



**Alderman Jacobs Primary School (Academy Trust)**

**Achievement Committee**

**Wednesday 26<sup>th</sup> January 2022**

**MINUTES**

**Key:**

**Trustee Questions**

**School Improvements**

**Governors Present:** Laura Hemmaway (Chair), Laura Holland (LHO), Elaine Crane (EC)  
Lisa Hatfield (LHA)

**In Attendance:** Amy Ure - Governance Professional

Meeting commenced at 4.35pm

1	<p><b>Welcome and Apologies</b></p> <p>No apologies had been received. JC to be removed from the attendee list as he is not a member of the Achievement Committee, he will attend, only when necessary.</p> <p><b>ACTION: AU to remove JC from attendee list</b></p> <p>Laura Hemmaway (LH) welcomed everyone to the meeting.</p>	<p><b>All to note</b></p> <p><b>AU</b></p>
2	<p><b>Minutes of the Previous Meeting</b> (Achievement Meeting minutes 21<sup>st</sup> April 2021) including confidential minutes were made available to trustees prior to the meeting.</p> <p>Minutes agreed as an accurate record of the meeting. Proposed by LHO and seconded by LH.</p>	<p><b>All to note</b></p>
3	<p><b>Agreed Actions Updated</b></p> <p>All actions have been completed.</p>	<p><b>All to note</b></p>
4	<p><b>Declaration of Pecuniary Interests</b></p> <p>Lisa Hatfield (LHA) - Step son works for Newflame          Laura Holland (LHO) - Trust Member of Alderman Jacobs School (Academy Trust) Director (Trustee) for another Academy Trust (OWN trust)</p> <p>Noted: additional declaration form completed by LHO who is now a Director (Trustee) for another Academy Trust (OWN trust).</p>	<p><b>All to note</b></p>

	<b>ACTION: AU to update Pecuniary registers</b>	<b>AU</b>
<b>5</b>	<p><b>Policies to review</b></p> <ul style="list-style-type: none"> <li>• <b>Acceptable Use Code of Conduct</b> - No changes to the policy Proposed by LHO and seconded by LHA</li>   <li>• <b>Access Improvement Plan</b> - No changes to the policy. Minor typo to be amended. Proposed by LHO Seconded by LH</li>   <li>• <b>Design &amp; Technology</b> Trustees questioned whether this is a statutory or non-statutory policy as it's not clear from the proforma? It's likely to be non-statutory but we can check. A few small changes have been made to the policy, stars changed to bullet points and a few typing amendments. <b>ACTION: AU to check and confirm.</b> Proposed by LHA and seconded by LHO.</li>   <li>• <b>Reading Policy</b> A few spelling amendments required. Trustees noted on page 3 it talks about a reading buddy scheme. This isn't currently happening, will this start again? It's likely that this was stopped temporarily due to COVID. This can be checked with the subject lead. <b>ACTION: EC to check</b> Proposed by LHA seconded by LH.</li>   <li>• <b>Religious Education</b> Trustees asked if the 2018 syllabus is still current? Yes, this is the latest one. Trustees questioned the assessment section, they felt the opening sentence was incoherent. Amendment to be made to the wording. Proposed by LHO seconded by LHA</li>   <li>• <b>Remote Education</b> Trustees questioned the workload for staff and how this is monitored. A survey was carried out during remote education a while back, at which point we had 2 teachers in school and 1 at home monitoring the online learning. The challenge now is when all 3 teachers for the year group are teaching. Trustees asked what happens if children are off school? Work is posted on Google Classroom, the teacher is then expected to look at the work. We have processes in place so teachers know what to do. The work made available on Google Classroom will mirror the lessons as closely as possible so resources used in class, that day, can be posted. But it's the additional time it takes to post and monitor the work. Monitoring staff workload relies on us checking in on staff at PPA.</li> </ul>	<p><b>AU</b></p> <p><b>EC</b></p>



