



# WATERBEACH COMMUNITY PRIMARY SCHOOL

## MEETING OF THE CHILDREN'S COMMITTEE

Wednesday 4<sup>th</sup> July 2023 at 6.30pm  
held at the school

## MINUTES

**Governors present:** Martin Brown (MB); Jane Green (JG, Head); Mark Smith (MSm); Lisa Wakley-Davis (LWD)

**Also Present:**

Helen Andrews (HA, Clerk) – joining remotely via MS Teams

Niki Murphy (NM) – new Co-Opted Governor observing as part of induction process

Agenda Item	
1.	<b>Welcome &amp; Apologies</b> MB opened by welcoming all to the meeting, particularly to NM who attended the meeting as part of her induction process.  Apologies were received and accepted from JL and AM. The Chair was advised that the new Associate Member (AU) will be observing a meeting at a later date.
2.	<b>Declaration of Interests in Items on the Agenda:</b> No declaration of interests in items on the agenda were declared.
3.	<b>Minutes of Previous Children's Committee Meeting, 17<sup>th</sup> May 2023</b> The minutes of the Children's Committee meeting, dated 17 <sup>th</sup> May 2023, were submitted, and will be signed by the Chair as a true record of the meeting.
4.	<b>Matters arising and actions</b> There were no actions or matters arising from the previous meeting, dated 17 <sup>th</sup> May 2023.
5.	<b>SATs &amp; Progress Data Update</b> JG shared her concern with governors that leaders are seeing a significant dip in data this year. Phonics screening results are lower than last year, evidencing the long-term impact of the Covid pandemic. The Early Years Foundation Stage have an assessment at the end of the year against the Early Years curriculum, last year cohort stood at 67%, this year's cohort stands at

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	<p>61% - a slight decline. The KS2 SATs data drop doesn't happen until 11<sup>th</sup> July. This will be discussed in greater depth at the next Children's Committee meeting in the new academic year.</p> <p>Years 1, 3, 4, and 5 will have undertaken NTL tests. These are used for internal monitoring purposes and will provide gap analysis as opposed to attainment. At the end of KS1 and 2, children undertake national assessment (SATs) alongside internal assessment.</p> <p><b>Challenge:</b> A governor asked, how does what you are seeing get picked up by teachers? Teachers will receive progress of the children via Transition Meetings. Target Tracker has the historical tracking of the children too to allow teachers to see a longer-term picture of each child.</p> <p><b>Challenge:</b> A governor asked, do you have any sense of whether teachers access the progress data on Target Tracker? Yes, they do. A number of staff have evidenced this by using it in their own analysis of their current cohort data against their next cohort. This information is passed on during transition meetings to share findings and best practice.</p> <p><b>Challenge:</b> A governor asked, to what extent are you able to access data from other schools? Benchmarking for KS2 data can be provided through Analyse and Ofsted. Schools are not able to access other setting's internal data. Ofsted also do not consider internal data as part of their framework now, meaning it is not published or shared more widely. JG explained catchup interventions and how covid has impacted on current cohorts. Current Year 2 have missed out significantly as they have missed out on the entire foundation stage teaching of phonics. Online lessons with younger children were particularly challenging during lockdown. Videos were recorded of lessons teaching phonics as much as possible, but impact of home learning was very dependent on individual circumstance.</p> <p>Overall, JG warned, the SATs data is not looking as promising as to have hoped. This will be a national trend seen across the country. From this data, the school is aiming for progress with children that have been on roll for over 2 years, newer children will be evaluated for gaps in their learning to allow catch up to take place in the new year.</p>
	<p><b>SDP</b> The latest version of the SDP for 2023-24 was shared with governors ahead of the meeting. Work to develop this document is ongoing and not yet finalised.</p>

