



# WATERBEACH COMMUNITY PRIMARY SCHOOL

## MEETING OF THE CHILDREN'S COMMITTEE

Wednesday 18<sup>th</sup> September 2024 at 6.30pm  
held at the school

### MINUTES

**Governors present:** Martin Brown (MB, Chair); John Hall (JH); Jessica Lechner (JL); Neil Lloyd (NL, Headteacher); Anne Morten (AM); Natalie Rogers (NR); Mark Smith (MSm) – remotely; Lisa Wakley-Davis (LWD)

**Also Present:**

Helen Andrews (HA, Clerk)

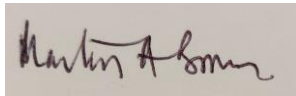
Agenda Item	
1.	<b>Welcome &amp; Apologies</b> The chair opened the meeting and welcomed all to the first Children's Committee meeting of the academic year.  The meeting was fully attended, quorate, and held in a hybrid arrangement with MSm joining the meeting via MS Teams.
2.	<b>Declaration of Interests 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> July 2024</b> The minutes of the Children's Committee meeting, dated 17 <sup>th</sup> July 2024, were submitted, and will be signed by the Chair as a true record of the meeting.
4.	<b>Matters arising and actions</b> Members of the committee confirm there were no matters arising from the previous meeting. There were no outstanding actions from the last meeting.
5.	<b>Approved Children's Committee Terms of Reference 2024-25</b> A copy of the drafted Children's Committee Terms of Reference 2024-25 was circulated to governors ahead of the meeting.  The Clerk advised of an update to the LA model ToRs however, no significant changes were noted.

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.....Dated: ...13<sup>th</sup> Nov 2024.....



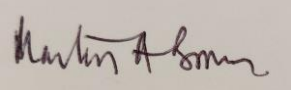
	<p><b>Ratification:</b> Members of the Committee unanimously recommended the Children’s Committee Terms of Reference 2024-25 for approval at the next FGB meeting on 16<sup>th</sup> October 2024.</p>
6.	<p><b>Review Summer Term 2024 Progress Data (inc. SATs)</b> A copy of the data shared at the last meeting was circulated to governors for consideration.</p> <p>Upon reflection of this data, NL explained that the data must be approved by school leaders before the end of the year. This is currently in process. A request has been submitted for two children to be reassessed. NL advised governors that these marks remained unchanged upon further exploration.</p> <p>The writing assessment matches closely with external moderation parameters. The data is accurate.</p> <p><b>Challenge:</b> A governor asked, how frequently does that external moderation occur? NL explained the situations where data can be moderated. SPAG and writing match with no discrepancy.</p> <p>NL has reviewed the 3-year trends with the IDSR, both reading and writing dipped in 2022 and recovered last year. The data for 2024 looks in line with national, however maths is on a downwards trajectory and will be a priority on this year’s School Development Plan (SDP). NL provided governors with his views on maths across year groups concerning last year’s data. Governors considered the fall in progress comparing Spring 2024 data and end of year assessment. There is work to be done around progress across KS2 moving forward.</p> <p><b>Challenge:</b> A governor asked, how significant is the data for last year’s Year 4 and 5? Governors were advised that this had already been flagged to NL by the outgoing Head. A governor felt that maths had been held back slightly due to the roll out and emphasis on reading and the new phonics scheme last academic year. NL agreed that there was a significant investment into the new phonics scheme which would have had some kind of impact on the rest of the curriculum. As NL spends more time in the classroom and school stakeholders, he will be able to make a more determined judgment on why this has happened.</p> <p>JL joined the meeting at 6.45pm.</p>

