

St Michael's C of E Primary School
Strategy & Standards Committee Meeting
Wednesday 10 October 2018 at 8.15am
Minutes

	<p>Present: Ms. R. Gouws (HT) Mr. B. Leslie (Chair) Mrs. L. Miller (LM) Mrs. T. Bentil-Mensah (TBM) Mr. D. Faley (DF)</p> <p>Apologies: Mr. R. Lewis (RL) Ms. A. Farr (AF)</p> <p>In Attendance: Ms. J. Gillespie (JG) Ms. E. Asante (EA) Ms. D. Paul (DP)</p>											
1.	<p><u>APOLOGIES FOR ABSENCE</u> Mr. R. Lewis, Ms. A. Farr</p>											
2.	<p><u>DECLARATIONS OF INTEREST</u> None.</p>											
3.	<p><u>MINUTES OF THE LAST MEETING</u> The minutes of the last meeting held on 18th July 2018, having been circulated, were agreed by the committee and signed as a true record of the meeting.</p>											
4.	<p><u>MATTERS ARISING</u></p> <table border="1" data-bbox="181 1592 1394 2024"> <thead> <tr> <th data-bbox="181 1592 721 1630">Matter Raised</th> <th data-bbox="721 1592 1394 1630">Current Status</th> </tr> </thead> <tbody> <tr> <td data-bbox="181 1630 721 1774">The new school website.</td> <td data-bbox="721 1630 1394 1774"> RG is chasing the developer to update the website as requested. Action: RG to circulate the link to the website once the latest version has been provided. </td> </tr> <tr> <td data-bbox="181 1774 721 1883">The feasibility of having a screen in the office foyer to displaying the school's website or blog.</td> <td data-bbox="721 1774 1394 1883">RG to liaise with the School Business Manager.</td> </tr> <tr> <td data-bbox="181 1883 721 1957">RG to update the Parent Questionnaire and email to the committee.</td> <td data-bbox="721 1883 1394 1957">Actioned</td> </tr> <tr> <td data-bbox="181 1957 721 2024">RG to update the School Evaluation Form and circulate to the committee.</td> <td data-bbox="721 1957 1394 2024">Actioned</td> </tr> </tbody> </table>	Matter Raised	Current Status	The new school website.	RG is chasing the developer to update the website as requested. Action: RG to circulate the link to the website once the latest version has been provided.	The feasibility of having a screen in the office foyer to displaying the school's website or blog.	RG to liaise with the School Business Manager.	RG to update the Parent Questionnaire and email to the committee.	Actioned	RG to update the School Evaluation Form and circulate to the committee.	Actioned	
Matter Raised	Current Status											
The new school website.	RG is chasing the developer to update the website as requested. Action: RG to circulate the link to the website once the latest version has been provided.											
The feasibility of having a screen in the office foyer to displaying the school's website or blog.	RG to liaise with the School Business Manager.											
RG to update the Parent Questionnaire and email to the committee.	Actioned											
RG to update the School Evaluation Form and circulate to the committee.	Actioned											

	<p>During the Inset Days in September, RG will present the school's key priorities to all members of staff and the associated actions will be brainstormed. This will form the draft SIP.</p>	<p>Actioned</p>	
	<p>The draft SIP will be reviewed at the next Strategy and Standards Committee meeting and finalised at the next full Governors meeting.</p>	<p>Actioned by Strategy & Standards Committee. To be discussed at the full governors meeting on 15/10/18.</p>	
	<p>Child-specific questionnaire to be included on agenda for September meeting.</p>	<p>Actioned</p>	
<p>5.</p>	<p><u>SELF-EVALUATION FORM</u></p> <p>It was explained that the Self-Evaluation Form (SEF) is a document where the school evaluates itself against the criteria set by Ofsted. The Summary Evaluation section sets the scene, specifies the strengths, the issues identified during the previous Ofsted inspection and sets out the priorities for the forthcoming academic year (these tie in directly to the School Improvement Plan).</p> <p><i>Q: Could the SWOT (Strengths, Weaknesses, Opportunities and Threats) analysis be added to the SEF?</i></p> <p><i>A: Yes, this will be added.</i></p> <p>It was highlighted that a key point is the need for, and the evidence of, challenge by governors during all meetings, whether at committee level or at a full governors meeting.</p> <p>It was suggested that when the individual committees feedback at the main governors meeting, they should focus on the key discussion points, rather than listing the items from the agenda.</p> <p>It was agreed that 'Key points discussed' will be added as the last point on agendas to ensure the committees reflect on the meeting and identify the main points debated.</p>		<p>Action RG</p>
<p>6.</p>	<p><u>SIP</u></p> <p>The SIP was presented to the governors, containing a detailed action plan for each priority.</p> <p><u>Priority 1: Writing</u> Actions are ongoing such as embedding the marking policy. Others are new. The committee agreed it would be useful to highlight the new policies in this document to evidence the ongoing efforts to address the priorities.</p> <p><u>Priority 2: Maths</u> A key focus will be on the reasoning aspect of mathematics. There will also be a renewed focus on times tables. The current Year 3 will be the first cohort to sit the national test when in Year 4.</p> <p><u>Priority 3: Creative Curriculum</u> A key focus is to ensure both history and geography aspects are covered.</p> <p><u>Priority 4: Parental Engagement</u> The website has been redeveloped and is planned to go live after half term. The developer is being chased to update the website as requested and to ensure this deadline is met. The blog is up and running and has been well received. <i>Q: Could some information be added to the blog regarding the celebration assembly as this is a highlight of the week for parents?</i></p>		<p>Action RG</p> <p>Action RG</p>

