

Short Stay School for Norfolk

Standards Committee Meeting

Minutes

17th October 2017 @ 1600

Locksley School, Locksley Road, NR4 6LG

Attendees					
Laura Sutton - Chair	(LS)	Lynsay Barrett	(LB)	Jenny Bird	(JB)
Nigel Wood	(NW)	Sue Cooke	(SC)	Vicki Setters- Exec HT	(VS)
Katrina Warren- Specialist HT		Lesley Moore- Data- by invitation		Andriana Sneddon –TA/Clerk	

No	Item	Action
	Meeting commenced at 16.00	
1.0	Apologies and Absences	
1.1	Apologies – Sandra Summerfield via Laura Sutton	
1.2	Lesley Moore and Katrina Warren were welcomed to the meeting.	
2.0	Declarations of Pecuniary Interest	
2.1	No changes	
3.0	Previous Minutes	
3.1	Minutes of previous meeting 18/6/17 were accepted as a true and accurate record with no amendments and were signed off by Chair.	
4.0	Matters arising	
4.1	There were none	
5.0	Terms of Reference	
5.1	Terms of Reference reviewed, no changes required. TA to refer to LGB for ratification.	TA

6.0	Student trackers	
6.1	<p>Lesley Moore was welcomed to the meeting and invited to present summary of development of Pupil Trackers with points to note as follows;</p> <ul style="list-style-type: none"> • Following successful pilot and roll out, now in process of embedding practice of “think tracker” • Trackers clearly demonstrate the plans and provision around each pupil; progress by subject, achievement, behaviour, attendance and entitlements. • Roll out updated version for Autumn 2, attached. Ongoing hope to automate more information to ensure less error. • First SSSfN audit had produced varying scores across bases; essentially well embedded at Primary but some issues at Secondary- LM advised where identified low scores, staff were putting in effort to remedy. • Plans to re audit through year to clearly demonstrate and evidence good work being done • Plans to provide academic evidence to parents as per request <p>Governors were invited to raise queries on Pupil Tracker SOAP, previously distributed and attached.</p> <ul style="list-style-type: none"> • Governors queries staff attitude towards trackers; LM advised general excitement across staff group that all information readily available. • KW advised staff now using as a tool to aid more confident and evidenced speech about pupils and XLT using it as a useful challenge tool to assess teacher performance and pupil progress. Encouraging staff to take responsibility and clear evidence for impact of interventions • Governors queried disappointing scores at Secondary level and especially Locksley and what planned to remedy; VS advised this attributed to a number of reasons- larger teams, moving cohort but that at Locksley particularly there were previously identified issues of some staff not yet working to Teachers Standards, missing data/not entered data, weakness in Leadership and Management at this site. Plans to remedy- recruitment new Asst Head, VS and Head of School on site over the week until appointment, levels of leadership monitoring and scrutiny increased and tightened. • Governors queried impact on remaining bases as leadership is diverted to Locksley; KW advised are committed to resolving and will coordinate diaries closely to ensure base coverage. • Governors queried movement of staff across bases to share expertise; VS advised this would attract cost of disturbance allowance and mileage claims but that some movement/collaboration taking place e.g. EYFS expertise from Rosebery to Locksley, sharing of expertise between Rosebery and Pott Row staff, cross base learning meetings. • Governors queried archiving method; LM advised previous half term’s report will be printed and stored as PDF and in pupil file <p>Governors commended phenomenal amount of work that had been undertaken and were pleased that pupil tracking data now becoming secure</p> <p style="text-align: right;">LM LEFT MEETING AT 4.30PM</p>	<p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>SUPPORT</p>

7.0	Safeguarding update	
7.1	<p>Katrina Warren was welcomed to the meeting and invited to present summary of development of Safeguarding Process and Procedures since Ofsted inspection February 2017 with points to note as follows;</p> <ul style="list-style-type: none"> Ongoing monitoring across bases is key in identifying consistent good practice as well as inconsistency of practice; this will continue Time to complete work generated by identified needs <p>Governors were invited to raise queries on Safeguarding SOAP, previously distributed and attached.</p> <ul style="list-style-type: none"> Governors queried the volume of safeguarding casework/ meetings attended by XLT; VS estimated @half a day each week for each member XLT off base to attend meetings/ follow up MASH referrals/RoC. Governors queried relationships with external agencies; VS advised this varied due to varying levels of professionalism, established relationships and promptness of communication. Late notice of meetings could impact staffing on base. It was acknowledged that Children's Services work to very tight timescales on occasions and this impacts on the notice they can give of Initial CP Conferences. Governors queried DSL cover per base; KW advised introduction of pyramid structure to ensure base leads aware of issues raised. Extra cover for VLH via Locksley DSLs. Governors queried location of files; KW confirmed that all Safeguarding files stored alphabetically by Primary and Secondary, in locked cabinets per base. Only base DSLs have cabinet key. <p>Governors commended phenomenal amount of work that had been undertaken and were pleased that there is evidence that concerns raised during the Inspection about safeguarding recording practice are being systematically addressed.</p>	<p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>SUPPORT</p>
8.0	SEF Overview T&L Review	
8.1	<p>VS gave a summary of SEF 2017-18, previously distributed and attached with points to note as follows;</p> <ul style="list-style-type: none"> SEF ties in with PORIP and Timeline which address areas of concern/need Rising trend over past 3 years of improving pupil results, significantly above both Norfolk and National PRU comparatives. Expectation this will continue to improve as pupils on site at VLH achieve accredited outcomes Governors queried disappointing results for more able pupils and remedial actions; VS advised that differentiation of pupils between pathways should deliver improved results. Pathway 1 pupils have enjoyed more focused work with less interruptions enabling higher level content to be taught. Governors queried impact VLH; VS advised very successful to date. Unfortunately recent behaviour and attendance spikes attributable to pupils being advised that they moving on. General recent attendance dip due to reestablishing good school attendance habits for pupils who have been CME for some time (ex Waiting List pupils). 	<p>CHALLENGE</p> <p>CHALLENGE</p>

<p>10.2</p> <p>10.3</p>	<p>both very positive visits with recommendations actioned. LS advised more Governor visits to Pott Row needed.</p> <p>6/10/17 SC-Locksley; Attend SLT meeting. SC praised Leadership team for evident focused professionalism and team working and assurance that PORIIP being carried out; this evidenced by base visits. Recognition that Timeline is an excellent tool across the team for focus and challenge.</p> <p>21/9/17 SS-DBS Governors accepted this report- no actions identified</p>	<p>ALL</p> <p>TA</p>
11.0	AOB	
<p>11.1</p> <p>11.2</p> <p>11.3</p> <p>11.4</p>	<p>TA advised statutory Legislation changes as follows;</p> <ul style="list-style-type: none"> • The Constitution of Governing Bodies August 2017; removal of elected parent and staff governors and requirement of Governor details to EduBase • Pupil Exclusions September 2017; updated advice for panels <p>TA advised access to The Key for Governors available.</p> <p>Items for Away Day 11/11/17;</p> <ul style="list-style-type: none"> • Annual Safeguarding and Prevent training • Equalities and Diversity training- TA to request SS to present <p>Governors requested that due to financial constraints within ET that AwayDay takes place at VLH; TA to revert</p> <p>SC advised she had taken on Transitions Governor role; Governors considered invitation to Nicky Perretta to present at Standards Meeting-tbc</p>	<p>ALL</p> <p>TA</p> <p>TA</p>
Meeting finished at 17.30		
Next meeting 21/11/17 at 4pm		

Signed.....

Date.....