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. Faleye (DF) **Apologies:** Ms. A. Farr (AF) In Attendance: Ms. E. Asante (EA) Mr. D. Howland (DH) Ms. D. Paul (DP) APOLOGIES FOR ABSENCE 1. 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 **Actioned** the last point on minutes. New actions to be highlighted on the SIP. Outstanding - RG to action RG to chase the website developer to Actioned - website is now live ensure the deadline is met. Celebration assembly feature to Outstanding - RG to action added to the blog. ScholarPack to be updated to enable text **Actioned** messages to be sent to both parents. where appropriate. Bring Your Parents to School Days to be Actioned – once per term introduced once per half 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. REVIEW OF SCHOOL DATA

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.

There is often a slight dip in Year 3 due to the shift from the infants to the juniors and the change of focus.

According to Ofsted, they will no longer focus so heavily on data and instead will be looking more closely at books.

- Q: Is there always a provision in place for SEN children?
- A: Although there usually is, it depends on the specific needs of the child.
- Q: Could the calculations be explained as they do not appear to tie in?
- A: Some children may have shifted between groups. The figures will be checked to ensure they are accurate.
- Q: Could governors be provided with the assumptions/rules behind the calculations?
- A: Yes, these will be added.

Determine how the school data should be presented (possibly graphically).

Action: RG & LM

6. <u>KEY PRIORITIES ON SIP</u>

Writing

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

writing) that could be introduced at St Michael's. However, history and geography were impressive.

Q: Will the objectives checklist continue to be used to assess which aspects of writing a child has included in their work?

Action: RG

A: This will be investigated.

Consider whether the objectives checklist should be re re-introduced for literacy.

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 safetly, 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.

Q: Should the homework set on Spellodrome always match the word pattern currently being studied in class?

Action: RG

A: This should be the case but will be checked with the teachers.

Clarify whether the homework set on Spellodrome should match the word pattern studied in class.

<u>Maths</u> – This area is going well. The focus continues to be on the reasoning aspect of maths.

<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.

<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.

Q: Would it be useful for governors to review the comments made in the Parental Concern books?

Action: RG Action: RG

A: Any key themes are highlighted to governors anyway e.g. the comments relating to online homework.

The use of the Parental Concern books will be added to the SIP.

Perform an evaluation of the SIP highlighting progress and those areas outstanding. This will be reviewed at the next Strategy meeting.

7. UPDATE OF SWOT ANALYSIS

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: There is over-provision of school places in Lewisham leading to a falling roll at St Michael's.

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.

NURSERY

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.

Q: Will the nursery be physically separate from the rest of the school

	A: There is no requirement for it to separate. However, the split site would work to our advantage as the nursery children would only mix with the infants. As we are not currently full, the existing structure of a TA in each class is a luxury. By utilising a member of staff in the nursery and hopefully increasing income, it could prevent possible future redundancies. A break-even analysis is currently being prepared for this proposal. Present the break-even analysis for the proposed nursery at the next Resources meeting. OTHER INITIATIVES TO INCREASE ROLL Production of a video to use during open days but also to be available for all existing parents to view. It should emphasise that, although we are a respectful church school, all children are welcome. Use of a television in the office to advertise the school to visitors. Commencing Breakfast Club at 7.45am rather than 8.00am as currently. Although only a difference of 15 minutes, this is often a requirement of prospective parents and could sway their decision when choosing a school. Advertising that Mayow Park is nearby and used regularly by the school for outdoor activities. Consideration of languages taught. Is the current offer of Italian off-putting to some parents? Admissions criteria — review and simplify to be less daunting to prospective parents.		
	Investigate the initiatives identified to increase school roll.		
8.	DATE OF NEXT MEETING TBC		
9.	SCHEDULE FOR ACADEMIC YEAR		
	Term	Focus	
	Summer I	Middle leaders presentation (all)	
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		Review priorities, PPG & SEN	
	Summer II	· · · · · · · · · · · · · · · · · · ·	
10.	KEY POINTS DISCUSSED	 Review priorities, PPG & SEN Walk & talk (review priority 3) Review SEF & SIP, set new priorities (review 	
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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