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	<p>JG explained Education Endowment Fund (EEF), who do a lot of research and provide their resources to schools. They regularly send out conclusions to a variety of research they undertake. The EEF's findings to research around school development was pivotal in determining the new format to the SDP. The key objectives for the SDP have been identified through internal monitoring, feedback from school improvement advisers etc. The new format reviews each objective in different strands: explore, prepare, deliver, and sustain. Broadly speaking, the explore stage relates to involvement at senior level. "Prepare" involves middle management, subject leads etc. The delivery stage involves staff at ground level, whilst "sustain" is the monitoring of these objectives to measure the impact.</p> <p><b>Challenge:</b> A governor asked, will there be some Key Performance Indicators (KPIs) at the sustain level to know the position in terms of progress of each objective?</p> <p>Yes, this will be identified through pedagogy and book looks. Previously, there has not been the consistency in books, whereas there has been a real focus on consistency this year to enable newer members of staff to understand The Waterbeach Way. Governors were reminded of the green pen strategy for providing feedback.</p> <p><b>Challenge:</b> A governor asked, how are we looking in terms of new members of staff and staff returning from leave?</p> <p>Governors were provided with a confidential update in terms of deployment of staff in the new academic year. Governors were reassured to learn that there is strong leadership in place for each cohort across school. Governors learnt how job share teachers communicate to each other to provide their classes with consistency each week. Planning is led by the 3-day job share person, the 2-day person also supports planning, and they communicate regularly in terms of pupil progress.</p> <p>A Parent Governor's personal experience of job-sharing teachers in school was very positive. JG explained when it works well, the provision is as seamless as a fulltime teacher. The school continues to grow each year – there will be 18 classes from September 2023.</p> <p>JG will be reviewing staff CPD opportunities to get staff "Ofsted ready". She urged governors to consider doing the same. Ofsted will be a feature in next year's School Development Plan. There is a high proportion of new staff for whom Ofsted will be a new experience.</p> <p>The Clerk advised that the Local Authority do lead a comprehensive session on preparing for Ofsted, the NGA Learning Link has something similar. The summer holidays are perfect opportunity for governors to pursue their CPD. A</p>
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	new Local Authority training schedule is due to be released soon. The Clerk will share this as soon as it becomes available.
5.	<p><b>Committee's Priorities for 2022-2023</b></p> <p>MB explained that the objectives highlighted within the SDP determine the committee's priorities for the academic year. The agenda currently specifies the objectives identified from this year's SDP.</p> <p>The PSQM has been submitted by the Science Leads. They have worked incredibly hard to develop the science curriculum and aim towards the PSQM accreditation. There is a high level of supporting evidence required as part of the accreditation process. The work on the science curriculum is not considered completed, work will continue to re-evaluate the curriculum to demonstrate that development is ongoing.</p> <p>A couple of governors with personal interest in developing STEM opportunities for children offered their expertise around the practical elements of learning science, should the staff be interested in their support. Staff have received training on different types of enquiry-led learning. This element of the science curriculum is noted in the deliver element of next year's SDP.</p> <p>The Maths Calculation Policy is a huge piece of work. The methodology of each calculation is immense. Addition and subtraction have been completed. JG has extended the timeframe for completion of this piece of work due to its complexity. The Maths Link governor provided governors with an update from his recent visit. JG agreed that the policy is more like a Scheme of Work than a policy. The Chair of the Committee noted that this piece of work will help to contribute to the Maths Leads understanding of what is taught in each year group. The Maths Calculation Policy will provide the scaffold to ensure consistency in the teaching of maths across the school.</p> <p><b>Challenge:</b> A governor asked, are we on the right path for maths in terms of Ofsted?</p> <p>The current scheme was in place during the last inspection. Maths was explored with no serious concerns identified. The Year 4 multiplication tests have identified an area to improve on as it is not yet understood how the school gets the children ready for sitting this assessment.</p>
7.	<p><b>PPF Update (SI)</b></p> <p>LWD continues to keep abreast of vulnerable cohorts. The school currently has 22% of children in the SEND cohort. Governors were pleased to learn that the time of the INCo has been increased to 5-days per week.</p>

