

Hythe Bay Church of England Primary School and Children's Centre
Minutes of Learning and Achievement Committee
held on Monday 28th April 2025 at Hythe Bay
at 5.00pm

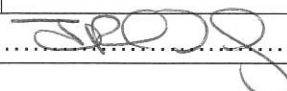


Present: Mr Luke Haisell (Chair), Mrs Rebecca Prout (Headteacher), Mrs Sarah East, Rev Michael Darkins, Ms Joan Devenny and Mrs Mary Tyler.

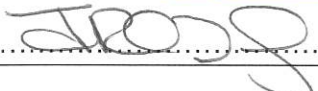
Clerk: Sam Brown

Quorum: 3 Governors

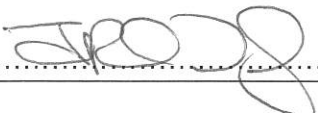
Item		Action by
1.	Welcome The Chair welcomed everyone to the meeting.	
2.	Apologies for absence Apologies for absence were received and accepted for Mrs Joyce Rhodes. Mrs Ann Griggs did not arrive.	
3.	Declaration of business interests There were no declarations.	
4.	Minutes of previous meeting – 13th January 2025 – and matters arising The minutes of the previous meeting were unanimously agreed and were signed as being a true record. There were no other matters arising not covered by the agenda.	
5.	Headteacher Update on Data and Tracking The Headteacher presented the data up to the end of Term 4, explaining that the school roll continued to fall with all the families previously housed at Pensand House having been moved out, some to temporary accommodation and others out of the area. A further family with five children was expected to complete a council exchange in a few weeks. On a positive note two children were expected for a tour at the end of the week and another in year admission had happened on Monday. She confirmed that the reduction in numbers now meant that 41% of children were Free School Meals. With reference to the whole school data the Headteacher continued to say that progress was very strong although academic achievement was not always comparable. 88% of children were making expected progress in reading, 92% in writing and 88% in Maths. This had been achieved through quality first teaching and teachers understanding how to structure lessons. A governor asked if any CPD had impacted the quality first teaching. The Headteacher explained that continual conversations around adaptations and groupings had made a real difference, as well as ready to progress statements. Groups have become more fluid and often are cross phase to ensure every child gets what they need. Learning opportunities are constant throughout the day. A governor highlighted the comparisons to the previous year in progress as a positive. A governor asked how groupings are decided for spellings. The Headteacher confirmed that assessment data was used, a pedagogical approach would continue to be used across the curriculum. Next steps would include fidelity to lesson planning and retrieval practice. In conclusion the Headteacher confirmed that the combined percentage had increased since Term two to 43%.	

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	The Headteacher reflected on the disaggregated Year 6 data with 51% combined, 71% in reading, 56% in writing and 76% in maths of children age expected on track. Focus had shifted away from talk for writing to moderation preparation with work happening around writing conferencing and short verse writing. Looking at the comparison data reading was slightly lower than last year but maths had improved. The Headteacher felt this success was due to the adaptive grouping now in use based around single phase teaching for maths. However the continuation of this during the next academic year will depend on staffing capacity. Again she highlighted the high levels of progress with 92% for both reading and writing and 96% for maths. A governor commented on the positive progress of Year 3 since the previous committee meeting. The Headteacher confirmed that 50% of the cohort were free school meals. A governor asked if any combined comparisons were available from other local primary schools. The Headteacher said that nothing was available at this time but she felt maths and reading would be comparable to the national figures with writing slightly lower. A governor commented that the narrative in the community needed to reflect the amazing progress children made at Hythe Bay and all thanked staff for all their hard work.	
6.	Quality of Teaching The Headteacher explained that all staff had taken part in a full lesson observation, which then informed discussions at staff meeting around recall, paired work and questioning. Staff completed an audit to show their strengths and weaknesses in order to match them with a member of SLT or middle leader. Development points were highlighted during the process and actioned. With all teaching good, observations were more conversations rather than any formal grading making them a positive experience. During Term 6 subject leaders would observe their subjects being taught as part of the work towards the Ofsted action point on curriculum.	
7.	School Improvement Plan & SEF The Headteacher explained that the foundation curriculum remained the priority. Additional funding had been provided by the School Improvement Partner to access curriculum support, which would involve reflection and future proofing of the curriculum. An SEN review was also part of the package with one visit having already taken place. The advisor commented on how supported children were and she was very complimentary about the adaptations that had been made. A further visit would include a staff meeting to look at strategies and a final visit would happen in Term 6 to include lesson monitoring. The Headteacher confirmed that a Pupil Premium review was planned as well as additional CPD for Maths and Literacy leads. The Headteacher was confident that the process would allow for reflection to formulate the SEF for the next academic year.	
8.	Governors' Action Plan & Visits for 2024/2025 The report on attendance was noted, the governor that carried out the visit highlighted that figures compared favourably to last year. It was felt this was helped by the bespoke approach taken to address barriers to attendance, working on celebration and the fear of missing out. The governor asked how governors could monitor the effect of part time timetables over time. The Headteacher explained that any child on a part time timetable had a reintegration plan which included regular meetings with parents. A governor asked if the Local Authority financially penalised	

