



Alderman Jacobs Primary School (Academy Trust)

Achievement Committee Meeting

Wednesday 17 January 2018

MINUTES

Key:

Governor Questions

School Improvements

Governors Present: Cathy Carlisle, Abi Shepherd (Chair), Trevor Goakes, Laura Hemmaway, Laura Holland, Jenny Johnson,

In Attendance: Elaine Crane (Deputy Headteacher), Joel Combes (new Parent Governor), Jocelyn Sumner (Clerk)

Meeting commenced at 6.30 pm.

1	<p>Welcome and Apologies Abi Shepherd (AS) welcomed all to the meeting and no apologies were received. Joel Combes was in attendance to inform his decision on which Committee/s to sit on.</p>	All to note
2	<p>Minutes of the Previous Meeting (Thursday 12 October 2017) Agreed as a true record. Proposed by and Laura Holland (LHo) and seconded by Laura Hemmaway (LHe).</p>	All to note
3	<p>Agreed Actions Update Joel Combes has provided a list of suggested dates for the meeting in school and has spoken to his IT colleagues. Jonty Bell is still to provide details of his availability.</p>	Action: Jonty Bell
4	<p>Declaration of Pecuniary Interests Jenny Johnson - Company secretary for fathers business, runs an after school Art and Craft club in school</p>	All to note
5	<p>Data (FFT and ASP) Governors were provided with data to reflect 'where the school is now'. In response to a previous request from Governors Elaine Crane (EC) and Cathy Carlisle (CC) presented a review of the FFT and ASP data sources. CC has reset required passwords which are time sensitive and may need to be reset again if not utilized quickly. <i>Governors asked when data FFT data is received.</i> It was explained that it is issued at the end of October/beginning of November and is reissued when validated at the end of December. The data and gap analysis forms the interventions plans. <i>Governors challenged school on how they know that an intervention has had the desired effect.</i> CC explained that progress against targets is tracked. School is challenged by the difference between in year Early Years assessments</p>	All to note



<p>Jenny Johnson joined at 6.55pm</p>	<p>and how they are assessed by the end of the year. <i>Governors challenged how the transition between year 2 and year 3 is managed.</i> Although the official points for reporting data is at the end of year 2 and year 6, school tracks trends to assess the required provision. <i>Governors asked what has influenced the higher maths data. There have been a variety of influential factors including embedding basic maths skills early on in school by providing extended time to consolidate understanding before moving on. Governors challenged what is in place for pupils working at greater depth. The pupils are provided with more problem solving opportunities to ensure they have time to consolidate understanding. Time is being spent on developing pupil's resilience through using strategies. The 'Maths Working Wall' has been implemented to understand and improve vocabulary to explain why the answer is what it is. Singapore Bars and Pixel resources continue to be used along with Team Teach.</i> <i>Governors asked if there are any concerns from recent data. School is satisfied with the data for this point in the academic year.</i> <i>Governors challenged the transition for the current year 1 pupils from EY. Transition has been successful through the mix of teacher led activities and play with the structured activities increasing through the year in preparation for year 2.</i> <i>Governors asked if there are any concerns regarding year 6. There are no concerns at this point in the academic year. The teaching team is strong, data conscious and know the pupils well. Interventions are used and over teachers utilized effectively. Pupils are being prepared for SATs through familiarization of how questions are formed and a Mock SATs week in the exact format as the actual week. Opinion is formed through professional prediction and teacher assessments, Pixel assessments and book scrutiny.</i> <i>Governors sought assurance that there is enough support for interventions.</i> The resource is sufficient. EC agreed to check the difference between the two year 1 data reports.</p>	<p>Action: Elaine Crane</p>
<p>6</p>	<p>Equality information and objectives The public sector equality duty (PSED) was introduced by the Equality Act 2010 and requires all schools to:</p> <ol style="list-style-type: none"> 1. Publish information to demonstrate how they are complying with the PSED - schools must update this published information at least every year 2. Prepare and publish equality objectives - schools must update these objectives at least once every 4 years <p>The Committee agreed to form a working party (Abi Shepherd, Denise Burt, Elaine Crane, Laura Holland) to ensure that this requirement is</p>	<p>Action: Abi Shepherd, Denise Burt, Elaine Crane, Laura Holland</p>



	met, considering that the published information includes pupils and staff. The working party will prepared the response to the requirement for the next Achievement Committee meeting (26 April 2018).	
7	<p>Policies</p> <p>The following polices were agreed and adopted:</p> <ol style="list-style-type: none"> 1. Acceptable use code of conduct - proposed by LHe and seconded by Abi Shepherd (AS) 2. Anti-bully - proposed by Jenny Johnson (JJ) and seconded by LHo 3. Behaviour and discipline - proposed by Trevor Goakes (TG) and JJ 4. Drugs - proposed by Denise Burt (DB) and seconded by JJ 5. E-safety - proposed by LHe and seconded by DB 6. Supporting pupils with medical needs - proposed by DB and seconded by JJ <p>The Equality Policy was not agreed in light of agenda item 6.</p>	All to Note
8	<p>Governor Training</p> <p>LHo and JJ are booked to attend the Safer Recruitment training on 26 January</p> <p>JJ will be attending Taking the Chair for new Chairs</p> <p>DB and CC will need to refresh their Safer Recruitment training.</p>	All to Note
9	<p>Any Other Business</p> <p>None</p>	All to Note
10	<p>Summary of meeting</p> <ul style="list-style-type: none"> • Positive and comprehensive FFT and ASP presentation • Benefitted from reviewing data from different sources • Working party formed to meet school's Equality information requirements • Policies were ratified 	All to Note

The meeting closed at 8.05 pm.

Signed as a true record: Date:

Abi Shepherd (Chair)