

**Scalby Learning Trust
Friarage Community Primary School**

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**School Improvement Group meeting
13th February 2020 at 3:30 pm at the school**

PRESENT Chair Headteacher	Cllr Janet Jefferson (JJ) Mrs Cheryl Cappleman (CC) Mrs Amanda Cooper-Haywood (ACH) Mr John Scoble (JS) Mr Tim James (TJ) Mrs Carolyn Read (CR) Mrs Alison Langley (AL)	Trust-Appointed Governor Trust-Appointed Governor Trust-Appointed Governor Parent Governor Trust-Appointed Governor Staff Governor
IN ATTENDANCE Clerk School Improvement Lead Scalby Learning Trust CEO	Ms Dominika Jureczko (DJ) Mr Chris Kirkham-Knowles (CKK) Mr David Read (DR)	
NOT PRESENT Chair	Mrs Rhona Liley (RL)	

Planned actions			
Item	Activity	Person responsible	Deadline(s)
8	Headteacher to congratulate staff for results in maths.	CC	
9	Mr Kirkham-Knowles to produce a document showing the governors' impact on the school.	CKK	
9	Clerk to insert governors' SEF on next agenda.	DJ	

The meeting started at **3.30 pm**.

Item	Minute	Action
Part A - Procedural		
1.	<p>Apologies for absence and to determine whether any absences should be consented to.</p> <p>Apologies had been received from Mrs Liley. The absence was given consent.</p> <p>Since the Chair was absent, it was agreed that Mrs Jefferson would take over as the Chair for the meeting.</p>	
2.	<p>Declaration of Governors' interests.</p> <p>Mrs Jefferson declared that she is a Scarborough Borough Councillor and a North Yorkshire County Councillor and chairs the NYCC Young People's Overview and Scrutiny Committee and is on the board of the Local Safeguarding Partnership. She is also a member of LAC (Look After Children) Group at the Council, member of SACRA and a member of the</p>	

	Scarborough Borough cabinet.	
3.	<p>To determine whether any part of the proceedings should be treated as confidential and excluded from the minutes to be made available for public inspection.</p> <p>There were none declared as confidential.</p>	
4.	<p>Notification of urgent other business.</p> <p>There was none notified.</p>	
5.	<p>To approve as a correct record the minutes of the meeting of the Governing Body held on 17th December 2019.</p> <p>The minutes were approved with amendments as a correct record and signed by the Chair.</p> <p>Amendments:</p> <ul style="list-style-type: none"> • Page 1 – Mr Cannon was removed from the list of attendees. • Page 2 – “<i>Scholar Pack</i>” changed to “<i>Stat Sheffield</i>”. 	
6.	<p>To consider matters arising from the minutes.</p> <p><u>Item 5 - Clerk to circulate calendar of meetings.</u> This had been actioned.</p> <p><u>Item 7 - Deputy Headteacher to provide information on how many pupils left the school.</u> This was included in the agenda documents.</p> <p><u>Item 7 - Headteacher to provide the number of pupils on roll.</u> This was included in the agenda documents.</p>	
Part B – School Improvement		
7.	<p>Update on writing and spelling.</p> <p>Headteacher drew the governors’ attention to the SLT report, highlighted the main points and invited comments and questions.</p> <p>Leaders have ensured there is a clear plan to improve basic skills in Maths and English by introducing additional mechanisms to support and fill gaps in pupils learning. As a result all year groups have improved in the % of pupils at age related expectations for Maths and SPAG since September with the exception of Year 4.</p> <p>Interim data (February) has been collected for Y4 after interventions put in place and data is showing improvements in spelling, punctuation and grammar data for pupils at age related expectations and the percentage of pupils who are more than 2 steps behind has decreased for both Maths and SPAG since Autumn end.</p> <p>Further update was presented during item 8.</p>	
8.	<p>Update on maths.</p> <p><u>2.6 developing pupils’ basic skills in mathematics</u> The Headteacher drew the governors’ attention to the year 6 data update and highlighted that 50% of pupils were now on track. This data was from</p>	

the mock exams which were conducted recently.

A governor commented that this was a significant improvement.

Question: A governor enquired whether this improved pupil performance would continue.

Answer: The Headteacher confirmed that that would be the case.

Question: The CEO enquired what was planned to ensure that this performance would continue.

Answer: The Headteacher gave an overview of the monitoring that was planned, including book scrutinies and another data harvest and a sample test.

Question: The CEO enquired when the sample test would take place.

Answer: The Headteacher explained that it would be held in the third week after half term.

Question: The CEO enquired what the children knew about the mock week.

Answer: The Headteacher explained that there was not an air of pressure. There was a more relaxed approach from the teachers compared to the previous years. There was a focus on the tests; however.