	<p>Proposed by LHO and seconded by LH.</p> <ul style="list-style-type: none"> <li> <b>Relationships Education Including RSE</b>            Trustees noted that on the proforma it says that a parent consultation will take place in Spring. Will this be in person or a form? The survey will be in a form format.            Proposed by LH and seconded by LHA.         </li> <li> <b>Supporting Pupils with Medical Needs</b>            Changes were clearly marked.            Proposed by LHA and seconded by LHO.         </li> </ul>	
6	<p><b>Data (Autumn 2) &amp; Target Setting</b>          The Autumn 2 data documents were made available to the trustees prior to the meeting.</p> <p>Trustees were invited to raise any questions having reviewed the data.</p> <p>Trustee felt that the data is looking good, apart from a few patches with GPS. Trustees asked if we feel this is a barrier at the moment?          Yes, this area has suffered across the school. The challenge has been that phonics and spellings have not happened over the past year and it's impossible to work on spellings for the current year and still work on those from previous years. But we are confident in our spelling teaching strategies. Trustees acknowledged that GPS was lower on PiXL nationally, so it seems to be a common theme. But in most areas we are performing better or in line nationally when examining PiXL data.</p> <p>Trustee provided an example of how they were pleasantly surprised with the spelling/grammar improvements within their class. Comparing the most recent results at least half the class had improved or stayed the same. So it's encouraging and we are moving in the right direction.</p> <p>Trustees were provided with additional SATs charts. This data is taken in November each year and gives a comparison of AJS to PiXL national data. The data shows as a school we are bouncing back. Trustees were asked if they find the data useful and want to continue seeing these additional charts?          Trustees agreed they really like the reports along with the commentary. They are much easier to understand and visually you can see variances and differences.</p> <p>Trustees were informed that Year 6 assessments are taking place this week and year 2 will be having tests again soon, we're hoping to improve attainment. Arithmetic's is holding up better, there is work to do in terms of reasoning due</p>	All to note

to gaps in curriculum.

Trustees asked if there were concerns regarding Year 6 girl's maths attainment having reviewed the tracking and attainment groups. Yes, year 6 girls are slightly lower. Generally looking at year groups 5 and 6 combined data we are below target. We currently have additional weekly teacher interventions for years 5 and year 6. So we have support in place and will be monitoring the impact of continuing with 4 classes for year 6, next academic year.

Trustees asked if there was a positive improvement in the data for year 6, now they are split into 4 classes.

It's too early to tell if the 4 classes are valuable. Year 5 and 6 are doing PiXL tests this week so we should have data back so we will have a comparison. We have provision mapped interventions, tutoring sessions. Sadly intervention training in maths has been postponed and now not running until Summer so this has a knock on effect.

Currently year 3 and 4 data are taken from teacher assessments as they did not undertake SATs. Trustees questioned if resilience is still an issue for pupils? Yes, Year 3 & 4 have not experienced SATS or test environments.

Trustees felt that in comparison to where they thought we would be, the PiXL data is looking positive and they are impressed.

The data shows we are slowly bouncing back, some groups not as quick as others.

Trustees were advised that GPS is the main area for improvement but this has been shared with the subject leader and is being worked on.

**AGREED: EC to continue to develop the additional reports which can also be shared with Patrick.**

EYFS Data:

Trustees were informed that year 2 phonics was submitted to DFE before Christmas and they are coming along well with a 93% pass check. This was really pleasing. There were dedicated afternoons for children who needed it.

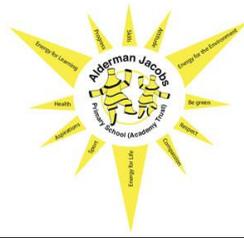
Y1 will not have a test until summer, they have missed a substantial amount of learning in EY, so we are concerned they will be behind due to gaps in learning. Data should be available for the next meeting. Trustees asked if they are able to do the tests in year 2. The children have to do the test in year 1, those that do not reach standard can retake again in year 2.

Trustees asked what the national benchmark was. Usually the benchmark is 84%. Trustees felt this is quite high and wondered if it may come down.

Reading is key to everything. We are putting a lot of resources into daily reading and regular phonic.

Trustees were advised that we are looking at trying to increase the EY target but are conscious of the impact from the EY profile curriculum and learning gaps. But we are aware of who and what areas we need to work on.

Trustees asked if the data was published. No, we just get a GLD figure at the end.



