

Short Stay School for Norfolk

Standards Committee Meeting

Minutes

8th December 2015 @ 1630

Locksley School, Locksley Road, NR4 6LG

Attendees

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| Sue Cooke -Chair (SC) | Jenny Bird (JB) | Lynsay Barrett (LB) |
| Phil Harris (PH) | Vicki Setters –Interim Head of School SSSfN –by invitation (VS) | Jane Maclellan- Secondary Lead Locksley-by invitation |
| | | Andriana Sneddon TA/Clerk |

No Item

Action

Meeting commenced at 16.30

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| 1.0 | Apologies and Absences | |
| 1.1 | Apologies were received and accepted from Sue Whitaker Jane Maclellan was welcomed to the meeting | |
| 2.0 | Minutes of Previous Meeting | |
| | The Minutes of previous meeting 13-10-15 were accepted as an accurate record and signed off by Chair. The Minutes of previous meeting 10/11/15 were accepted as an accurate record and signed off by Chair. | |
| 3.0 | Matters arising. | |
| 3.1 | VS reported that the termly?? planned review had been altered to a full school review in response to the Governor Scrutiny exercise in order to identify issues and answer questions raised .A report will be available to governors by Christmas for onward distribution to Committee members. | VS/TA |
| 3.2 | Some discussion took place regarding the Committee membership consisting primarily of Staff Governors which Governors recognised could lead to inconsistency of challenge. To be discussed at next FGB in LGB Structure and | TA |

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| | Committee membership review. | |
| 4.0 | Scrutiny of PSHE | |
| 4.1 | <p>Accreditation-</p> <ul style="list-style-type: none"> • KS3: JM reported that this cohort was now working on a programme of study designed by PSHE Association to cover all statutory curriculum requirements for SMSC. It can be clearly seen in Scheme of Work focusing on Relationships and Health and Wellbeing,(attached) that this programme is pertinent to SSSfN cohort and is achievable in the expected 2 terms attendance of pupils. • KS4:JM reported that this cohort across all bases and levels were working towards an AQA qualification in Personal and Social Education. JM advised Governors that having already achieved the Bronze level Healthy Schools award, work towards the Silver level linked in with the Health and Wellbeing element and that by August 2016, she was hopeful that all pupils will have achieved this qualification. VS commended JM on the prompt and thorough implementation of these programmes of study, seconded by SC and added that PSHE is fundamental to the ethos and culture at SSSfN and that on recent observations and learning walks she had been pleased to see evidence of a thread of British Values and SMSC in all areas of Teaching and Learning in all subjects and lessons. • JM reported on current moderation task for KS3 PSHE (see attached) where she has found that progress tracking is enabled by the use of Learning Ladders. She noted that outcomes should be dated. | |
| 4.2 | <p>SC asked when British Values are taught. JM reported that since the introduction of form time allowing dedicated time at start and end of day for discussion, pupils were demonstrating heightened awareness of BV which is very positive. In addition BV is embedded in the curriculum (see attached pack) and a calendar of activities has been produced with Themes of the Week around which assemblies and discussions are based but which is flexible enough to respond/ react to world events. JB reported that at Primary level (Brooklands) they have adopted the same calendar and allow 15 minutes during form time to discuss PSHE. JB also noted that there are display Boards relating to BV. In addition, JM advised Governors of participation in charitable causes /events and how this has informed pupils' awareness of others.</p> <p>One area to develop/enhance was capturing evidence; recognition is already awarded to Student of the Week, Work of the week and Form of the Week-from January at Brooklands as they gain additional class- but staff need to become more proactive in gathering quotes and photos etc. to demonstrate progress and as a reminder to pupils. Both JB and JM reported that being able to see their work was very meaningful to pupils and led to better engagement.SC enquired whether the books were ever shared with parents.JM confirmed that parent meetings were a good opportunity to show pupils work and JB advised that individual Parent-Teacher consultations had been recently introduced focusing on Learning and where books were looked at. Copies of good work were also regularly sent home.SC queried whether this was a training need and although VS recognised that this was an area to develop she reassured Governors that this would improve</p> | <p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p> |

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| | as staff became more familiar with requirements. | |
| | PH JOINED MEETING AT 4.55PM | |
| 4.3 | PH enquired about the ethnic mix at SSSfN and whether the monoculture of Norfolk gave rise to any opposition to learning about other cultures .VS reported that this had not been the case and had examples of opposite behaviour where pupils were keen to learn about others as had JB from Brooklands. SC reported that BV boards were very good at all bases. | CHALLENGE |
| 4.4 | PH asked about the formation and participation of School Councils at each base. VS was pleased to confirm that these were now running in each base with their own noticeboards on which was displayed work relating to BV and PSHE and their involvement in organising charitable events- this was base specific with different levels of activity. Governors discussed the future development of School Council to comprise a pupil representative from each base forming a central SSSfN School Council where they could cross communicate ideas and items for discussion. Whilst recognising that this could impose transport costs, Governors were keen to implement. JM to investigate further for possible implementation September 2016. | SUPPORT JM |
| 4.5 | SC asked how OFSTED would grade current provision of PSHE. VS advised that currently the grade would be Good although provision was outstanding. To move the grading to outstanding more evidence needs to be collected as proof VS summarised the huge progress that had been made in embedding, moderating and allowing enough flexibility in both PSHE and BV at SSSfN and reiterated her thanks to JM and Karen Hobley | CHALLENGE |
| 5.0 | Policies for Approval | |
| 5.1 | JM presented the PSHE policy for approval(attached) She was confident that this was an area that was well delivered and that pupils were safe and knowledgeable about all areas SMSC. SC proposed that PSHE policy be ratified and PH seconded. Unanimously accepted. TA to upload to Website | |
| 5.2 | JM presented SRE policy for approval (attached). JM reported that even though this was a non-statutory requirement, it was an appropriate policy to have at SSSfN and sat alongside the Safeguarding Policy. SC questioned how staff knew whether policies were effective. JM reported that these policies were under constant review and that the use of external agencies picked out any areas of remiss. SC queried how this policy was applied to KS2 pupils. JB confirmed that this was covered in Home-School Agreements and that letters had already gone to parents advising them of the start of SRE programme next year. PH asked whether a check was kept on teenage pregnancy rates. VS confirmed that staff attended Teenage Pregnancy Board and that there had only been one recent incident of pupil pregnancy at SSSfN.SC commented that this could be in response to what is taught at bases. PH queried whether SRE was statutory requirement and who had been consulted in policy formulation. JM confirmed that it was statutory requirement and that staff, XLT, external agencies and Healthy Schools Scheme had been consulted. PH proposed that SRE policy be ratified and JB seconded. Unanimously accepted. TA to upload to Website | CHALLENGE CHALLENGE CHALLENGE SUPPORT CHALLENGE |