The CEO stressed the need for children to be in a focussed but relaxed mind-set.

Question: A governor noticed that year 6 point of entry was 32% ARE (age-related expectations), then improved to 35% and currently was at 50%.

Answer: The Headteacher clarified that 50% of pupils were on track.

Question: A governor enquired how the result of 50% on track was achieved.

Answer: The Headteacher explained that the graduated response had been put in place and “little and often” technique was employed. Resources were also put into place. Targeted pupils had extra 10 minutes three times a week with an experienced member of staff. This had brought positive impact. Out of 14 targeted children 12 were now on track for ARE.

Question: A governor enquired whether there was a reason why those two children were not on track.

Answer: The Headteacher explained that those two children had made progress; however, it was not as significant. The data presented to the governors was new and the staff did not have a chance to analyse it in detail yet.

Question: A governor enquired whether the targeted children were across both classes.

Answer: The Headteacher confirmed that was the case and highlighted that children from both classes had received intervention from a highly experienced member of staff.

The School Improvement Lead highlighted the cultural change that brought a positive attitude from both the staff and the children themselves. The staff in year 6 had been very open to changing their practice and engaging with CPD.

<p>A governor commented that it was important to make sure this was an ongoing trend.</p> <p>The governors asked the Headteacher to congratulate the teachers for this achievement.</p> <p>Question: A governor enquired about the impact of the recent change in leadership.</p> <p>Answer: The Headteacher explained that the staff member who stepped down from maths leadership was willing to support their successor. They were still teaching at the school bringing impact on the children's learning.</p> <p>Question: A governor enquired about the recruitment for the position.</p> <p>Answer: The Headteacher explained that the resignation would come into effect from Easter. The recruitment was ongoing.</p> <p>Question: A governor enquired whether the children at the mock test seemed to be confident.</p> <p>Answer: The Headteacher explained that she was not present at the mock test, so she was not able to give a confident answer.</p> <p><u>2.7 supporting pupils to develop accurate spelling skills</u></p> <p>The Headteacher reported that spelling, punctuation and grammar attainment was improving. The staff were confident that this would continue to increase and evidence in books was confirming this.</p> <p>Year 6 results:</p> <ul style="list-style-type: none"> • 50% on track for maths; • 43% reading on track. The Headteacher highlighted that one child previously judged as secure ARE had left the school which impacted the overall data; • 43% in writing; • 34% combined. <p>Question: A governor enquired why the interventions in spelling, punctuation and grammar were not as successful as in maths.</p> <p>Answer: The Headteacher explained that the senior staff would analyse what brought the impact in maths to see if it could be applied in other subjects as well.</p> <p>Challenge: A governor expressed their concern with the results in year 4 and enquired what was being done to bring rapid impact on this group of children.</p> <p>Answer: The Headteacher explained that their teacher was back from maternity leave and this should have a positive impact. The children were also receiving support.</p> <p>Question: A governor stressed that year 4 was a very important group and enquired whether the Headteacher was resolving this concern.</p> <p>Answer: The Headteacher confirmed that was the case. The School Improvement Lead added that additional resources had been put in and highlighted that the group had a large proportion of Pupil Premium and EAL (English as Additional Language) children. He welcomed the governors giving close scrutiny to this year group.</p>	<p>CC</p>
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9.	<p>Governance update (SEF)</p> <p>The Headteacher drew the governors' attention to page 74 of the Self-evaluation Form which included the judgement criteria.</p> <p>A governor highlighted the progress the school had made since the Ofsted inspection and stressed the importance that the governors review how they had been monitoring this.</p> <p>A governor proposed that a document was produced to show the governors' impact. Mr Kirkham Knowles volunteered to produce the document.</p> <p>It was decided that SEF would be the focus for next RIG meeting. Clerk to insert on the agenda.</p> <p>The governors recognised that this exercise was a good opportunity to review the Rapid Improvement Group and its terms of reference.</p> <p>It was decided that all governors would be invited to the next RIG meeting to discuss their impact.</p>	<p>CKK</p> <p>DJ</p>
Part C – Other Business		
10.	<p>Focus of the next RIG meeting.</p> <p>The following items were agreed:</p> <ul style="list-style-type: none"> • Year 6 data • Evaluation of governors' impact. 	
11.	<p>To deal with any matters agreed for consideration under point 4 above – Urgent other business.</p> <p><u>Teacher recruitment.</u></p> <p>The Headteacher gave an update on class teacher recruitment. She reported that the advert had been published and the interviews would take place in March.</p>	
12.	<p>Date of next meetings.</p> <p>It was decided to move the next meeting from 23rd April to 21st April.</p> <p>It was noted that the next Local Governing Board meeting would be held on 26th March.</p>	

The meeting ended at **4:46 pm**

Signed.....

Date.....