



Education Committee Meeting - Minutes

Meeting Date: Thursday 16th May 2024
Meeting Venue: Teams
Meeting Time: 5:15pm

Governors: Lea Owen, *(LO)*, Committee Chair
Joyce Swann, *(JSw)*, Committee Vice Chair
Louise Baxter, *(LB)*
Firle Beckley, *(FB)*
Gabrielle Mace, *(GM)*
Katharine Paradas, *(KP)*

Ex officio: Craig Bull, *(CBu)*, Executive Head Teacher

Also in attendance: Richard Thornhill, *(COG)*, Chair of Governors
Julian Mace, *(VCOG)*, Vice Chair of Governors
Tom Addems, *(AH-I)*, Assistant Head – Inclusion
Jemma Graffham, *(DH-BA&S)*, Deputy Head – Behaviour Attitudes & Safeguarding
Vickie Jenkins, *(HOS)*, Head of Secondary
Dominic O’Driscoll, *(AH-CL)*, Assistant Head – Culture for Learning
Helen Punter-Bruce, *(HOP)*, Head of Primary
Danny Simmonds, *(AH-PD)*, Assistant Head – Personal Development
Matt Stephens, *(AH-P&PSEN)*, Assistant Head – Primary & Primary SENDCo
James Towner, *(DH-QE)*, Assistant Head - Quality of Education

Clerk to Governors: Rif Aslam (RA)

Apologies: None received

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Item	Discussion	Action
1.	<p>Welcome and apologies for absence.</p> <ul style="list-style-type: none"> • Chair welcomed Governors & SLT to this ‘virtual’ Education Committee via Teams. • Chair accepted apologies for lateness from JGr. 	
2.	<p>Declarations of Interests There were no declarations of interest made.</p>	
3.	<p>Minutes of previous Education Committee Meeting</p> <ul style="list-style-type: none"> • Chair confirmed that previous Committee Minutes were signed off in March FGB. 	
4.	<p>Executive Summaries</p> <ul style="list-style-type: none"> • Progress and Attainment – DH-QE advised that data for other year groups as well as the usual Years 6, 11 & 13 is included in papers and invited questions. <ul style="list-style-type: none"> ○ Primary <p>COG noted gap in AP1 and AP2 data for Key Stage 1. HOP explained that the figures represent current attainment, and the worry would be if it dropped. Progress is being made across the year groups.</p> <p>COG acknowledged that progress is being made.</p> <p>COG queried Phonics figures in Year 1. HOP advised that the 2 classes in that year group are very different. Figures reflect test carried out a month ago. The most recent test shows improvement. One of the classes faces greater challenges and has had a lot of interventions to support them. Positive feedback from parents too.</p> <p>COG asked whether the interventions are happening frequently and regularly. HOP assured that they were since January. Phonics Lead is in place.</p> <p>COG observed the complimentary comments regarding Phonics teaching in the external report which will be discussed later. HOP agreed and advised that tracking and monitoring consistently happening.</p> <p>JGr joined the meeting at 17:26</p> <p>Governor queried what was being done to ensure all the year groups reach their potential by the time they take GCSEs. HOP advised that next term she will be examining cohorts and the staffing to match their needs. Interventions are targeted, quick catchups and repetitive precision teaching to address the gaps as soon as they become apparent. EHT highlighted the importance of accurate assessment. HOP explained that the last Year 3 assessment was not done under timed conditions. This time they were timed and showed a drop as some ran out of time. Conversations are taking place about access arrangements (extra time, adult prompts, readers) for the students that require them. These can be done as early as Year 2. Year 1 data is teacher assessed and therefore focus will be on moderation.</p> <p>Chair noted advantage of being an all through school in terms of gathering data and then knowing what is coming.</p> <p>Governor observed from the Year 1 data that in Phonics,10 children did not achieve the required standard last year. When they retake this year, 4 are expected to reach standard.</p> <p>Governor questioned what happens with the other 6 children. AH-PPSEN advised that 3 are in our Sun Room provision (1 has an EHCP and 2 are in the process). With the others, alternative options are being explored as Phonics does not work for everyone.</p> <p>Governor expressed need to explore further ways to encourage parental engagement in view of the number of children arriving in Reception with challenges. These are parents who had babies during Covid. HOP advised that workshops have been run at different times, including after school with</p>	

childcare facilities. Home packs are prepared and sent home every week. Next academic year in September there will be sessions for every year group setting out the curriculum and expectations around homework, trips etc.

