

GUILDHALL FEOFFMENT SCHOOL

Minutes of the CURRICULUM meeting of the Governing Body of Guildhall Feoffment School held at the school at 2pm on 23rd January 2024

Present: Fiona Catherine-Thompson (FCT)
Deputy Headteacher
Shan K Don (SKD)
Lara Knights (LK)
Andy Mathews (AM) Headteacher
Oliver Pechey (OP) left at 14.17
Megan Rich (MR) arrived 14.04
Tiffer Robinson (TR) arrived 14.06
Julie Southgate (JS)
Sumathi Sundram (SS)
Ben Tanner arrived (BT) 14.19

In attendance: Toby Cunningham (Governance Professional)

Meeting started
14.02

1	<u>WELCOME AND APOLOGIES FOR ABSENCE</u>	
1.1	Apologies for absence were received from Emma Rees and Kristian Lee,	
1.2	Governors consented to these absences.	
2	<u>PECUNIARY AND OTHER INTERESTS</u>	
2.1	No declarations of pecuniary or other interests regarding items on the agenda were made.	
3	<u>CHAIR'S ACTION / UPDATE</u>	
3.1	<p>The Chair gave the following update.</p> <p>RK had been asked to approve the start of employment of a member of the kitchen staff as a member of MDSA staff (in addition to her work in the kitchen). This was necessary because it was technically a new employer - school payroll rather than Vertas.</p> <p>RK has been invited to become a trustee of the River Lark Catchment Partnership. There is now a very good opportunity for the pupils in Years 3 & 5 to engage in citizen science projects with RLCP as part of their science curriculum topics, taking real measurements and developing skills in maths, science and data entry.</p> <p>RK noted that several governor monitoring visits have been disrupted because of staff sickness and a governor resignation. The subject deep dives are keeping to schedule. All governors need to check the monitoring folder for the current monitoring form</p>	

	<p>templates and advice, and should contact the subject lead to introduce themselves and start a dialogue, regardless of the proposed date of the subject deep dive.</p> <p>There is to be a change of Standards and Excellence Officer. Our new SEO, will join Paula Groombridge on her final visit on the 7th February as part of a handover process. RK will attend that meeting.</p> <p>RK attended a briefing session for CoGs at Endeavour House before Christmas. SCC is abandoning High Level Action, as they recognised it was not working. Instead tiered levels of targeted support will be offered to schools with different levels of need.</p>			
4	<u>ANY OTHER URGENT BUSINESS</u>			
	none			
5	<u>MINUTES</u>			
5.1	The minutes of the meeting held on 13 th December 2023 (copy on Governor Hub), having previously been circulated, were confirmed and signed by the Chair.			
5.2	<u>Matters arising from the minutes</u>			
6.2	Move 6.2 to September for future agendas	TC	September	open
10.1	LK will undertake the NC equivalent training and compare and report to board	LK	January	Deferred/open
	<u>From last meeting</u>			
6.3	Governor reports for Asset audit and SIC on his agenda template for FGB Resources agendas in May and December 2024.	TC	May & December 2024	open
6.3	<u>Three year finance plan for capital expenditure and mid-term forecasting</u>	AM	March	open
6.3	<u>FCT advised that she was looking at technology grants and KL offered to help.</u>	FCT/KL	March	open
7.1	<u>AM to put car park (parking in front of gates) premises plan to explore solutions.</u>	AM	March	closed
7.5	<u>Finance Policy - AM noted the deletions on pages 8 and 10 and agreed to check and reinstate as necessary back at next meeting</u>	AM	March	closed
6	<u>GOVERNING BODY MEMBERSHIP AND ORGANISATION</u>			

