

FINSTALL FIRST SCHOOL

Minutes of the Governors' Property & Curriculum Committee meeting held on 17th May 2017

Present: Mr S Longley
Mrs J Hall
Mr P Morton
Ms J Sadler
Mrs J Fleming
Mr S Evans (Head)
Mr M Mason (Deputy Head) Associate member
Mrs A Barton

Apologies had been received and were accepted from Mr M Evans.

Declarations of Interest – none to record.

The Minutes of the previous meeting held on 1st March 2017 had been circulated, were accepted as a true record and were signed by Mr Longley. There were no matters arising from the Minutes.

Health & Safety – Health & Safety guidance information was available in the Directorate's Handbook of Safety Information located in the Deputy Head's office. Mr Dalton, the Caretaker, and Mr Mason completed a termly Maintenance and Health & Safety check to identify maintenance issues. Mr Dalton had also completed his PAT testing training and purchased a PAT testing kit. All future PAT testing would be carried out in house.

Property Services Service Level Agreement (SLA)

PR Services would be used for core property needs, organising contractors for annual inspections such as Fire Alarm, Boiler servicing, etc. The School had achieved a considerable cost saving by using PR Associates SLA in preference to Place Partnership SLA.

The School would continue to use Place Partnership for the BEMS heating management system. This would be reviewed in April 2018.

Work completed since last meeting –

Details of all the work completed since the last Property meeting were shown in the Head's report to Governors.

Work outstanding –

Short term:

- Fit new water heater in LS toilets
- Renovate climbing wall
- Replacement of timber retaining wall outside 1H (concrete)
- New fence posts on the field (fence above Y1 classrooms)
- Remove Pagoda from the Playground
- Completion of repairs and improvements to Sensory Garden
- Sandpit to be reinstalled in Reception outdoor area

Medium term:

- Deck board to be replaced on jungle gym in Reception
- Changes to lighting fittings in RB
- PIR sensors to be installed to lights in US cloakroom
- Field to be levelled and mole proof mesh to be installed (Autumn 2017)
- Repairs to metal trunking in loft above Servery
- Repair wooden doors to concrete sheds

Long term:

- Renovation of LS toilets

Work outstanding in relation to the School Disability Equality Scheme –

The long term work already identified would be carried out as and when required in the future, including:

- Provision of sufficient ramps at all access points – door thresholds need to be made level/slight gradient
- Level flooring at the Fire Exits in the office and all classrooms
- Door handles to be positioned lower for wheel chair users
- Flashing light for the fire alarm to warn those with hearing difficulties

Work outstanding in relation to the Fire Risk Assessment –

- Nothing outstanding

Devolved Formula Capital Allocation –

When Place Partnership have taken their fee for the building extension to the Reception area the amount of DFC remaining will be £284.63. A small amount of additional DFC funding is anticipated for the financial year 2017/18.

Update on the re-development of the School Field –

The lowest estimate for the work, including laying mesh to the whole area, a 5cm layer of top soil, grass seed and making good the perimeter of the field was £18,500 from Enviro-care. An additional quote had been requested to add channels to improve the drainage of the field. It was anticipated that the work would be started in the autumn.

Defibrillator –

Mrs Fleming advised that quotes were awaited to enable the defibrillator to be re-located to the area outside the main gate to the school. She was completing an application for some funding from the Council to help with the costs involved.

Annual Report to Governing Body on Safeguarding Children –

This document is currently being prepared and, when completed, the Chair of Governors, who is also the Safeguarding Governor, will receive a copy. The document can also be made available to other governors on request.

A copy signed by the Head Teacher and Chair of Governors is required to be forwarded to the Local Authority before 31st July 2017.

Policies –

The following Policies have not been subject to significant changes and have been recommended for approval by the following Governors:

Admissions (Juliette Fleming)

Attendance (Julie Sadler)

Governors approved both Policies.

Any Other Business - none

Curriculum

Declarations of Interest - there were none to record.

The Minutes of the previous meeting held on 1st March 2017 had been circulated, were accepted as a true record and were signed by Mr Longley. There were no matters arising from the Minutes.

Annual Performance Review –

Further to the last report, the Learning Partnership with Hanbury and Stoke Prior which was part of a wider Bromsgrove Learning Network, was due to be launched on 22nd May. Governors and teachers from the three schools were invited to the launch at Bromsgrove School. A series of Peer review meetings, one for each school, had been agreed, focusing on self-evaluation judgements for Outcomes for Pupils. Following on from the reviews, a summary document would be externally validated and a copy made available to Governors.