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| 5.3 | <p>JM presented the Drugs and Alcohol policy for approval (see attached) which details how to deal with issues arising in this area and which agencies to involve.</p> <p>SC asked what arrangements were in place to identify and safeguard the wellbeing of pupils who needed help because of their own or someone else's drug and/or alcohol abuse. JM responded that due to the close relationship staff had with pupils, it was likely that this would come about either through a direct disclosure from pupil or from staff recognising signs in behaviour etc. JM confirmed that if the disclosure was in relation to a parent then this became a Safeguarding issue and would follow the guidelines set out in policy.</p> <p>SC asked when the last drug related incident was and how this had been dealt with. JM outlined 2 recent events and Governors were satisfied that protocol had been followed and that rigorous and sound systems were in place.</p> <p>PH asked the same question relating to alcohol. JM advised that Secondary pupils were more interested in drugs but that the same protocols would be followed. JB reported that more incidents are reported at Primary level about parent/carer misuse and this was then referred to Safeguarding procedure.</p> <p>PH requested the addition of e-cigarettes and novel psychoactive substances (legal highs) as banned items- JM to adjust and forward revised policy to TA.</p> <p>LB proposed that Drugs and Alcohol policy be ratified with above amendment, SC seconded. Unanimously accepted.</p> <p>Governors thanked JM for all her work.</p> <p style="text-align: right;">JM LEFT THE MEETING</p> | <p>CHALLENGE</p> <p>CHALLENGE SUPPORT</p> <p>CHALLENGE</p> <p>REQUEST JM</p> |
| 6.0 | Attendance Data for Autumn Term | |
| | <p>Attendance Review report distributed and attached. Governors were requested to review and email any queries and questions they may have to SC prior to her meeting with Lesley Moore- Data Manager on?????</p> | <p>ALL</p> |
| 7.0 | Scrutiny of SIP. | |
| | <p>VS distributed RAG rated SIP(attached) and advised Governors to focus on Red areas as not having yet been achieved.</p> <p>Comments on objectives as follows:</p> <ul style="list-style-type: none"> • 1.1 still remains to be done and will not meet deadline but VS advised that better relationships are being developed with AP providers. Deadline to be revised?? • 1.5 and 1.6 VS advised that as awaiting new SIMS Azure system in January 2016, this would be achieved once the new system was established. PH queried the need for staff training and VS assured Governors that this would be part of the introduction process. PH queried timescale for introduction and use. VS advised of trial in Summer term 16 with full use Sept 16. PH requested a demonstration to Governors- TA to arrange for Autumn Term. • 2.2 PH queried when new GCSE's in subjects other than Maths and English would start. VS confirmed that they would start for Y10's in September 2016 but that exemplar samples were slow to come through. In support of this JB advised that KS2 exemplar samples for SATS 2016 had recently arrived. • 2.3 VS advised that work in this area was just beginning and that post 16 | <p>CHALLENGE</p> <p>CHALLENGE REQUEST</p> <p>CHALLENGE</p> |

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| | <p>options for Engagement pupils were being explored and had revealed that access to Level 2 course required 4 GCSE's and currently this was not delivered and similarly requirements for Level 1 . This has to be rectified and in response ,from Sept 16, a structured timetable to meet FE requirements will be provided covering Maths, English, ICT and PSHE possibly supplemented with e-learning for specific subjects where a pupil excels.</p> <ul style="list-style-type: none"> • 3.3 VS advised that this had not been achieved as data reports were being modified to present pertinent data to XLT for prompt intervention/action, especially useful with a rolling cohort . Reports would be produced termly with additional data available from half termly data trawls. A revised timetable would be available by Easter 2016. A summary of interventions/actions would then be presented to LGB via this committee termly. • 3.4 VS advised were working to timescale. • 3.5 As 1.5 above. • 3.6 As 1.5 above. • 4.2 In hand | <p>VS</p> <p>VS</p> |
| 8.0 | Governor Monitoring and Scrutiny Reports | |
| 8.1 | <p>TA advised that all Monitoring Reports would be uploaded to Website imminently.</p> <p>SC was pleased to note the great progress and obvious team working of staff across bases since the Scrutiny?????? And offered her thanks to all staff that had attended.</p> | TA |
| 9.0 | Date and Time next meeting | |
| | January 12TH 2016 at 4.30pm; Locksley School. | |
| Meeting finished at 18.20 | | |

Signed.....

Date.....