6.1	<p>Shan K Don was welcomed to the first meeting following his appointment as Co-opted Governor</p> <p>Mathew Pirie has resigned as Governor</p> <p>Kristian Lee is confirmed as LA Governor</p> <p>Governors noted that the term of office of Julie Southgate was due to end on 24th March 2024. JS indicated that she would not be re-standing for office. RK noted this will leave two vacancies for co-opted governors. This was JS's last FGB meeting although she will attend the next Pay and Staffing Committee. RK thanked her for everything she has done for the school in so many different capacities over many years as staff member, staff governor, currently co-opted governor, and also as a volunteer in the school for reading, and the gardening club. She has given tremendous support to the school and to the Governing Body. She will be greatly missed. AM commended her work on the recent asset audit.</p>	
7	<p>Student Voice</p>	
	<p>Governors received a verbal report form OP, Pupil Governor and School Council Representative</p> <p>OP: The Council has looked at the results of the girls' attitude towards maths survey. The next survey will focus on reading and will be conducted in February. Other issues are:</p> <ul style="list-style-type: none"> • Changing hand writing pens. • Posters have been designed to encourage pupils to keep the library tidy. • Choice of food at lunchtime. The Y6s have their lunch last and often there is less variety and choice at this time. • SC asked for the Disco Lunchtime club to restart and this has happened. • SC want to start a new drama club • SC need a notice board to communicate the actions of the council to fellow pupils. <p>Governor comments picked up on some of the responses to the survey indicating girls' lack of confidence and embarrassment about answering questions in front of the whole class.</p> <p>RK engaged OP in conversation about the survey:</p> <p>OP We noticed some of the girls results in maths were not as high as the boys and the council wanted to find out why. The report really shows how things are; the layout is very clear</p> <p>RK What should we do to make things better?</p> <p>OP We could try to mix the higher and lower level groups so high level students can help out the lower</p> <p>RK Do you think 'think, pair, share' is happening enough?</p> <p>OP We hardly ever do this</p> <p>RK Do you talk to partners about maths problems in lessons?</p> <p>OP Yes sometimes, teachers demonstrate and we follow and then we have to solve problems ourselves.</p> <p>RK Do you sit in ability groups?</p> <p>OP Yes sometimes</p> <p>RK Would you like to talk more in maths?</p> <p>OP Yes</p>	

	<p>AM OP said at the Council meeting that the girls didn't feel intimidated by the boys, which we thought was very positive. We might do the same survey with boys in the future.</p> <p>RK thanked OP and promised to take up the issues raised.</p> <p>SKD You don't like the pens? What brand is it? OP The new ones are uncomfortable to hold, the old ones had a rubber grip. AM We will be trialling some new ones</p> <p>RK Can you tell us more about this lunch issue? OP by the time Y6 get to lunch there is not much variety, the young ones take all the options leaving not much choice? AM we plan to alternate year 5 and y6. Just to clarify, we do provide all menu options throughout lunch but the daily menu includes additional choices, and it is these that can run out.</p>	
8	<u>EDUCATIONAL PERFORMANCE</u>	
8.1	<u>Headteacher's Report</u>	
	<p>Governors received a written report from the Headteacher (copy on Governor Hub) and the Headteacher invited questions:</p> <p>PAN and Funding There has been a permanent increase in the PAN for years 5 and 6 to 52. AM briefed the FGB on the healthy intake to EY for 2024 but advised that the figures are currently confidential.</p> <p>AM advised that the High Needs Block (HNB) funding effectively top slices 0.5% off the budget and this will have an impact. There had been a 10% rise in all costs and Verta were raising their charges by 20%. There will be a teacher pay round this year, we had forecast for 2% but it might well be 5%. The TA pay must rise to stay in line with the government living wage. The result is that we will be setting a deficit budget again this year. We do have healthy reserves but continuous deficit budgets are not sustainable.</p> <p>Governors asked if the school was getting full funding for SEND pupils? FCT advised that not all funding was granted, the schools continued to apply for funding but the LA consistently dropped the bands in the EHCP and this drops the funding. It is likely that the council band funding will get even harder to obtain and council are likely to start auditing schools to ensure the money is being used as intended.</p> <p>AM advised that a number of colleagues were undertaking CPD opportunities and there were currently five staff members doing NPQ training which involved extra release time.</p> <p>Governors asked about the number of children with pastoral care needs and how this compares to other schools? AM advised that so far the school had identified 56 and this was rising as the school was actively increasing identification in order to provide the right support. At present</p>	

