



Alderman Jacobs Primary School (Academy Trust)

Achievement Committee

Wednesday 18th January 2023

MINUTES

Key:

Trustee Questions

School Improvements

Governors Present: Laura Hemmaway (Chair), Elaine Crane (EC), Laura Holland (LHO), Andrew Pattison (AP), Eleanor Gunn (EG)

In Attendance: Amy Ure (Governance professional)

Meeting commenced at 6.15pm

1	Welcome and Apologies Laura Hemmaway (LH) welcomed everyone to the meeting. Apologies received from Tom Claxton (TC).	All to note
2	Minutes of the Previous Meeting (Wednesday 20th April 2022) Minutes were shared with trustees prior to the meeting. All agreed they were a true reflection of the meeting. Proposed by LHO, seconded by LH.	All to note
3	Agreed Actions Updated All actions completed satisfactorily.	All to note
4	Declaration of Pecuniary Interests - <ul style="list-style-type: none"> Laura Holland (LHO) - I am a Trustee of another Trust (OWN Trust) in Peterborough. I am also an associate Trustee for SOKE Trust but have no voting rights. Elaine Crane (EC) - Oldest son works for MacIntyre Hudson, who audit our school accounts. 	All to note
5	Policies to review <ul style="list-style-type: none"> Assessment, Marking and Target - proposed by LH, seconded by AP Attendance Policy - proposed by LHO, second by LH Behaviour Policy - This is a non-statutory rewrite of the policy which was summarised for trustees. Trustees asked if the visual displays in class and coloured stickers were going. Yes. But there will be the opportunity for personal awards either postcards/emails home. Trustees asked if these changes will be communicated with parents. Yes, once the policy is agreed by trustees. The behavior lead is putting together a summary which will be emailed to parents with the updated policy. Trustees noted that with previous discussion with 	All to note

<p>EG Arrived</p>	<p>regards to behaviour , does the school feel the behaviour policy will do what we need it to do? Yes, the table is not exhaustive in terms of internal exclusion/external suspensions. Time out has been removed but it is felt this is not helpful in building relationships with teachers. There was discussion around protective and educational consequences.</p> <p>ACTION: a change to wording required on Page 9 - table header should read External Suspension.</p> <p>Proposed by LHO, seconded by AP</p> <ul style="list-style-type: none"> Curriculum Policy - proposed by LHO, seconded by LH Early Years Foundation Stage - proposed by LH, seconded by AP Educational Visits - proposed by LH, seconded by AP Handwriting - proposed by LHO, seconded by LH Home-school agreement leaflet - Trustees noted that they were unable to open the document (publisher) this is a leaflet that goes home. Nothing has changed. Proposed by LHO, seconded by LH. Homework - proposed by LHO, seconded by LH Phonics RWI- proposed by LHO, seconded by LH Positive Handling and use of Reasonable Force - proposed by LHO, seconded by LH Reading Policy - proposed by AP, seconded by LH Relationships Education Including RSE - proposed by LHO, seconded by LH. Remote Education - proposed by LHO, seconded by AP SEND Provision and Inclusive Education - proposed by LHO, seconded by LH Spelling Policy - proposed by AP, seconded by LHO Supporting Pupils with Medical Needs - proposed by LH, seconded by LHO <p>EG arrived 6.30pm</p> <ul style="list-style-type: none"> Whole School Planning Policy - proposed by AP, seconded by LHO <p>Trustees noted that the policy review proforma under issues the governing body need to consider says 'Teacher workload' is this anything the trustees can help with. Teacher workload is always added as a consideration on certain policies. Teacher workload is considered when forming policies such as the planning one as this takes up a larger amount of their time than other activities they engage in. No additional actions needed by trustees.</p>	<p>AU</p>
<p>6</p>	<p>Data (Autumn 2) & Target Setting</p> <p>Data was shared prior to the meeting and summarised for trustees.</p> <p><u>EYFS</u> - a new tracking system insight is being used. Trustees were made aware that governor logins can be provided along with a training session so that trustees can access anonymised data reports directly, so they can decide what data they want, rather than rely on data provided by the school. Trustees asked if this would save work in producing reports. The software has already saved work as you just download the PDF. Trustees felt that the data would be useful to support monitoring visits.</p> <p>AGREED ACTION: EC to send to trustees on Achievement Committee log in details along with a link to a training video and take it from there.</p> <p>EYFS tracking and EYFS Autumn 2 teacher assessments PP and non-PP. The data focus is on the difference between PP and non-PP and is used by teachers to look at areas of provision that they want to adapt and track each term. Trustees asked if there was a national benchmark. No, we looked at national data from last year and would like to be thereabouts or slightly above, but the last few</p>	<p>All to note</p> <p>EC</p>



