

Short Stay School for Norfolk

Standards and Performance Committee Meeting

Minutes

15 September 2015 @ 16.30

Locksley School, Locksley Road, NR4 6LG

Attendees

Phil Harris (Chair of Gov)	Sue Cooke - Acting Cttee Chair (SC)	
Jenny Bird (JB)	Lynsay Barrett (LB)	

Invited / Observers

Vicki Setters – Deputy Head (VS)	Julie Stimpson – Clerk (JS)	
----------------------------------	-----------------------------	--

No

Item

Action

1.0	Apologies and Absences	
	Apologies were received and accepted from Sue Whitaker.	
2.0	Minutes of the Meeting	
	Minutes of the Meeting of 10 June 2015 were adopted.	
3.0	Matters Arising.	
	There were no matters arising from the meeting of 10 June 2015.	
4.0	Approval of Terms of Reference	
	The Terms of Reference were approved.	
5.0	Approval of Standards Work Plan 15/16	
	The Standards Work Plan was approved. PH suggested that this is sent out to all Governors, with an invite to attend if it holds a special interest.	JS to send to all governors and liaise with Andriana

6.0	CST Report for 2014/15 – Tom Burt	TB
	As the Agenda was very long, SC suggested to TB that he sends an electronic copy and will meet with PH to review.	PH to meet with TB JS to send out to committee members
7.0	Policy Review – Anti-Bullying, SEND, E-Safety and Visitor	
	<p>Anti-Bullying - The policy was reviewed. Points to amend: PH raised the point that there was no age bullying mentioned: 4. Bullying related to race, religion, age or culture. SC asked who the lead responsible member of staff and governor would be. 9. Governor with lead responsibility is PH, and Staff lead is VS. The policy will be reviewed on an Annual basis by the P&S committee. Approved – subject to minor amendments. VS asked JS to place on the SSSfN website when amendments had been completed.</p> <p>SEND - The policy was Approved</p> <p>E-Safety - The policy was reviewed. Points to amend: PH raised some issues: 1 and 13 add Radicalisation 6 Clarification on bullet point 4, ‘portable’, be more specific. Also does it need to say memory sticks are banned? 7.2 Guidance when using cc, bcc and reply to all 8.4 should using Skype be added? 12 To include Governors in keeping their detail safe. Tighter guidance on changing passwords, define regular, and guidance on good passwords. General discussions around not using memory sticks, the problem seems to be that there are ICT issues at some bases. LB informed the group that they are now keeping a log of disruptions at Earthsea. PH expressed concern over illegal downloads and copies which can contain viruses. – Not sure if this is ICT policy or E-Safety. Approved – subject to minor amendments which will be overseen by PH.</p> <p>Visitor - Approved</p>	<p>VS to amend all points</p> <p>JS to ask SG</p> <p>DR to amend all points</p> <p>DR to look at</p> <p>JS to send out</p>
8.0	Scrutiny of Internal Review Report for Summer Term 2015	
	<p>VS ran through the report. VS stated the school was good at working with external agencies; SC asked, How did we know this? VS explained that Case studies on the children evidence the work and processes with external agencies.</p> <p>There was a discussion around the XLT production of data. SC asked So</p>	<p>JS to send document</p> <p>Gov challenge</p> <p>Gov challenge</p>

	<p>what?, The governors require analysis and action plans from practical data.</p> <p>Recommendation: that a post be made across the Academy, as it is false economy to be using XLT to produce this data. SC to bring up at the next FG meeting.</p>	SC
9.0	Scrutiny of Behavior Data 14/15 (Data Dashboard)	
	<p>Fixed term exclusions increased, this could be caused, by constant disruption and staff shortages. The 1st term there were 10 Bullying incidents in the 2nd term there were none, Staff are good at addressing issues.</p> <p>Secondary Core across the board is at 50%</p> <p>Highest FTE are at DBS and Locksley, the lowest at Rosebery. Therefore a new behavior system based on the Rosebery management system has been introduced. New processes have been implemented.</p>	
10.0	Consideration of Behavior Plan 15/16 (Oral presentation)	VS
	<p>in response to the Behavior Data:</p> <p>Structure of the school day has changed to introduce tutor time both at the beginning and end of the day.</p> <p>The length of the day has been shortened so children are not on site so long and lesson time is shorter.</p> <p>SC asked if we are meeting the statutory requirement. VS Yes.</p> <p>Break and lunchtimes, all children are taking together with a high staff proactive presence.</p> <p>SC asked how staff are finding it?</p> <p>JB said that Brooklands are using the same themes that fit in with the Primary Leads and it is going well.</p> <p>There is a key worker system with staff training designed around ownership.</p> <p>The Behavior tracker has been relaunched.</p> <p>Tutor groups and a House system are in place again to encourage ownership. – The winning house will hold a great British bake off.</p> <p>PH asked whether VS had looked at the whole year and different term times across the Academy.</p> <p>VS Children are not here enough, also it would create Childcare Issues with staff who work in with NCC term times.</p> <p>JB said she was on the NC working party looking at this. The suggested changes they are looking at are 2 weeks in October, 2 weeks in February, Easter will not change, with 2 week transition at the end of the term for those moving up.</p>	<p>Gov Challenge</p> <p>Gov Challenge</p> <p>Gov Challenge</p>
11.0	Consideration of School Improvement Plan 15/16	VS
	SIMS will be embedded throughout the Plan.	VS to send JS to send out

	<p>1 Behavior and Attendance</p> <p>2 Curriculum fit for purpose – Engagement curriculum new for 2016</p> <p>3 Safeguarding with specific links to E-Safety policy, PREVENT policy and improving teacher ownership</p> <p>4 Life after LEVELS – learning ladders are being trialed with Brooklands and Compass Belton. JB reported it was going well and that it will roll out to other centers in January 2016, after glitches had been ironed out.</p> <p>SC asked if there was anything that the governors should be involved in.</p> <p>VS recommended that Safeguarding was monitored closely</p> <p>PH informed the group that all governors were going on Safeguarding training on 08 October 2015</p> <p>VS also recommended that the Governors get involved with the British Values.</p>	PH
12.0	Consideration of Pupil Premium 15/16 (Oral Presentation)	VS
	<p>Spring data showed typical trends, that those children with FSM the attendance was lower than with those who did not have FSM.</p> <p>Most significant was an issue with key stage 3 across all sites</p> <p>VS suggested:</p> <p>Target attendance with FSM children by using a reward package.</p> <p>Additional support was required for key stage 3 , New staff at Compass</p> <p>PH left the meeting</p>	VS
13.0	Scrutiny of Parental Views Summary	
	SC said this was very good, she asked if question 1 could be changed to enable parents to give better feedback.	VS to look at question 1
14.0	Governor Monitoring Reports	SC
	See attached (appendix) SC commented that looking at the governor report summary and school improvement plan, it was possible to see how concerns that had been raised were being dealt with.	
15.0	Items to be included/carried forward to October Meeting Agenda	
	None, date of next meeting October 13	

Signed by

Date 16.09.2015

Note other than the last page all other pages need to be initialed