



**MINUTES OF THE PERFORMANCE COMMITTEE
(OF THE GOVERNING BODY)
HELD ON TUESDAY 4 OCTOBER 2017 AT 1300 HOURS**

PRESENT: N Briggs (Chair), S Lees, L Radcliffe, M Thorp

IN ATTENDANCE: R Lait (LA), L Towers (Associate), T Wright (clerk)

APOLOGIES: R Butterfield, M Hayes, A Lomas, Y Umarji (LA)

1. APOLOGIES

Noted above

CHAIR'S OPENING REMARKS

L Towers was welcomed to the Committee as an Associate Governor. N Briggs explained that L Towers is a year 6 teacher fulfilling some deputy responsibilities.

2. DECLARATION OF INTEREST

There were no declarations of interest.

3. APPOINTMENT OF COMMITTEE CHAIR

N Briggs expressed his interest to continue as Chair.

Nominator: M Thorp. Secunder: S Lees

4. MINUTES OF PREVIOUS MEETING (14 JULY 2017)

Received: Doc PC01/17-18

The minutes were accepted as a true and accurate record of events subject to the following amendment:

Item 4.2: alter title to Early Years Provision

Proposer: S Lees Secunder: R Lait

5. MATTERS ARISING (NOT COVERED ON AGENDA)

5.1 [Item 4.2.3] Use of EY space. An update from L Radcliffe indicated that, due to time, no visits had been undertaken but this is still under review. Teachers are aware of issues with use of space.

5.2 [Item 6.1] Safeguarding. For information, N Briggs has spoken with S Ellis who has expressed her intention to return to school w/c 4 December. R Lait has spoken to J Done who is more than happy to do a follow-up to the review. R Lait suggested co-ordinating a visit with both S Ellis and J Done present.

- 5.3[Item 7.10.4] Pupil premium review date has been arranged for 17 October.
- 5.4[Item 8.2.3] CPOMS. Action completed. A check log is being maintained.
- 5.5[Item 11.7] Mini Ofsted inspection. N Briggs suggested a conversation between R Lait, L Radcliffe and himself once the School Improvement Plan (SIP) has been implemented and we are making progress against it.
- 5.6[Item 12.1] SEN Review. Ongoing.

6. CORRESPONDENCE

No correspondence was received.

7. PERFORMANCE COMMITTEE REMIT

Received: Doc PC02/17-18

N Briggs had produced a draft in conjunction with Y Umarji and referring to the Governors' handbook. RESOLVED: To alter RAISE on line or equivalent to Analyse School Performance. **ACTION: T Wright**

8. SCHOOL ATTENDANCE

Received: Doc PC 05/17-18

- 8.1 L Radcliffe presented attendance data for 2016-17 which showed an overall attendance rate of 95.8%, an increase on the previous year. It is estimated that the School stands at approximately 95% for the current year.
- 8.2 L Radcliffe reported about systems in School to support consistent attendance. To support consistent attendance, a letter has been distributed to parents detailing the importance and explaining how non-attendance could impact on learning. This message would also be conveyed at parent consultation evenings.
- 8.3 L Radcliffe mentioned a display chart used by Copthorne which she would like to use at Grove House. This can be displayed at School so is visible to teachers and pupils. M Thorp agreed.
- 8.4 L Radcliffe said that School have implemented a non-uniform day after half-term for the class with the highest attendance. This appears to have been well received by pupils.
- 8.5 Q: *N Briggs: "What about holiday absence?"* L Radcliffe is still receiving requests but refusing pending further information, if this is not provided the absence is recorded as unauthorised.
- 8.6 R Lait said it is important to 'keep the ball in the air' with constant reminders in assemblies to children and reminders to parents. L Radcliffe reported that attendance is part of Monday assembly and that parent consultation evenings would include attendance. S Lees has been in attendance at a recent Monday assembly and supported this.
- 8.7 Q: *R Lait asked about follow-up appointments for those who drop below the threshold.* S Spencer undertakes this role and rigorously keeps on top of this.
- 8.8 It was agreed this would be a standing item on future agendas.

9. PUPIL PERFORMANCE DATA

Received: L Radcliffe tabled updated progress data 2016-17

9.1 L Radcliffe reported:

9.1.1 This was the statutory data and now included the progress data. The school is above floor standards.

9.1.2 The cohort had come from a lower baseline of -0.1%.

9.1.3 There had been an increase in every area except higher achievers in year 6.

9.2 R Lait felt this was a positive step in the right direction and it was now a question of consolidating delivery this year.