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	<p>Headline data for Year 2 for maths is the strongest. NL will be exploring the reason for this. The English Adviser from the Myland Hub visited the school yesterday and have advised that the progress and impact the new phonics scheme has made is higher than initially expected. The screening results from the end of the last academic year evidence that it has been effective.</p> <p>Governors were advised that staff have suggested to a governor that it would have been nice for the governing board to acknowledge and praise them for their efforts throughout the last academic year. Governors unanimously agreed.</p> <p>NL felt that it was the staff implementing the scheme that is the most important factor around the overall success of the phonics scheme. He realises that the school has a fantastic team of staff that will support any strategies for improvement in the future. This year's focus will be around sustaining and continuing the practice learnt in the previous year. It is felt by school staff that last year's high dependency on support staff to cover interventions will not be required so much now these children are in KS2.</p> <p>Pupil Action meetings continue to take place regularly which will allow staff to review and unpick the data generated by several different strands to be able to triangulate an overall picture for each child and specific cohort.</p> <p>Arbor will generate unique reports and analysis for allowing staff to monitor student data in more detail.</p> <p>Msm joined the meeting remotely at 7pm.</p> <p>There is a gap in the data between the pupil premium cohort and the rest of the reception class. Focus is being considered to ensure children in this cohort now receive the best start.</p> <p>There are 20 spaces currently in this year's reception cohort.</p> <p>Governors thanked NL for his feedback.</p>
7.	<p><b>Review SDP Priorities and Actions Plans for 2024-25</b></p> <p>Governors reviewed the drafted Committee Priorities 2024-25 and the SDP 2023-24 for initial discussions.</p> <p>Maths was considered at the Explore stage in the process by NL. He explained his rationale behind this and provided detail on which areas would need to be considered.</p>

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**Challenge:** A governor noted that the Calculation Policy had been moved out of the Explore stage. He suggested that it would be mindful to determine if this will stay in the Deliver stage and, how the development in maths impacts the Calculation Policy.

NL explained that the SDP for this academic year had not been drafted. He would not be in a position to draft one until he has a better understanding to determine the most appropriate priorities for the school. He explained that Calculation Policy is part of maths, but it is only part of what impacts school outcomes. The Calculation Policy is not being disregarded; it is more about reviewing what elements are missing in order to move forward with maths as a whole subject.

A staff governor explained, when implementing the new phonic scheme across the school, the first thing that was monitored was the consistency of teaching. The new Calculation Policy tries to address the consistency of teaching between year groups. NL explained that his findings will form an action plan which governors will be able to monitor moving forward. The SDP will explain the current position and how the school is moving towards its chosen outcomes. The Maths Leads, with the support of the Maths Adviser, have been tasked at auditing the current position of teaching and learning in maths across the school. Governors agreed that it would be useful to receive these findings, agreeing that a regular item on the agenda to discuss maths would be helpful for all future Children's Committee meetings moving forward. It was agreed that elements of maths that have already been through the Explore stage could be reviewed under Deliver from this point; there is room for progress with Year 4 times tables.

Governors discuss the impact made by them observing teaching in the classroom. It was stipulated the governor visits to the classroom were an exercise to showcase improvement in teaching and learning, and not critiquing capability. Governors agreed that this was operational and was not the intention behind such governor visits. NL learnt that teachers appreciate governor visits to the learning environment, which provides a wonderful opportunity for governors to obtain pupil voice around the strategies being implemented.

Phonics will be monitored under the Sustain stage from this point of the academic year.

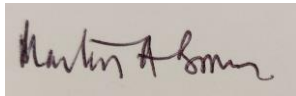
The Clerk advised that, whilst the new Headteacher is getting a feel for the school and determining priorities, the committee should solely focus on the two statutory monitoring areas of safeguarding and SEND whilst the SDP is being considered. Governor monitoring should remain strategic and effective.