	<p><i>A: This feature will be added although it will be generic in its nature due to data protection laws. In theory, the blog is available to any member of the public unlike the newsletters previously issued.</i></p> <p>The workshops at the beginning of term were well attended. The meetings took place in the classrooms, rather than the hall, as requested by the teachers. Due to their success, this will continue. However, the children will not be present in the classrooms to ensure the teacher is able to focus on the parents.</p> <p>The Harvest service, held in the church on 9th October, was well attended by parents. It was agreed that the texts sent by the school serve as helpful reminders and have probably been a key driver in improving attendance at recent events.</p> <p>The committee agreed that greater use should be made of the texts to help improve parental engagement and could be sent to both parents where appropriate. A committee member agreed as he had recently missed a celebration assembly due to the text being sent only to his wife.</p> <p>The school is currently updating all contact information held for parents and carers. Once this exercise is complete, Scholarpack will be updated to enable messages will be sent to both parents, where appropriate.</p> <p>The committee discussed whether a periodic coffee morning would enhance the relationship between the school and parents. An idea could be a Bring Your Parents to School Day where parents spend a short amount of time in their child’s classroom before going to the hall for refreshments. The committee agreed unanimously that this would be an excellent way of involving parents.</p> <p>Introduce a Bring Your Parents to School Day once per half term.</p> <p>Events such as international day will continue to be organised.</p>	Action RG														
		Action RG & LM														
		Action RG														
7.	<p><u>CHILD SPECIFIC QUESTIONNAIRE</u></p> <p>Rather than sending out a questionnaire to obtain feedback from parents, these will instead be distributed for completion in the hall as part of the Bring Your Parents to School Day. It was agreed that the form will be short and include questions such as... “How do you feel about the involvement of parents at the school? What would help?</p> <p>The child-specific questionnaire will be distributed to parents as part of the Bring Your Parents to School Day.</p>	Action RG														
8.	<p><u>DATE OF NEXT MEETING</u> TBC</p>															
9.	<p><u>SCHEDULE FOR ACADEMIC YEAR</u></p> <table border="1"> <thead> <tr> <th>Term</th> <th>Focus</th> </tr> </thead> <tbody> <tr> <td>Autumn I</td> <td>SEF & SIP, planning for the year</td> </tr> <tr> <td>Autumn II</td> <td>Walk & talk (pupil & staff interviews)</td> </tr> <tr> <td>Spring I</td> <td>Middle leaders presentation (all)</td> </tr> <tr> <td>Spring II</td> <td>Walk & talk (review priority 3)</td> </tr> <tr> <td>Summer I</td> <td>Review priorities, PPG & SEN</td> </tr> <tr> <td>Summer II</td> <td>Review SEF & SIP, set new priorities (review priority 4)</td> </tr> </tbody> </table>	Term	Focus	Autumn I	SEF & SIP, planning for the year	Autumn II	Walk & talk (pupil & staff interviews)	Spring I	Middle leaders presentation (all)	Spring II	Walk & talk (review priority 3)	Summer I	Review priorities, PPG & SEN	Summer II	Review SEF & SIP, set new priorities (review priority 4)	
Term	Focus															
Autumn I	SEF & SIP, planning for the year															
Autumn II	Walk & talk (pupil & staff interviews)															
Spring I	Middle leaders presentation (all)															
Spring II	Walk & talk (review priority 3)															
Summer I	Review priorities, PPG & SEN															
Summer II	Review SEF & SIP, set new priorities (review priority 4)															
10.	<p><u>KEY POINTS DISCUSSED</u></p> <ul style="list-style-type: none"> The four key school priorities for 2018-19. An in-depth discussion of priority number 4, parental engagement. Agreement of the schedule for the year ahead. 															