Received: L Radcliffe tabled progress/attainment data for significant groups 2016-17

9.3 L Radcliffe reported that some children in the pupil premium group may not achieve ARE due to SEN, low starting points and other barriers to learning such as family and personal circumstances. M Thorp felt the data was evenly matched throughout school. L Radcliffe would like to see some acceleration. M Thorp felt there was acceleration in terms of progress.

9.4 Q: M Thorp: "Are the progress measures in years 4 and 5 comparable to year 6?" L Radcliffe noted not as year 6 have KS2 national measures. M Thorp suggested finding an alternative way of presenting the data separately for year 6 as the progress was not comparable to the rest of School.

Action: L Radcliffe

9.5 L Radcliffe stated that there was a better starting point for year 6 this year due to PIRA and PUMA tests being used in year 5 last year.

9.6 M Thorp felt the data showed good evidence that the gap was closing pretty rapidly. R Lait agreed this looked positive.

9.7 M Thorp noted that Ofsted will look closely at the current year 6 cohort. R Lait further added that they will look closely at triangulation. Constant monitoring in this area is important to show progress.

9.8 L Radcliffe noted that assessment without levels means we are relying on teachers' judgements. R Lait recognised this but felt things were improving in this area.

9.9 Q: M Thorp: "Have you looked at scores and projected scores for this year for prior attainment groups?" It was agreed M Thorp and L Radcliffe would look at this at the end of the meeting to show how progress can be demonstrated. M Thorp noted that if you can project 2018 data then there is something to measure against. **Action: L Radcliffe/M Thorp**

9.10 R Lait said it was important to show what is happening in School currently and this could be evidence through children's books.

10. LA ACHIEVEMENT OFFICER REPORT

Received: Doc PC06/17-18

10.1 Report produced by R Lait.

10.2 R Lait had undertaken two school visits since the last meeting.

10.3 Visit one (21.09.17):

- 10.3.1 Looked at target setting with teachers and pupil progress meetings. L Radcliffe reported that these had been completed during week commencing 25 September.
- 10.3.2 Also looked at teacher performance management and holding teachers to account through the performance management process.
- 10.3.3 A small number of workbooks chosen by the school were sampled. These showed that teachers had made a good start, they were good books.
- 10.3.4 A conversation took place around the SIP.
- 10.4 Visit two (26.09.17):
 - 10.4.1 Undertook a learning walk in the afternoon. The report highlights the route and who was seen.
 - 10.4.2 R Lait reported some disappointing observations during the walk but that L Radcliffe and L Towers identified these issues immediately.
 - 10.4.3 There were still issues in terms of all teaching being consistently good; demonstrating significant differentiation and adequate pace. L Radcliffe reported that, as a result of feedback, year 4 teachers have already altered their timetable.
 - 10.4.4 R Lait also reported the ineffective use of PPA time.
- 10.5 R Lait feels L Radcliffe and L Towers have been diligent in taking on responsibility as leaders and he can see the work they are doing is having an impact.
- 10.6 R Lait suggested Governor involvement in Pupil Progress/Target Setting meetings to ensure the process is robust. N Briggs attended previously but this needs to be built into the process.
- 10.7 R Lait reported the visits were a useful piece of work. A follow-up learning walk has been planned for 16 October to see if improvements have been made.
- 10.8 Q: A Jarvis *"In terms of learning walks, were the observations better than last time? Is differentiation and pace better?"* R Lait said this is improving and was significantly better in year 6 but that urgency now needs to be transferred around the School.
- 10.9 Q: A Jarvis *"Is there any further support required by leadership?"* L Radcliffe said herself and L Towers were doing as much as possible with the School not at full capacity. L Radcliffe would like someone to help quality assure the triangulation. R Lait said he would continue to provide as much support as possible. He feels the School have got the 'snowball running down the hill' and now need to build momentum. He offered for 1-2 people from the team to visit the School after half-term to benchmark where they are. A Jarvis asked *if it was about checking where the School are or providing support?* M Thorp noted that whilst things look stronger, it is early days and moderation is still essential. N Briggs asked R Lait if he could think about resource and style. **Action: R Lait**

- 10.10 A Jarvis expressed his appreciation of the work done by L Radcliffe and L Towers.
- 10.11 Q: S Lees *“Can we fill the leadership gap?”* N Briggs clarified that the School is unable to bring in external headteacher support. He has discussed back-filling through current middle managers. L Radcliffe confirmed it was a question of funding. All Governors agreed that proposals for funding would be considered. M Thorp noted this would be a one-off cost to the School.