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	<p>Governors agreed that the priorities identified within the SDP would inform a more strategic approach to governor monitoring this academic year.</p> <p><b>Action:</b> Governors to reconsider the Children’s Committee priorities once the SDP 2024-25 has been drafted.</p>
8.	<p><b>Discuss Committee Priorities 2024-25</b> Refer to item 7.</p>
9.	<p><b>Discuss effective oversight of Committee Priorities</b> Refer to item 7.</p>
10.	<p><b>Confirm Link Governor Areas of Oversight</b> The following governor monitoring areas, as agreed at the last FGB meeting, were reconfirmed at the meeting:</p> <p>MB – Assessment, Science, Outdoor Learning MSm – PE, Curriculum, maths AM – Phonics and English JH – Staff CPD, cyber security LWD – SEND, PP (inc. LAC and PLAC) JL – safeguarding</p> <p>The Clerk advised that, apart from the two statutory link areas of safeguarding and SEND, the governing board were able to define new link roles according to the drafted SDP 2024-25 if it was necessary moving forward.</p>
11.	<p><b>Set Deadlines for Link Governor Visit Scheduling</b> It was agreed that a monitoring schedule should be firmed up once the SDP for 2024-25 is drafted and ratified by the governing board.</p> <p><b>Action:</b> NL to confirm that the previously scheduled curriculum visit is appropriate for Nov 2024.</p>
12.	<p><b>Policy Review (SI)</b> There were no policies for review at this meeting.</p>
13.	<p><b>Safeguarding (SI)</b> The Safeguarding Link explained that a recent visit to monitor the Single Central Record (SCR) had taken place between her, the School Business Manager and NL. Governors discussed the varieties of different formats for Single Central Records in schools across the county.</p>

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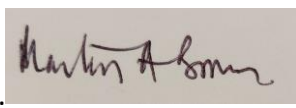
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	Safeguarding training was discussed, there are gaps on the SCR for this current academic year. NL learnt how governor confirmations are shared by the Clerk with the School Business Manager. Arrangements are being considered to ensure those members of staff and governors who missed the update on inset receive their statutory training.
12.	<p><b>Any Other Business</b></p> <p>NL explained that he was very pleased that the Associate Member for the committee, a member of staff, was considered and will be a welcome addition to T&amp;L Committee meetings moving forward. They will provide a valuable voice to governors on teaching and learning in the school other than NL.</p> <p>There were no other strategic items of any other business raised at the meeting.</p> <p>There being no further business, the meeting closed at 7.50pm.</p>
13.	<p><b>Date and time of next meeting</b></p> <p>The next Children's Committee meeting will be 13<sup>th</sup> November 2024, 6.30pm at the school.</p>

### Actions from the meeting, 18<sup>th</sup> September 2024

	Action	Owner	Deadline
7.0	Governors to reconsider the Children's Committee priorities once the SDP 2024-25 has been drafted.	GOVS	ASAP
11.0	NL to confirm that the previously scheduled curriculum visit is appropriate for Nov 2024.	NL	ASAP

Signed: ..... 

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## Governor Meeting Dates 2024-2025

Date	Meeting		Topic
<i>Autumn</i>			
18th Sept 24	Children's	Autumn 1	
2nd Oct 24	Resources	Autumn 1	
16th Oct 24	FGB	Autumn 1	Data Review (incl SEF)
6th Nov 24	Resources	Autumn 2	
13th Nov 24	Children's	Autumn 2	
11th Dec 24	FGB	Autumn 2	
<i>Spring</i>			
8th Jan 25	Resources	Spring 1	Review SFVS
15th Jan 25	Children's	Spring 1	
5th Feb 2025	FGB	Spring 1	SDP Focus and SFVS approval
12th Mar 25	Resources	Spring 2	
26th Mar 25	Children's	Spring 2	
<i>Summer</i>			
23rd Apr 25	Resources	Summer 1	Budget Scrutiny
7th May 25	FGB	Budget	Budget Approval
21st May 25	Children's	Summer 1	
4th June 25	FGB	Summer 1	
25th June 25	Resources	Summer 2	
16th Jul 25	Children's	Summer 2	Review of SATs data
9th Jul 25	FGB	Summer 2	Business Meeting
All meetings fall on a Wednesday evening.			

## 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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Children's Committee Meeting Minutes 18.09.2024 v2 (+NL, MB)