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	<p>The Pupil Premium Statement requires uploaded each December, which doesn't correlate with the financial year. The spending and impact of PPF is published within the annual statement.</p> <p>Governors received a confidential anonymous update on the LAC cohort and the school's engagement with the Virtual School.</p> <p>There has been some good progress evident with the PPF cohort. The PPF Policy has been revisited and is ready to go.</p>
8.	<p><b>Link Governor Monitoring Updates</b></p> <p>MSm led the Maths termly visit earlier today. He has spoken to both Maths Leads in terms of the Maths Calculation Policy and catching up from the visit by the School Improvement Adviser. A report will be written up in time for the next meeting. MSm intends to attend the staff CPD session covering the Maths Calculation Policy in October 2023.</p>
9.	<p><b>Policy Review (SI)</b>  <u>Supporting Children with Medical Conditions Policy</u>  This policy has been personalised from a template from The Key.</p> <p><b>Challenge:</b> A governor challenged the governing boards responsibility around ensuring staff are suitably trained.  The H&amp;S Link covers this as part of his annual monitoring schedule. LO sets up the individual health care plans for children, these are overseen by the H&amp;S Link.</p> <p><b>Ratification:</b> Governors unanimously approved the Supporting Children with Medical Conditions Policy.</p>
10.	<p><b>Safeguarding (SI)</b>  JL has completed an SCR check with no concerns identified.</p>
11.	<p><b>End of year events</b></p> <p>JG advised governors that the recent Year 5 trip to the Isle of Wight. The school has received a postcard from the bus driver who has commended the children for their good behaviour.</p> <p>Thurs 6<sup>th</sup> July – camp out with Year 4.  Friday 7<sup>th</sup> July – Talent Show  Tues 18<sup>th</sup> July – Leavers Assembly – governors invited to attend.</p> <p>Governors thanked all volunteers and members of staff which make events possible throughout the year. Governors discussed the success of recent school discos.</p>

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12.	<p><b>Any Other Business</b></p> <p>A governor recently attended a training session which offered funded CPD opportunities for Midday Supervisors. JG looked forward to receiving more information after the meeting.</p> <p><b>Challenge:</b> The Chair asked NM of her initial thoughts of the Children's Committee.</p> <p>NM has been impressed with the rigour and governance evidenced at all the meetings she has attended. She acknowledged the positive relationship evident between school leaders and the governing board.</p> <p>There were no strategic items of any other business raised at the meeting.</p> <p>There being no further business, the meeting closed at 8.06pm.</p>
13.	<p><b>Date and time of next meeting</b></p> <p>The next Children's Committee meeting will be confirmed at the FGB meeting on 11<sup>th</sup> July 2023.</p>

### Actions from the meeting, 4<sup>th</sup> July 2023

	Action	Owner	Deadline
	There were no actions from this meeting.		

### Governor Meeting Dates 2022-2023

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Children's Committee Meeting Minutes 04.07.2023 v1 (+MB, JG)



Date	Meeting		Topic	
<b>Autumn</b>				
20th Sept'22	Children's	Autumn 1	Tues eve	
5th Oct 22	Resources	Autumn 1		
19th Oct 22	FGB	Autumn 1	Data Review (incl SEF)	
9th Nov 22	Resources	Autumn 2		
15th Nov 22	Children's	Autumn 2	Tues eve due to Clerk's availability	
14th Dec 22	FGB	Autumn 2		
<b>Spring</b>				
11th Jan 23	Resources	Spring 1		
18th Jan 23	Children's	Spring 1		
1st Feb 23	FGB	Spring 1	SDP Focus	
15th March 23	Resources	Spring 2		
29th March 23	Children's	Spring 2		
<b>Summer</b>				
24th April 23	Resources	Summer 1	Budget Agreement - THIS IS A MONDAY EVENING	
3rd May 23	FGB	Budget	Budget - 4pm as Clerk needs to stack budget meetings this week	
17th May 23	Children's	Summer 1		
7th June 23	FGB	Summer 1		
28th June 23	Resources	Summer 2		
4th July 23	Children's	Summer 2	THIS IS A TUESDAY	
11th July 23	FGB	Summer 2	Business - THIS IS A TUESDAY	

## Governor Training & Development

To view the Joint Annual Governance Training Program and book courses online is now booked via GovernorHub -

[GovernorHub](#)

Governors for Schools - [click here](#)

NGA Learning Link – [click here](#)

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