11.	<p>AOB</p> <p>It was suggested that parents could be invited to come in to the school to talk about their careers. They would speak to classes according to the nature of their work. The committee agreed that this would also be a useful means of encouraging the children to think about their futures. A suggested name is “My future is so bright, I need to wear shades”.</p> <p>Invite parents to talk to the children about their careers.</p>	Action RG																																
12.	<p>SUMMARY OF ACTIONS</p> <table border="1" data-bbox="183 548 1396 1429"> <thead> <tr> <th colspan="2" data-bbox="183 548 1396 589">Agreed Actions from Today’s Meeting</th> </tr> </thead> <tbody> <tr> <td data-bbox="183 589 316 622">1</td> <td data-bbox="316 589 1396 622">RG to add the SWOT analysis to the SEF.</td> </tr> <tr> <td data-bbox="183 622 316 656">2</td> <td data-bbox="316 622 1396 656">‘Key points discussed’ to be added as the last point on agendas.</td> </tr> <tr> <td data-bbox="183 656 316 689">3</td> <td data-bbox="316 656 1396 689">RG to highlight the new actions in the SIP.</td> </tr> <tr> <td data-bbox="183 689 316 723">4</td> <td data-bbox="316 689 1396 723">RG to continue to chase the website developer to ensure the planned go live date is met.</td> </tr> <tr> <td data-bbox="183 723 316 757">5</td> <td data-bbox="316 723 1396 757">RG to add a celebration assembly feature to the blog.</td> </tr> <tr> <td data-bbox="183 757 316 835">6</td> <td data-bbox="316 757 1396 835">RG & LM to update Scholarpack to enable text messages to be sent to both parents, where appropriate.</td> </tr> <tr> <td data-bbox="183 835 316 869">7</td> <td data-bbox="316 835 1396 869">RG to introduce a Bring Your Parents to School Day once per half term.</td> </tr> <tr> <td data-bbox="183 869 316 947">8</td> <td data-bbox="316 869 1396 947">The child-specific questionnaire will be distributed to parents as part of the Bring Your Parents to School Day.</td> </tr> <tr> <td data-bbox="183 947 316 981">9</td> <td data-bbox="316 947 1396 981">RG to invite parents to talk to the children about their careers.</td> </tr> <tr> <th colspan="2" data-bbox="183 981 1396 1014">Actions from Previous Meetings to be Carried Forward</th> </tr> <tr> <td data-bbox="183 1014 316 1093">1</td> <td data-bbox="316 1014 1396 1093">RG to circulate the link to the new school website once the latest version is provided by the developer.</td> </tr> <tr> <td data-bbox="183 1093 316 1160">2</td> <td data-bbox="316 1093 1396 1160">RG to approach David Howland regarding the feasibility of having a screen in the office foyer displaying the school’s website or blog.</td> </tr> <tr> <td data-bbox="183 1160 316 1227">3</td> <td data-bbox="316 1160 1396 1227">When interviewing a group of children, they will be separated by age to encourage the younger ones to be more vocal with their feelings.</td> </tr> <tr> <td data-bbox="183 1227 316 1294">4</td> <td data-bbox="316 1227 1396 1294">RG will explain to the children why their comments from pupil interviews are important and feed back to them in assembly.</td> </tr> <tr> <td data-bbox="183 1294 316 1429">5</td> <td data-bbox="316 1294 1396 1429">In October 2018, 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.</td> </tr> </tbody> </table>	Agreed Actions from Today’s Meeting		1	RG to add the SWOT analysis to the SEF.	2	‘Key points discussed’ to be added as the last point on agendas.	3	RG to highlight the new actions in the SIP.	4	RG to continue to chase the website developer to ensure the planned go live date is met.	5	RG to add a celebration assembly feature to the blog.	6	RG & LM to update Scholarpack to enable text messages to be sent to both parents, where appropriate.	7	RG to introduce a Bring Your Parents to School Day once per half term.	8	The child-specific questionnaire will be distributed to parents as part of the Bring Your Parents to School Day.	9	RG to invite parents to talk to the children about their careers.	Actions from Previous Meetings to be Carried Forward		1	RG to circulate the link to the new school website once the latest version is provided by the developer.	2	RG to approach David Howland regarding the feasibility of having a screen in the office foyer displaying the school’s website or blog.	3	When interviewing a group of children, they will be separated by age to encourage the younger ones to be more vocal with their feelings.	4	RG will explain to the children why their comments from pupil interviews are important and feed back to them in assembly.	5	In October 2018, 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.	
Agreed Actions from Today’s Meeting																																		
1	RG to add the SWOT analysis to the SEF.																																	
2	‘Key points discussed’ to be added as the last point on agendas.																																	
3	RG to highlight the new actions in the SIP.																																	
4	RG to continue to chase the website developer to ensure the planned go live date is met.																																	
5	RG to add a celebration assembly feature to the blog.																																	
6	RG & LM to update Scholarpack to enable text messages to be sent to both parents, where appropriate.																																	
7	RG to introduce a Bring Your Parents to School Day once per half term.																																	
8	The child-specific questionnaire will be distributed to parents as part of the Bring Your Parents to School Day.																																	
9	RG to invite parents to talk to the children about their careers.																																	
Actions from Previous Meetings to be Carried Forward																																		
1	RG to circulate the link to the new school website once the latest version is provided by the developer.																																	
2	RG to approach David Howland regarding the feasibility of having a screen in the office foyer displaying the school’s website or blog.																																	
3	When interviewing a group of children, they will be separated by age to encourage the younger ones to be more vocal with their feelings.																																	
4	RG will explain to the children why their comments from pupil interviews are important and feed back to them in assembly.																																	
5	In October 2018, 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.																																	