cohorts have been fairly low comparatively. Trustees found the data really useful to see the % difference and noted that its only Autumn data so it's early on in the school year, so be good to track and compare to previous years.

Year 1 Phonics progress Autumn 1 and Autumn 2. The data looks really promising and you can see good progress being made, noting that disadvantaged children are significantly lower compared to other children, but are still making great progress. Trustees were informed of the provisions being put in place to close the gap, with the main focus being disadvantaged children. Trustees asked if the TA had now started working with the children on phonics. Yes, in the past it has proven to have a significant impact. Trustees asked if the TA will work with the same group of children. Predominantly yes, working with disadvantaged children until they reach expected attainment and where there is capacity look at working with other children in just and well below attainment.

Year 2 PIXL QLAs data. Work is needed with reading to get to where we want to. There are a number of children who struggle with phonics. Paper 2 average score is higher. Support is being put in place for those who find it challenging. Maths we are above average on paper 1, Paper 2 we are in line nationally, which is really good. Spelling is weaker than the PiXL cohort and reflects catch-up needed with phonics for this cohort.

Year 6 PIXL QLAs data. Reading is above average which is really positive at this point of the year, as it's an end of year paper. Math data is higher than the PIXL cohort.

Trustees noted that the data looks very promising. Trustees asked if additional money is used to support children where it's needed. Yes, additional tutoring is being offered, using tutor led funds. There is additional TA support for Y6.

No More Marking Writing Autumn. Data again is really encouraging in both Y3 & Y5 above national. Noted Y3 GDS % is lower than national but when compared to Y5, the gap is reduced significantly. Boys are noted to be lower than the girls, with 0 having GDS. Trustees asked if there were any known reasons why. It is usually lower, they mature later as writers. Yr3 would have missed EY & Y1 from covid which would have an impact, but writing age is on par. Boys GDS will be the focus.

RMW & combined Y1-6 for all pupils. Year 1 targets have only just been set based on teacher assessments. Year 2 targets have been set really high, we know they had a challenging Year 1 but we didn't want to disadvantage anyone by setting them low. We will have more realistic targets in Spring 2. These are being reviewed now as we know more about pupils' real potential to achieve the