11. SCHOOL IMPROVEMENT PLAN

Received: Doc PC07/17-18

- 11.1 L Radcliffe and L Towers have worked extensively with R Lait on the plan.
- 11.2 L Radcliffe confirmed that the plan was a working document which would be tweaked as the School work through it.
- 11.3 R Lait reported they had used the format used by the Local Authority when producing reports for Ofsted. Areas for improvement are outlined on page 2, lifted from the previous inspection. Contextual information has been provided by the School; highlighting changes, risk and opportunities. Each AFI is covered in the plan and each one is rag rated. Comments can be added through the year on progress and feedback. R Lait invited comments from members.
- 11.4 N Briggs noted a lot of work had gone into producing the plan. He felt a concentration on core delivery was correct. L Radcliffe responded that the School still has ‘nice to have’ and this will continue. R Lait added this is because the core functions are not being executed effectively.
- 11.5 M Thorp praised the clarity of the SIP against previous SIPs he had seen from the school.
- 11.6 Q: N Briggs *“Where are you (LR) looking for us to support, how can we do it and how can it be measured?”* L Radcliffe noted the Governors into School day on 17 May 2017 was really useful, also Governors to observe pupil progress meetings (to be addressed in item 13) and any other items in the SIP that Governors felt they could support the School with.
- 11.7 Two Governors into School days were arranged for 29 November 2017 and 28 February 2018 to be held in the morning prior to the Performance Committees. N Briggs asked Governors to look at the Governor visit form completed by M Thorp previously as a sample to use on these days.
- 11.8 N Briggs noted that questioning in meetings should be of a challenging but supportive style. If L Radcliffe felt this was not the case then she was asked to raise either during the meeting or with N Briggs, whichever felt more comfortable. L Radcliffe noted that she may sometimes need time to go away and come back with responses to questions.
- 11.9 R Lait suggested that in addition to attendance at consultation evenings, Governors could have conversations with parents before or after school to increase dialogue even further.
- 11.10 It was noted that N Briggs and A Lomas attend consultation evenings.

12. SCHOOL TO SCHOOL SUPPORT

- 12.1 See report from L Towers (appended). Doc PC09/17-18.
- 12.2 R Lait noted this demonstrated the value of good school to school support. Differentiation in teaching is identified straight away. He suggested such summary reports are good evidence and it was agreed to append the report to the minutes. **Action: L Towers to provide report**

13. PUPIL PROGRESS MEETINGS

Received: L Radcliffe tabled Targets 2017-18

- 13.1 L Radcliffe reported that the first meeting of the year was on target setting, looking at the previous year, how to maintain ARE and how to improve.
- 13.2 A specific set of children were identified to target this year.
- 13.3 M Thorp clarified whether a significant drop would be expected at the next assessment as measuring end of year. L Radcliffe they would be measuring progress towards end of year so there should be no drop. M Thorp noted PUMA and PIRA need to be taken into account. L Radcliffe clarified this was being used for years 3-5.
- 13.4 N Briggs fed back on his attendance at the pupil progress meetings on 27 September:
 - 13.4.1 N Briggs observed four meetings with one NQT, two RQT and one UPS TLR.
 - 13.4.2 The meetings were very much pupil-specific, challenging but supportive with good transparency.
 - 13.4.3 It was interesting to watch the exchanges and he felt that L Radcliffe managed the sessions well.
 - 13.4.4 The sessions varied dependent upon the preparation of the teacher. The UPS TLR was very well prepared and knew their way around the system but N Briggs got the impression of some scepticism. The need to maintain the pupil progress meetings was noted. The NQT and one RQT were well prepared but the other RQT was not prepared and L Radcliffe noted the need to prepare more fully in future.
 - 13.4.5 N Briggs felt the sessions worked well and he was impressed with L Radcliffe's knowledge of the classes and the children. The sessions were not just about data but about each child's home life, attendance and behaviour.
 - 13.4.6 N Briggs felt the observations were a worthwhile exercise in showing visible Governor support to leadership and the process.
- 13.5 L Towers attended a couple of the sessions so that she can be part of the process next time.
- 13.6 L Radcliffe reported two dip years last year; years 1 and 4.
- 13.7 Q: A Jarvis "What did you (LR) get from N Briggs being there?" L Radcliffe felt it was useful in terms of validation; recognising if it was a rigorous process and making sure the right questions were being asked.