Governor voiced concern about events still not reaching some parents. HOP acknowledged concern and advised that it could be cohort dependent as a recent invite only Parents Evening to specific hard to reach parents in reception was well attended.

- Secondary

Chair noted AP2 data in maths is down. DH-QE explained fluctuations are due to timing of assessment. Could be a period when more difficult topics are being done. In addition, moderation process has not been refined.

VCOG pointed out English data and emphasised importance of subject. DH-QE acknowledged impact of interventions not as significant as hoped. However, literacy across school is improving. Vast and broad subject for students. Long term teacher absence has had impact and has flagged gaps in some classes. Current Year 10 are on different exam board. HOS added that SLT are working hard with English Dept ready for September.

VCOG pressed for reassurance that progress is made quickly. HOS outlined current vacancies and recruitment drive.

Chair queried whether prediction training for staff was on the radar. DH-QE advised that he is undertaking work to identify our best predictors.

- 6th Form

DH-QE paid tribute to the small cohort of students in Year 13. They are doing well and on track. They are a testament to the teaching staff who have maintained their learning during this last year of 6th Form at Gildredge House.

Chair echoed praise of both the students and staff.

- Behaviour & Culture – DH-BA&S highlighted increase in suspensions during Term 4. All for serious one off events. 4 suspensions for 5 days. However, our suspensions are lower than other schools in the town. Overall, our numbers are down from last year reflecting less disruption in classrooms and corridors, the close working relationship with Inclusion Team and SENDCOs. Quality first teaching tailored to individual student needs has improved engagement in class. Aspire Points have been a focus this year. Literacy points introduced to reward students for their success.

COG recognised lowest level of suspensions in area.

COG asked if teachers are noting an improvement in academic performance with improvement in behaviour. DH-BA&S explained that both go hand in hand. Teachers are seeing, through the SSPs, improvements in behaviour and engagement. EHT emphasised significant drop in suspensions and classroom incidents compared to last year. No doubt that allows teachers to deliver higher quality of teaching.

COG queried whether there was a concern about parental engagement in Secondary with PP students. DH-BA&S advised that it tends to peak in certain subjects and in different year groups. Improvements can be seen in individual case studies. Heads of Year and Pastoral Team have worked to build relations with parents. HOS advised that homework workshops have taken place to enhance parent engagement. AH-CL added the next stage is to get the students to take responsibility for driving their own learning forward.

VC highlighted letter sent to parents about the proposed adjustment in Primary hours.

VC queried whether the change met the required minimum for students access to teaching hours. HOP assured that it did. Adjustment in times is to ensure that all children arrive at a consistent time and that every child has an equal amount of teaching time.

Governor asked how this coming and going at the same time will impact SEND students. HOP advised that we do not currently have any students that need to leave earlier or later. However, any parents that raise a concern will be listened to.