	<p>Trustees asked if there were any other major concerns that from a Trustee perspective, could help in terms of resources, support, budgets?</p> <p>The value of 4 classes in year 6, we do not know if this is of value yet. Not having a full complement of staff is the main drawback. Trustees asked if we have issues with cover/agency staff? Yes, you need to plan well in advance. We needed a supply teacher last week, we were unable to secure a supply having tried 3 agencies. Trustees questioned if we have a lot of staff absent? Absences are random and for various reasons i.e self-isolation due to COVID, parental responsibilities due to COVID isolation and other illnesses.</p> <p>Another issue is that it seems that there has been an increase in requests from parents wanting to take children out in term time. Trustees wondered if other schools were seeing a similar increase in absence requests? We do not know.</p> <p>Trustee wanted to thank us for the data. It was really helpful. Comparisons on SATS data year on year are really good and we are not far off track from previous years. The data is really encouraging.</p>	
7	<p><b>Safeguarding</b></p> <p>Safeguarding and Homophobia, Racist behaviour/incident reports were made available to the Trustees prior to the meeting. There is nothing major to report. The reports are generated from My Concern. They track the types of concerns we get and are for information.</p> <p>Trustees asked if the Homophobic/racist/behaviour data is from one standalone event. No, this can be different children in different year groups. Do those children need support? They have support and conversations at the time of the event. Staff have also had training from Equitech regarding language/terminology to support them to deal with the incident. All those concerned, including parents are spoken to.</p> <p>Trustees noted that 'parent concerns' look high in Sept/Oct. Is that a concern that needs to be monitored? It is monitored closely and conversations take place at the time. It could be just a couple of children with more than one incident during the period. We have a pastoral team that works with the parents/families. Teachers are also very good at reporting a possible worry, where another school may not.</p> <p>The Safeguarding Linked Trustee confirmed that these are discussed in detail during their safeguarding visits.</p> <p>All in agreement that there is nothing major to report since we last met.</p>	

<p>8</p>	<p><b>Governor Training</b>  LH confirmed she will complete her Safeguarding training by the end of the month.</p> <p>Trustees confirmed that they have asked AR and EG to return to the Trustee meeting in March. After they attend this meeting another induction will be provided to get them up to speed. If they are unable to return in March we will have to advertise for a parent trustee. Trustees also have another potential co-opted member, who is interested.</p> <p>JC has outstanding training. To be added to the next Trustee meeting.  <b>ACTION: AU to add reminder for JC to complete training.</b></p> <p>Supporting staff with Menopause is a hot topic. Trustees were advised that we are currently working on policies, support and signposting for staff going through the menopause. A display has been created in the staff room and we are creating a training pack which will initially be shared with line managers and training will eventually be rolled out to all staff. It would be useful if a trustee could do some training in this area.  <b>ACTION: LHO agreed to do the training</b></p> <p>Safer recruitment training - guidance is it only has to be completed by one Trustee and there is no statutory requirement for refresher training.</p>	<p>LH</p> <p>LHO</p> <p>AU</p> <p>LHO</p>
<p>9</p>	<p><b>Any Other Business</b>  Trustees questioned staff wellbeing, as this is a top priority? We agree it's always a top priority, the latest survey was fine. Trustees have previously discussed the benefits and methods of a survey. Trustees confirmed that discussions have taken place with the headteacher and they are going to look at alternative options.</p> <p>One trustee suggested that one of the barriers is that staff may not be open or they do not want to admit they are struggling for fear of being judged on their capabilities and this could make it hard for the leadership team to always know if people are struggling. Leaders responded that conversations are always supportive. Return to work meetings have been introduced. This gives the line manager the opportunity to have the conversation and is another avenue for staff to ask for help.</p>	
<p>10</p>	<p><b>Summary of meeting</b></p> <ul style="list-style-type: none"> <li>• A very good meeting around data, new reports provide very useful data looking at comparisons year on year.</li> <li>• Ratified policies</li> <li>• Reviewed governor training</li> </ul>	

The meeting closed at 5.30pm

Signed as a true record: ..... Date: .....

Laura Hemmaway (Chair)