N Briggs confirmed he was very much there to support, that it was L Radcliffe's process. There was no value added to the session other than Governor visibility but he observed the detail of ownership and knowledge of the School. L Radcliffe also felt it was important for staff to see Governors were interested. A Jarvis asked if they felt it was supportive. L Radcliffe confirmed.

- 13.8 A Jarvis indicated he would be happy to be involved in future pupil progress meetings. The next meetings will take place w/c 6 November and L Radcliffe will email out the timetable to all Governors. **Action: L Radcliffe**
- 13.9 A Jarvis understood that it was imperative to get people across the line but sought assurance that other pupils are getting the same input. L Radcliffe confirmed that all pupils have to aim to meet expected progress. L Radcliffe can demonstrate this to A Jarvis when he attends the pupil premium meetings in November.
- 13.10 M Thorp stated that Ofsted look at progress before attainment. This was supported by R Lait.

14. PUPIL AND PARENT QUESTIONNAIRES

Received: Doc PC04/17-18

- 14.1 It was noted that Governors had no involvement in questionnaires last year due to events around the HMI's visit and letter and the Warning Notice from the LA. The purpose of the agenda item was to take stock, reflect on plans and decide what to do with the data.
- 14.2 L Radcliffe confirmed that the questionnaires are usually done in January. It was agreed it would be useful to have the data for January and therefore distribute the questionnaires in November.
- 14.3 M Thorp suggested these could be tied into parents' evenings. N Briggs supported this and has seen this work well at other schools where it has helped to increase the response rate. This might also be supported by A Lomas and N Briggs being in attendance.
- 14.4 A Jarvis questioned whether pupils would have sufficient adequate knowledge to answer question 12 of the pupil questionnaire. It was agreed a different question, possibly around senior staff visibility and accessibility, would be more appropriate.
- 14.5 A Lomas had circulated some good material on published results from another School. L Radcliffe had liked the Wordle and the 'We said...you did' from M Thorp.
- 14.6 N Briggs supplied a question used at Low Ash regarding British values and suggested something may want to be added to the parent questionnaire in relation to this.
- 14.7 It was agreed results would be considered by Governors to analyse improvement opportunities.

15. POLICY REVIEW

Page 7 of 9

Traci Wright, Clerk to Governors

☎: 07921 290984

✉: traciwright@hotmail.co.uk

Received: Doc PC03/17-18 EY/FS Policy

- 15.1 The document needs altering to add the 30 hours.
- 15.2 N Briggs noted the document was first written in 2006. There is reference at the end of the policy that it has been regularly reviewed. It was agreed that the date of the policy was not needed.
- 15.3 N Briggs felt the policy was well-written and he was struck by the knowledge of the writer. There were some amendments to be made in relation to reception, register time and some typing errors.
- 15.4 M Thorp noted he did not see any reference to characteristics of effective learning and asked if this could be checked.
- 15.5 N Briggs expressed thanks to the author for a good piece of work.
- 15.6 It was agreed L Radcliffe will make the necessary changes and N Briggs would sign off on behalf of all Governors.

Action: L Radcliffe/N Briggs

16. GOVERNING BODY ADDED VALUE

Received: Doc PC08/17-18

- 16.1 This item was added based on A Jarvis' comments at the FGB meeting on 19 September.
- 16.2 N Briggs had circulated an NGA Twenty Questions document to assist Governors in how this might be evaluated.
- 16.3 The document mentioned the role of the Chair and 360° feedback. N Briggs will propose this at the next FGB.
- 16.4 R Lait referred to the effectiveness section and asked "*Are we as effective as we could be and make use of learning across the Country?*" The Governors and School need to be aware of the Bradford Context and things that are happening outside of the locality. Bradford's pupil performance has consistently been in the bottom quartile nationally and it is important to look at national standards. N Briggs indicated part of the response could be that the make-up of the Governing Body was now good in terms of expertise and knowledge. M Thorp confirmed that the reformed Governing Body was fit for purpose and feels the spread of skills is good for Grove House at the moment.
- 16.5 *Q: A Jarvis asked LR if she felt the input today had been helpful?* L Radcliffe feels meetings are much more strategic and questions are more rigorous. A Jarvis felt members had challenged and supported well today and he would like to think the Governors would support additional resource to meet educational outcomes.
- 16.6 S Lees indicated it had been good to see L Radcliffe and L Towers working together well. He hopes he adds some value despite a lack of knowledge. A Jarvis said that the importance of his community links and experience should not be underestimated.
- 16.7 It was agreed the document would be carried forward to the next meeting to discuss again.

There being no other business, the meeting closed at 1450 hours.