

St Michael's C of E Primary School

MINUTES FOR STRATEGY AND STANDARDS GOVERNORS' MEETING

WEDNESDAY 14TH MARCH 2019

Present:

Ms. R. Gouws (HT)
Mr. B. Leslie (Chair)
Mrs. L. Miller (LM)
Mrs. T. Bentil-Mensah (TBM)
Mr. D. Faley (DF)

Apologies:

Ms. A. Farr (AF)

In Attendance:

Ms. E. Asante (EA)
Mr. D. Howland (DH)
Ms. D. Paul (DP)

1. APOLOGIES FOR ABSENCE

Ms. A. Farr sent apologies

Not in attendance: Ms. J. Gillespie

2. DECLARATIONS OF INTEREST

None.

3. MINUTES OF THE LAST MEETING

The minutes of the last meeting held on 10th October 2019, having been circulated, were agreed by the committee and signed as a true record of the meeting.

4. MATTERS ARISING

Matter Raised	Current Status
SWOT analysis to be added to the SEF.	Outstanding - RG to action
'Key Points Discussed' to be added as the last point on minutes.	Actioned
New actions to be highlighted on the SIP.	Outstanding - RG to action
RG to chase the website developer to ensure the deadline is met.	Actioned - website is now live
Celebration assembly feature to be added to the blog.	Outstanding - RG to action
ScholarPack to be updated to enable text messages to be sent to both parents, where appropriate.	Actioned
Bring Your Parents to School Days to be introduced once per half term.	Actioned – once per term

	Parents to be invited to school to talk about their careers	Event scheduled for 22 nd May - My Future's So Bright I Need to Wear Shades	
	Link to the new website to be circulated once the latest version is available	Actioned - website is now live	
	David Howland to be approached regarding the feasibility of a screen in the office foyer.	DH to investigate.	
	Children to be separated by age when interviewed to encourage the younger ones to participate.	To be kept in mind going forward	
	Headteacher to explain to the children why their comments in interviews are important and feedback to them in assembly.	Actioned	
	In-depth review of all results (using ASP) to be performed where St Michael's is compared to other schools.	To be added to the agenda of a future meeting.	
5.	<p><u>REVIEW OF SCHOOL DATA</u></p> <p>Data for the current academic year, by class, was presented to the committee. The data included the expectations for the children at the end of the year. Although they may not have reached the expected standard yet, are they on track? This information (with details of the individual children) forms the basis of discussions at the pupil progress meetings.</p> <p>There is often a slight dip in Year 3 due to the shift from the infants to the juniors and the change of focus.</p> <p>According to Ofsted, they will no longer focus so heavily on data and instead will be looking more closely at books.</p> <p><i>Q: Is there always a provision in place for SEN children?</i> <i>A: Although there usually is, it depends on the specific needs of the child.</i></p> <p><i>Q: Could the calculations be explained as they do not appear to tie in?</i> <i>A: Some children may have shifted between groups. The figures will be checked to ensure they are accurate.</i></p> <p><i>Q: Could governors be provided with the assumptions/rules behind the calculations?</i> <i>A: Yes, these will be added.</i></p> <p>Determine how the school data should be presented (possibly graphically).</p>		Action: RG & LM
6.	<p><u>KEY PRIORITIES ON SIP</u></p> <p><u>Writing</u></p> <p>It was reported that a peer review was performed on 13th March. These reviews were introduced due to the local authority cutting back on the availability of school improvement advisors. The peer group consists of six headteachers. St Michael's is currently working with heads from Trinity and All Saints and the current priority under review is writing. The group reported that they felt there were no issues in this area. It is reassuring to have this positive independent feedback. The group left comments on their findings via post-it notes, the majority of which were very positive. Trinity school was visited for the same purpose. Nothing of note was identified (relating to</p>		

	<p>writing) that could be introduced at St Michael's. However, history and geography were impressive.</p> <p><i>Q: Will the objectives checklist continue to be used to assess which aspects of writing a child has included in their work?</i></p> <p><i>A: This will be investigated.</i></p> <p>Consider whether the objectives checklist should be re re-introduced for literacy.</p> <p>The process of children underlining words with dots when they are unsure of how to spell them, still needs to be embedded. It is good practice for the child to sound out the word and 'have a go' and it also indicates to the teacher when a child is uncertain. Since the workshop on online safety, some parents have queried the amount of homework to be completed using a computer and that this is contradictory to what was discussed during the workshop.</p> <p><i>Q: Should the homework set on Spellodrome always match the word pattern currently being studied in class?</i></p> <p><i>A: This should be the case but will be checked with the teachers.</i></p> <p>Clarify whether the homework set on Spellodrome should match the word pattern studied in class.</p> <p><u>Maths</u> – This area is going well. The focus continues to be on the reasoning aspect of maths.</p> <p><u>Wider Curriculum</u> – As reported at the full governors meeting, details of the wider curriculum are now on the website and is currently being proof-read.</p> <p><u>Parental engagement</u> – The use of the Parental Concern books by class teachers will be added to the SIP. These are used to log any communication with parents.</p> <p><i>Q: Would it be useful for governors to review the comments made in the Parental Concern books?</i></p> <p><i>A: Any key themes are highlighted to governors anyway e.g. the comments relating to online homework.</i></p> <p>The use of the Parental Concern books will be added to the SIP.</p> <p>Perform an evaluation of the SIP highlighting progress and those areas outstanding. This will be reviewed at the next Strategy meeting.</p>	<p>Action: RG</p> <p>Action: RG</p> <p>Action: RG</p> <p>Action: RG</p>
7.	<p><u>UPDATE OF SWOT ANALYSIS</u></p> <p>The SWOT analysis was presented to the committee. It was highlighted that a key threat facing the school at the moment is Threat 2 which should be amended to read: <i>There is over-provision of school places in Lewisham leading to a falling roll at St Michael's.</i></p> <p>A number of initiatives to help raise the profile of the school were discussed, such as the signage on the fences. Management are now working with the newly appointed governor (a brand consultant) who will update the brochure to ensure consistency in branding.</p> <p><u>NURSERY</u></p> <p>The committee was led through a proposal to open a nursery at the school with the aim of retaining those children and increasing the school roll. A minimum of two staff is required, one a qualified teacher. The current plan is to appoint a newly qualified teacher (to keep costs down) and to use a Teaching Assistant currently employed by the school. The proposed opening is September 2019.</p> <p><i>Q: Will the nursery be physically separate from the rest of the school</i></p>	

4	RG to investigate whether the homework set on Spellodrome matches the word pattern studied in class.
5	The use of the Parental Concern books will be added to the SIP.
6	RG will perform an evaluation of the SIP highlighting progress and those areas outstanding. This will be reviewed at the next Strategy meeting.
7	DH to present break-even analysis for the proposed nursery at the next Resources meeting.
8	Senior Management Team to investigate the initiatives identified to increase school roll.
Actions from Previous Meetings to be Carried Forward	
1	RG to add the SWOT analysis to the SEF.
2	RG to highlight the new actions in the SIP.
3	RG to add a celebration assembly feature to the blog.
4	An in-depth review of all results (using ASP) will be performed where St Michael's will be compared to other schools. The SSC will meet to discuss this data and open appropriate lines of enquiry.

Signed (Chair of Strategy and Standards) Dated