

Portesbery School

Minutes of the Children and Learning Committee held at the school at 17.00 on 10 March 2016

Present	Mrs Ruth Buchan (Chairman) Mrs Susan Carpenter Mrs Tracy Haigh Mr Matthew Sartin (Headteacher) Mrs Jane Vaughan
In attendance	Mr Chris Thomas (Clerk)

1. Apologies for Absence

None.

2. Declaration of Interest.

There were no declarations of interest in any of the agenda items.

3. Presentation

- a) The Headteacher gave a presentation on Pupil Progress and Assessment. (A copy is attached to these minutes.) Governors noted that the governmental guidance on assessment levels was currently unclear with regards to pupils with SEN. The Headteacher explained that the school had asked itself how it could be sure that it was doing its pupils a service, and had formed a peer review group together with two other neighbouring special schools, with the idea that each school would receive regular peer group assessments, looking at lessons and data, from the other two partners.
- b) Mrs Vaughan asked whether the previous system, using 'P' levels, might still be usable. The Headteacher said that they will continue to use P levels until more information has been released. The only requirement currently for in year reporting in Mainstream was to report whether pupils were working above, below, or at expected levels.
- c) The Headteacher said that the school still held pre-observation meetings. He demonstrated the new document being used for lesson observation, which provided for notes to be added before and after the lesson. It also provided for a note of agreed areas for development, and for feedback to the support staff. Mrs Carpenter suggested that the sample document might incorporate some stronger points for development, focusing on one or two chief points. Mrs Vaughan suggested that observations be undertaken by two observers, one of whom wrote down everything that occurred during the lesson, with times, to facilitate discussion afterwards. The Headteacher explained that observations resulting in an assessment of 'RI' were recorded on a different document, on which times and comments were identified; this document was also used for observations of lessons by Newly-Qualified Teachers.
- d) Governors agreed that the presentation had been impressive, and they supported the school's new approach. Mrs Vaughan asked where 'P' levels, and their correlation with Mapping and Assessing Personal Progress (MAPP), would be discussed. The Headteacher said that these were two separate measures; in the long term, the school wished to move away from P levels; Mrs Haigh added that they were too general and did not always capture progress. Mrs Carpenter noted that all assessment processes were imperfect, but there had been much progress in the last ten years.

- e) Mrs Vaughan commented that her governor visit to the school had taken place at the time of the Peer Review, which she felt was an excellent initiative.

4. Minutes of the meeting of the committee on 10 December 2015

The minutes of the previous meeting of the committee of 10 December 2015 were accepted and signed by the Chairman.

5. Matters arising from the Minutes

- a) Item 5, Committee Terms of Reference and the 2015 – 2016 Work Programme. Governors noted that the Headteacher had prepared a revised Work Programme for 2016, and that was accepted by them (copy attached to these minutes). The report on Intensive Interaction was deferred until the autumn term meeting.
- b) Item 6.c, Headteacher's Report – Lesson observations. Mrs Vaughan commented on the point that two observed lessons had been assessed as 'Requires Improvement'. The Headteacher said that he would expect to see occasional lessons in this category; he was more concerned that staff being observed would give a 'safe' lesson to avoid an 'RI' judgement. There were ongoing discussions within the school about the need for taking risks in teaching. Continuing to give 'RI' lessons would however not be good.

6. Headteacher's Report

The Headteacher said that there was no report to submit to the meeting. The Teaching and Learning Responsibility posts normally prepared statements for the committee, detailing developments in their departments over the previous term, but at the time of the meeting both were on maternity leave, while the Headteacher's own presentation on assessment had covered much of the ground that would normally form part of his report. The school Self-Evaluation was normally examined at the Full Governing Body meetings. Mrs Vaughan asked whether there was a case for reviewing the T & L part of the SEF in the committee; it was agreed to consult the FGB Chair on the point.

Action: Clerk to ask CH on appropriate forum for SEF analysis.

7. Governor Monitoring.

Mrs Vaughan had visited the school on 18 January, and had compiled a report on her visit with her focus on Assessment. Mrs Buchan had visited the school on 15 January, and had compiled a report on her visit with her focus on Intensive Interaction; she planned to make a follow-up visit on a date to be agreed, with a focus on how the techniques were developing throughout the school. She commented that during her first visit, repairs were being made in the specialist area and this had appeared to unsettle the children in the session. The Headteacher said that he was aware of the problem, but the electricians involved could only undertake the work at that particular time. Mrs Vaughan asked how the school decided which pupils needed 'Intensive Interaction', and whether the school planned to track it as an intervention; the Headteacher said that class teachers were in the lead in applying the technique, and that it was being tracked as it became used throughout the school.

8. Policy Reviews

- a) After School Club Policy
- b) Child Protection and Safeguarding Policy: The Headteacher proposed that the standard Surrey CC model policy be adopted. Governors agreed to adopt the policy; Mrs Carpenter undertook to read it through.

Action: SC to read SCC model CP&S policy

c) Early Years Policy: Mrs Vaughan asked about the school's view of its teaching in Early Years; the Headteacher suggested that the topic might be the subject of a governor visit. He felt that the school was less secure about the area, due to the lack of evidence.

d) Work Related Learning Policy.

Governors ratified the policies.

9. A.O.B.

None

10. Date of next meeting

Thursday 5 May 2016 at 17.00: to be followed by a Babcock training session at 18.00.

There being no other business, the meeting closed at 18.20

Signed.....*E. Buchan*.....Date.....*5.5.16*.....

Chairman

Portesbery School

Children and Learning Committee

10 March 2016

Action Items

Item 6, Headteacher's Report: *Clerk to ask CH on appropriate forum for SEF analysis.*

Item 8.b, Policy Reviews: *SC to read SCC model CP&S policy*