Subject Monitoring –

As part of the cycle of Subject Monitoring, Writing, Maths, PSHE and RE were monitored last term. Governors had received each of the summary sheets prior to the meeting.

Whole School Monitoring – School Self Evaluation

A review of 'Teaching, Learning and Assessment' was carried out last term. In addition, a light touch review of 'Leadership and Management' was also carried out last term. Both Governors' self-evaluation documents and the Visiting Governors' reports will be sent out prior to the full Governing body meeting on 12th June.

In line with the timetable for Whole School Self-evaluation, Governors will review 'Personal development, behaviour and pupil welfare' during this term. There will also be a light touch review of 'Overall Effectiveness' this term. Both Visiting Governors' reports will be presented at the Autumn term meetings.

School Development Plan 2017/2018 First Draft

Governors will receive the first draft of the 2017/2018 School Development Plan prior to the Governing body meeting on 12th June, when Governors' approval will be sought.

The following SDP targets were discussed and approved at the meeting in March:

To further develop and embed the assessment processes used throughout the School by

- Providing further opportunities for peer assessment across the curriculum
- Ensuring that we continue to share the excellent practice in marking pupils' work
- Ensuring that teachers continue to be consistent and precise in the advice given to pupils about how to improve their work
- Ensuring that teachers continue to check that pupils always act on the advice they have been given
- Improving understanding of Greater Depth and ensuring that we are extending learners towards Greater Depth
- Reviewing, improving and developing the reliability of the assessment process in Science across the School and then validating the accuracy of this information by increasing the amount of moderation within School and with other Schools
- Ensuring that the children who are receiving additional support, such as Wave 2, Pupil Premium or SEND, make at least good progress and a higher % make accelerated progress in Reading, Writing and Maths
- Developing a more accurate and consistent system for assessing children on entry to Yr R.

To continue to improve the quality of teaching and learning by further developing leadership throughout the School

Our aim is that the successful implementation of these SDP targets will ensure that we:

- At least maintain or possibly improve upon the high % of children, in each cohort, who are working at least at ARE (Age related expectations) and the % of children who are working at Greater Depth in Reading, Writing and Maths
- Improve pupil performance in all foundation subjects across the curriculum

SEN/Pupil Premium/Wave 2 Additional support - Mrs Harrison (SENCO) continued to track the performance in core subject areas of pupils on the SEN register and all those children receiving interventions, additional support at Wave 2, or through Pupil Premium funding. Mrs Harrison has been able to measure the impact of the various interventions and support provided. This information demonstrates that the majority of the few children on the SEN register make at least expected progress. A relatively high % make better than expected or rapid progress when compared with other pupils from the same starting points.

For pupils recognised to be at risk of not attaining Age Related Expectations (ARE) by the end of each year in the core subjects, additional support is provided. Support is also provided for pupils who are regarded as being at risk of not making expected levels of progress from starting points in Reading, Writing or Maths in all year groups.

Through Target Tracker, profiles for individual pupils, groups and cohorts of pupils can be generated quickly and easily and support and additional provision put in place.

From the evidence gathered, the school is able to demonstrate that the SEN Policy and practice continues to have a very positive impact on both the learning and achievement of pupils.

Sex and Relationship Education programme –

At the meeting on 1st March 2017 Governors approved the materials and programmes of study for Sex and Relationship Education curriculum.

The School's Sex and Relationship Education Policy had been reviewed and recommended for approval. Parents were consulted and will be able to see the updated version on the School website. Parents will once again have the opportunity to view the content of the videos on Tuesday 6th June after school.

Policies –

The following policies needed to be approved. They have not been subject to significant changes and have been reviewed by the Governor in brackets and recommended for approval:

Educational Visits (Martin Evans)

Sex and Relationships Education (Julie Sadler)

PE (Darren Handford)

DT (Juliette Fleming)

PSHE and Citizenship (Julie Sadler)

Drugs Education (Julie Sadler)

ICT Acceptable Use (Steve Longley)

Governors approved these Policies.

AOB

Interview to take place on 22nd May for a part-time post. Governors were asked for availability on that date and governors were appointed to the recruitment panel.

The meeting closed at 5.20pm and Governors were thanked for their attendance.

JMR/May 2017