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	schools with poor attendance. The Headteacher explained that there were no financial penalties but many difficult conversations at which staff had to know each narrative around barriers to attendance. A governor asked what the percentage of children with 100% attendance was. The Headteacher explained that she had not investigated this year but last year around 17 children at the end of Term 6. She continued to establish that there were difficulties around medical appointments which often there was no choice but to take them during term time. With this in mind daily dojo attendance points had been introduced and at the end of the year a 95% to 100% attendance celebration may be considered. The report on curriculum was noted with all discussion points previously reported in Item No 6. The Headteacher confirmed difficulties in releasing staff as often as she would like due to other commitments and staff sickness. Mary Tyler confirmed that the new parent governor would shadow her on her next monitoring visit. Governors agreed to complete all visits and reports in Term 6 to monitor outcomes and report back to FGB no later than July.	All
9.	Ofsted and SIAMs The Headteacher confirmed work continued on the Ofsted action points working alongside the School Improvement Partner who would visit later this week. The Headteacher reported that she had attended the Diocese Headteacher Retreat which was not only a good CPD opportunity but a chance to network and have valuable and reassuring conversations with other Church school leaders.	
10.	SEND The Headteacher explained that she had attended the Communities of Schools meeting earlier that day. Discussion took place around how schools within the community could help each other by sharing expertise and resources. A governor asked how the schools in the communities had been grouped. The Headteacher established that they had been allocated based on the NHS models. Additional High Needs Funding would be different during this financial year, deemed a transitional year before the new tariff model will be fully adopted next financial year. The tariff model had yet to be confirmed for children with EHCPs (Educational Health Care Plans). 75% of current funding would be expected during this financial year. A governor asked if the group contained a cross section of schools. The Headteacher confirmed there were 11 schools in Hythe's group which included one secondary and a PRU (Pupil Referral Unit). A governor asked if the process was likely to change following the forthcoming local council election. The Headteacher explained that she did not think this would be the case as the process had been ongoing since 2021 and was part of the Local Authority work on the safety valve agreement with national government. A governor asked if the process was different for MATs. The Headteacher confirmed that MATs were included in the communities as EHCP funding was received from the Local Authority for all types of school.	
11.	Specialist Resourced Provision As previously discussed under Item No 10 all SEN funding is under review.	

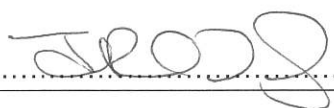
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12.	Pupil Premium and DFE Sports Funding The Headteacher explained that due to the reduction in pupil numbers and Year R intake the Pupil Premium funding would greatly reduce. Support would continue to be offered for school trips but charity requests would be increased for this purpose. The Headteacher confirmed that the school continued to use the Sports Premium to fund the Sports Coach, however due to reduction in pupil numbers this no longer covered the whole cost so was being subsidised from the main school budget.	
13.	Policy Review The following policies were unanimously approved; • Marking Policy • Anti-Bullying Policy • Behaviour Policy The originals would be signed by the Chair of Governors at the next opportunity and following the ratification of the Behaviour Policy by the FGB. The Headteacher explained that staff would carry out a further review of the behaviour policy for September to reshape it into a more nurture based approach to support children to flourish. She explained that the marking policy had been updated following work with staff around staff workload, reactive feedback and impact of marking. This would also be reviewed again at the end of the year to assess how well it had worked.	LH
14.	Governor Services / Governor Hub Knowledge Update The Clerk confirmed to the meeting that work was taking place with the website governor around the new DfE digital standards for schools.	
15.	Training No training had taken place since the previous meeting.	
16.	Any Other Urgent Business There was none.	
17.	Confidentiality No items were deemed to be confidential.	
18.	Date of Next Meeting FGB Thursday 22 nd May 2025.	

The meeting closed at 6.00pm.

SUMMARY OF ACTIONS

MIN NO	ACTION	BY WHO	BY WHEN
8.0	Outstanding visits and reports completed	ALL	July 2025
13.0	Original policies signed	Chair	ASAP

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