	<p>the data from other schools is not available and there is no requirement for schools to identify pupils.</p> <p>Governors asked how the pupils with pastoral needs were responding to the interventions?</p> <p>FCT advised that often the support is not overt, rather pupils will be encouraged and invited to attend particular clubs. Some were responding well, for others the benefits would likely not be obvious for some time. SLT were considering developing specific programmes for specific needs and will look at the training required to do so. Staff completed MIND training in the first term and this was very useful.</p> <p>Attendance: The autumn figure (96.9%) is high compared to the Suffolk average and our year by year comparison is up too. The PP attendance figure is lower and seems in line with last year (i.e. it doesn't have the same progress. What can be done?</p> <p>AM there had been some great progress in general attendance, but not yet for PP pupils. SLT had targeted every PP pupil with school club opportunities. FCT was constantly on top of attendance data. SLT undertook phone calls to parents, house calls and fines as necessary. It does appear to be a trend that PP pupils outside catchment have low attendance. The Educational Welfare Officer is now recommending this school for pupils from other schools with low attendance; this impacts on the data.</p> <p>FCT advised that they were having some success by getting to know pupils and families, by being approachable and asking difficult questions about things like money and offering advice on getting reluctant pupils into school. The school day is extended for pupils that are late so they don't miss out on the learning.</p> <p>PP Extra Curricular The last PP Gov report raised the question of PP attendance at extra curricular activities and I'm delighted to see the progress from autumn to Spring. What further plans are there to find out more about the blockers to after school provision for some PP students?</p> <p>FCT advised that quite a few PP pupils also needed pastoral support, and families with more than one child at the school sometimes found it difficult to accommodate after school activities. The focus was on targeting pupils with activities that suited them. The school was signing up to the Bike-ability scheme and was working with Eco-carriers who will lend the bikes to PP pupils.</p>	
9	Educational Performance	
	<p>Governors scrutinised the progress data from last term and asked the Headteacher questions.</p> <p>Y1 meeting expectations or above seems stable at around 65% for reading / maths, but writing seems to be further behind at 45%. Do we plan to address this in our early years setting?</p> <p>AM advised that the pupils in reception are undertaking more preparatory writing skills this year, everything in EYs is as it should be to help writing results next year.</p>	

The current Y1 are a cohort that went through EYs prior to the current set up and are not therefore demonstrating as much progress.

Between Y2 and Y3 there seems to be a drop in attainment, Y2 meeting or above (2W and above) is around 75% (when averaged over the subjects), then Y3 averaging out across the subjects it drops to 57.8% at meeting or above (3w and above). Is this cohort related, or do we have plans to address this disparity?

AM noted that this is mostly a cohort issue, a combination of the SEND needs and where the cohort sits in terms of learning through COVID.

The maths results in Y6 demonstrates a disparity between the boys and the girls (85% boys at 6w or above, with only 62% of girls) - this is a theme that's somewhat carried down through the years (with the exception of Y5). Do we have plans to address this (the survey done by student council is a good step in trying to understand the pupil voice in this respect).

AM advised that this is on the SDP and why the school council is addressing this.

RK asked whether we are still planning to move away from target tracker.

AM advised that there are a variety of options for data software. He was reluctant to change to a new system and lose the ability to manipulate the data. He is looking at both Sonar and Insight, but needed to ensure they were fit for purpose.

Governors asked regarding progress for years 3 and 5.

AM advised that they were providing extra support for these years, but Y3 in particular clearly suffered from lockdown and this has impacted on their learning. He advised that it is likely that this year will not make the current national attainment in KS2, when they get there and that this is a national as well as local issue.

Governors asked if assessments are moderated – how robust are they and are they nationally standardised?

AM advised that they are robust but of course a child may just have done badly in a test that day. He hoped that teachers used their knowledge of the individual child as well as the test results to give more holistic overview of where the pupil is at.

BT asked if aged related expectation was based on national picture.

FCT advised that staff had gone through every child in the data and talked to teachers, to help manage interventions. They examined questions like – did all kids struggle with one element of the test?

Governors noted the school's concerns about Y3 and Y5 attainment (progress is high in Y5 Maths but not so in the other areas). Please could you advise what is being done and how effective it is expected to be?

AM advised the additional resource was TA cover so ??? teachers could concentrate on helping??? the lowest attaining pupils. It was hoped that this would improve their progress and performance, but it is still unlikely to bring them up to the current national average by the time they reach KS2 assessment.

Governors noted Y5 progress in maths was very good, what do we learn from this and apply to Y3?

