on these policies.</p> <p>The originals would be signed by the Chair of Governors at the next opportunity.</p>	

Signed  Chair of Meeting  Dated

15.	The Governor / Governor Services / The Key Update The Clerk confirmed that the Ofsted Framework, the Governor Services Privacy Notice and SEND toolkit had all been updated. The SEND Governor highlighted to the meeting training available on Governor Hub for Non SEND Governors.	
16.	Training The Clerk reminded all governors that the online training needed to be completed before the FGB in November.	All
17.	Any Other Urgent Business The Chair encouraged governors to choose a foundation subject to monitor. The Clerk would update the list of requests and publish on Governor Hub.	Clerk
18.	Confidentiality No items were deemed to be confidential.	
19.	Date of Next Meeting Monday 8 th January 2024.	

The meeting closed at 5.50pm.

SUMMARY OF ACTIONS

MIN NO	ACTION	BY WHO	BY WHEN
8.0	SIP recommended to FGB for approval	Clerk	FGB 09.11.23
8.0	SEF recommended to FGB for approval	Clerk	FGB 09.11.23
8.0	SIAMs SEF Recommended to FGB for approval	Clerk	FGB 09.11.23
9.0	Governors to note responsibilities for monitoring	ALL	L&A 08.01.24
9.0	Bullet points to be added to next agenda	Clerk	L&A 08.01.24
13.1	Pupil Premium Strategy Statement	Clerk	FGB 09.11.23
16.0	Reminder Safeguarding and Prevent Training	All	FGB 09.11.23
17.0	Subject monitoring requests published	Clerk	ASAP

Signed  Chair of Meeting 8-1-24 Dated