	<p>expected standard. Year 1 will be a challenging cohort and the gap will take longer to close. Maths is not too far off, reading needs work. All aware there are a lot of behavioral, emotional and educational needs. Trustees felt Y3 is a crucial jump, and are the school considering what support is needed for next year (for current Y2). Trustees reassured that the current Y3 team is strong, their data is looking positive. All aware that due to the impact of COVID Y2 will need TLC all the year through.</p> <p>Tracking & Attainment Y1-Y6. This data is based on teacher assessment against targets. Again the data is grouped to show Sex, PP, SEN, EHC. Trustees agree this data is really useful for monitoring visits in terms of SEN/PP and will open up pertinent questions. Trustees noted that in Y3 there is no data for EHC, is this usual? It's likely there are potential undiagnosed needs, so they will currently be included in SEN support data.</p> <p>EC asked if trustees would like this data report to be provided at future meetings. Trustees agree that they should review this prior to a monitoring visit and it does not need to be presented at the committee meetings.</p> <p>Trustees asked if the school felt the focus was in the right place across the school, and are the behavior issues having an impact. Behavior has massively impacted SLT time, where previously SLT were able to offer intervention groups. Recruitment of HLTAs is an issue, they provide teaching cover for PPA/subject release. Trustees were made aware that a couple of employed TAs have shown an interest in training to be a HLTA, we are currently looking at CPD funding and to part/fully fund the training. This is a good opportunity for progression and career development and we are looking at an ongoing policy to set aside money for this. Trustees felt this was a really good idea but should consider a clause that they have to remain in employment, with the school, for a period of time after completing the training.</p> <p>Trustees asked if tutoring was being offered to any other year groups. It's being offered across the school with PP children being prioritised. There will be 2x15 week sessions delivered after school. Trustees asked if uptake had been positive. A few parents found it inconvenient but uptake has been pretty good and the recovery premium funding will be spent. Trustees asked if we will get the funding again next year. We don't know yet.</p> <p>Trustees agree it's a real positive start to the year and it's great to see the data drilled down. EC suggested a different format for the chart data if trustees felt it would be more useful to see it as a bar graph.</p>	
7	<p>Pupil Premium Strategy</p> <p>Pupil Premium documents were shared with trustees prior to the meeting and were summarised.</p> <p>Using PP guidance for school leaders and PP Menu EEF Evidence documents are useful for reference.</p> <p>AJS PP Strategy - This has to be published on the school website by 31 Dec every year. It's a really useful, easy to read summary which outlines our PP strategy, and how we intend to spend the funding. Trustees asked if it's good practice to have O carried forward from the previous year. Yes, the funding needs to be spent on the children who are in school. Trustees asked if you still have to complete the PP evaluation document. Yes, this has more detail and also needs to be published.</p>	All to note



	<p>2022/23 PP percentages spent on 3 key aspects. Trustees were made aware that the 'wider strategies' section is over the recommended percentage and the whole PP budget is over what we receive; however, this reflects the additional adult support required to support pupils with SMEH needs but no EHCP funding to be successful. This enables all learners to learn in class with their teacher providing quality first teaching.</p> <p>Targeted academic interventions are impacted by this need to allocate TAs differently.</p> <p>Trustees asked what the risks would be if the PP funding were to be reduced. Some of the wider strategies would have to go.</p> <p>There was discussion around the number of pupils waiting for an EHCP and the lengthy referral process. Being a large school, we can adapt if we spot traits early and provisions can be put in place but we don't get the funding to support.</p> <p>Trustees asked about the Lexonik subscription. The Lexonik intervention programme was explained to trustees. It has proven to be successful and children have progressed really well.</p> <p>EY targeted academics using Elklan and Neli S&L provision. This has started later due to trained staff being deployed elsewhere but the provision is now back in place. There were further discussions with regards to the delay in getting specialist referrals.</p> <p>Trustees will be organising a PP monitoring visit after half term.</p> <p>ACTION: LHO to send dates.</p>	LHO
8	<p>Safeguarding</p> <p>Safeguarding notes document was shared with trustees prior to the meeting. Nothing new to report.</p> <p>Trustees made aware that the work has started on Sir Harry Smith site entrance on Drybread Road. The school site manager has been over and the site entrance looks secure. The school has met with the project manager and we have requested that the permanent fencing go up ASAP as that's our main Safeguarding concern. Trustees asked if there would be gate access. Yes on AJS field and one where the concrete road is.</p> <p>Trustees asked if there had been any issues with parking with part of Drybread road being coned off and traffic lights in situ. None noted so far.</p> <p>Trustees questioned the reason for the high numbers on the LA attendance officer. It was confirmed that this is likely persistence absence, the attendance</p>	All to note

	office ensures policy is followed. Holiday requests are quiet at the moment. One persistent absence is now in school which is really encouraging.	
	Attendance will be the key focus on the next SG visit.	
9	Governor Training All outstanding training was fed back to trustees who were present. EG noted that she does safeguarding as part of her employed role, which she will send though.	All to note
10	Any Other Business None	All to note
11	Summary of Meeting <ul style="list-style-type: none"> • Ratified a large number of policies • Reviewed detail of Autumn data and trustee access to insight to enable them to review data to support monitoring visits. • In Depth look at PP strategy 	

The meeting closed at 7.30pm

Signed as a true record: Date:
 Laura Hemmaway (Chair)

Date of next Achievement Meeting: Wednesday 19th April 2023 @ 6pm