	<p>AM advised that Miss Arrow (Maths lead) had led some staff sessions and would be going into y3 class, to get a better understanding of pupil needs. AM explained to the board the expectations of the Y3 cohort, and that it was highly unlikely they would achieve age related expectations when they get to Y6. This was due to how far they were behind and that it was critical not to give unrealistic targets for teachers in KS2.</p> <p>Governors asked how many pupils in Y3 have SEND FCT advised about 10 with three likely to have to apply for an EHCP next year and this process will take at least a year, but most SEND pupils simply will not qualify for extra funding.</p> <p>What the school was doing about parental refusal to send their children to early morning support sessions Staff were looking into incentivising attendance at pre-school interventions. AM will write to parents individually, to spell out where the children are compared to age related expectations and how far behind they are.</p> <p>Governors asked how do teachers support the range of ability in Y3 with many so far behind. FCT we target the support to the lowest 20%, the main class work was set at the age related expectations and there is opportunity for greater depth for the few students who would benefit from this?</p>	
10	School improvement	
	<p>AM had updated the plan for review by Governors.</p> <p>RK advised that monitoring against the up to date plan was really important for Governors. Every subject had an action plan linked to the SDP and progress in this plan is what Governors should be monitoring this term.</p> <p>BT advised that he had started doing a maths monitoring and was already looking at data, in advance of his visit.</p>	
11	Presentation maths Curriculum – Gemma Arrows	
	<p>Governors received a presentation on Maths action plan from the subject lead.</p> <p>RK asked if the Bury Schools Group were working together on ideas for maths teaching. GA advised that she was beginning to build links with other schools in the group and had a lot of ideas how they could work together more efficiently to develop maths learning.</p> <p>RK OP had said that the school council thought pupils wanted more time to talk about maths problems. GA advised that there was task orientated structured talk on White Rose Maths software. However she recognised that this could be expanded and felt that staff needed more training to help them model the right behaviours in terms of maths enquiry.</p>	
12	Governor Monitoring Reports	
	<p>Governors received reports on PHSE and Safeguarding.</p> <p>Safeguarding Governors observed behaviour related incidents have fallen from 64 in the same period last year to 44 this year. Why is this? Are we confident that all instances are being logged? Please would it be possible to see CPOMS stats</p>	

	<p>in tabular form running through each term or similar so that governors can be aware of trends/changes?</p> <p>AM advised that that new behaviour policy was becoming embedded; staff had support and behaviour during transitions had improved. He thought the data accurate and reflected improvements. He advised that tabulating the data might not be useful to governors due to the complexity of categories, incidents vs pupils and the lack of context in the data. He advised he would compare year on year. The context information was more relevant to Governors.</p> <p>Governors asked about Safer Recruitment training. Would it be good practice for more Governors to have received this training.</p> <p>It was noted that if more Governors did the training, more would be able to participate in interviews for teaching staff. (Currently RK participates in interviews for senior and middle leaders)</p>	
	The Writing monitoring report is being finalised and will be available for the next meeting.	
13	Compliance – policies for review or approval	
	<p>Governors received and approved the following policies;</p> <ul style="list-style-type: none"> • Children Missing in Education Due to Health Needs • Handwriting Policy • Remote and Blended Learning • Virtual Governance – (Governors are asked to read this policy carefully if they intend to attend meetings remotely). 	
14	<u>Public Sector Equality Duty</u>	
	<p>Governors had reviewed the equality information on the school website and considered the impact of the equality objectives.</p> <p>While a policy is not a legal requirement it is desirable. We have an Equality and Diversity plan which may need review</p> <p>Deferred to next meeting</p>	AM
15	<u>FINANCIAL PERFORMANCE</u>	
15.1	<u>Budget Plan 2024/2025</u>	
	Deferred to next meeting	AM
16	Review of meeting	
	<p>Governors were pleased to receive the girls' attitude to maths survey and to have received the maths lead's presentation in the same meeting, since this gave perspectives from both staff and pupils. Governors felt this would aid the governor undertaking the Maths monitoring visit.</p> <p>Governors noted the importance of monitoring visits, following the three different templates for different types of visit, and the importance of liaising with staff to make suitable arrangements.</p>	

17	<u>Dates for future meetings</u>	
	<p>Governors confirmed that the next meeting would be held at 6pm on 26 March 2024 with the focus on Resources.</p> <p>Future meeting dates and focus; 30th April 2024 Curriculum 11th June Curriculum 10th July 2024 Ethos</p>	

The meeting closed at 16.17

Signed

Dated

Action Log

Agenda Item	Action	By Whom	By When	Status
10.1	LK will undertake the NC equivalent training and compare and report to board	LK	January	Deferred/open
6.3	Three year finance plan for capital expenditure and mid-term forecasting	AM	March	open
6.3	FCT advised that she was looking at technology grants and KL offered to help.	FCT/KL	March	open
14	Public Sector Equality Duty deferred to next meeting	AM	March	open
15	Budget Plan 2024/25 deferred to next meeting	AM	March	open