	<p>Governor queried whether students have noticed change in behaviour. DH-BA&S advised that students have noticed the improvement and expressed this during informal student voice sessions with Heads of Year. HOS added that another survey will take place at the end of Term 6.</p> <ul style="list-style-type: none"> Safeguarding – DH-BA&S highlighted consistency in data. Referring to paper key Ofsted categories have case studies around them. There are no unexpected trends. There are increases around certain categories and around certain times such as end of terms and Fridays. Action Plan is a live document and we self-evaluate during various points in year. DH-BA&S explained how each concern is categorised. <p>Chair commended Action Plan which illustrates the comprehensive nature in which Safeguarding is managed by the school.</p> <ul style="list-style-type: none"> Attendance – DH-BA&S advised that there will be changes next year in terms of DfE guidance. We are in a good position both locally and nationally. Improvement across both phases over the years. Vulnerable students and exclusions do impact data. <p>Governor queried the number of students who impact the data. DH-BA&S advised that one EHCP student has a huge impact on the Year 7 data. Year 11 K students link with exam stress. Received a lot of flexi learning requests relating to mental health. Study leave will have a negative attendance mark.</p> <p>Governor surmised that neurodiversity may impact attendance and questioned whether students were taught about this. DH-BA&S advised that as an inclusive school, diversity is celebrated and discussed during assemblies and tutor time.</p> <ul style="list-style-type: none"> Quality of Teaching & Learning – AH-CL gave an overview of paper and actions put in place to embed culture of learning. Lesson observation cycles proving that procedures are embedding and improving. SSPs are becoming part of normal practice. Feedback from external advisor, Shaun Jarvis, in his report showed that we are moving in the right direction. AH-CL concluded that we are making good progress. <p>COG asked if SEF fully reflects the report. EHT advised that comments from report have been added to SEF and uploaded to Ofsted portal.</p> <p>Governor emphasised need to focus on challenging higher achieving students.</p> <p>Chair commented that a provision for gifted and talented students needs a whole school approach with cohesive plan in every subject.</p>	
5.	<p>Head Teacher’s Report</p> <ul style="list-style-type: none"> Intervention Impact Report - EHT highlighted that the report explains the impact of interventions upon each year group and the lessons learned. EHT invited questions. <p>Governor asked why there was a change of exam boards in some subjects. DH-QE advised that it was due to changes in our all through curriculum and recognition of the difference in cohorts as well as staff specialisms.</p> <ul style="list-style-type: none"> Education Welfare Impact Report – EHT explained that this report was prepared by an external Education Welfare Officer. Report gives a breakdown of attendance at the start and where we are now. It’s a case by case study and illustrates the impact of our interventions on attendance. A positive report. DH-BA&S echoed comments. External Advisor Reports – EHT explains that these external advisor reports are used by us to test our own judgements about where we are. These reports are evidence for Ofsted. <ul style="list-style-type: none"> Christine Dickens – Focused on Primary. HOP explained that we were able to demonstrate progress in the curriculum since the advisor’s last visit. Positive investment by school apparent to the advisor. Shaun Jarvis – Focused on Secondary. HOS explained that the feedback from staff about the external visits is positive and instilled them with confidence. 	

6.	<p>Inclusion</p> <ul style="list-style-type: none"> • SEND & Pupil Premium <ul style="list-style-type: none"> ○ Primary - AHP- PSENDCo gave an overview of data. SEND progress looks positive whilst PP area of concern. Context and actions in paper. A new Cover Supervisor is currently supporting statutory assessments but will focus on interventions specifically for PP children. <p>Chair offered congratulations for progress shown in Primary reading.</p> <ul style="list-style-type: none"> ○ Secondary – AH-I gave a summary of paper. Progress made in upskilling staff to support SEND and PP students. Communication between parents and Inclusion teams has encouraged a collaborative approach and allowed us to be proactive in meeting the needs of these students. We’ve utilised internal expertise from our SENDCOs and external expertise from educational psychologists etc to embed this practice and make students feel part of this school. 	
7.	<p>Admissions Update</p> <p>Chair of Admissions gave a summary of current position. We will have a full complement in both phases. Discussion ranged around numbers who will be transitioning from Year 6 to 7. EHT added that at a recent Heads meeting birth rates etc were discussed and there will be an impact on admissions for all schools in the long term.</p>	
8.	<p>Monitoring</p> <ul style="list-style-type: none"> • Monitoring Visit Schedule – Chair thanked Clerk for updating the schedule to show the visits which had taken place aligned with the SDP objectives. 6 out of the 7 objectives have been monitored. LB will be carrying out visit relating to SDP 5 Behaviour for Learning after half term. Going forward there should ideally be at least 2 visits per objective. • Monitoring Visit SDP 6 Literacy – Chair commented that this visit held no surprises and showed positive direction of school. 	
9.	<p>Any other urgent business</p> <ul style="list-style-type: none"> • EHT advised that Library opened this week. Reaction from children was wonderful. A full induction for each child will be held after half term. EHT thanked CGe who came back to help set up the library as well as staff, including Estates and Finance. EHT also thanked governors for their support. • EHT advised that Lead Practitioner and Associate Assistant Head roles have been appointed. 18 applications received for Primary TA roles. Several roles being advertised in Secondary including maternity cover for Head of English and in History, teachers in Product Design, Drama, Head of Languages. However, from September we will be fully staffed in Science and Maths. 	
10.	<p>Confirmation of future Governor Meeting Dates for 2023/2024</p> <p>FULL GOVERNING BOARD: 4th July 2024</p> <p>ENTERPRISE COMMITTEE: 13th June 2024</p>	
	<p>Meeting Closed</p> <p>Chair thanked governors and SLT and closed the meeting at 19:22 hrs.</p>	