



# Stafford Manor High School

**Progress and Learning Committee**  
**Monday 11<sup>th</sup> February 2019, 5.15pm, Stafford Room**

## Minutes

<b>Present</b>	Viv Evans (Chair), Ali Summers, Richard Lycett (Headteacher), Trish Follows, Emma Philpott-Watkin Catherine Phillips and Craig McKenzie.
<b>In Attendance</b>	Kieran Delaney (Deputy Headteacher), Phil Manfredi (Behaviour, Safety and Partnership Director) and Bron Powell (Clerk to Governors)
<b>Absent</b>	Anna Klosowski.

All governor questions are identified thus:

 **Questions in bold italic.** Actions are highlighted on electronic copies in yellow.

1.	<b>Welcome and Apologies</b> – the Committee was welcomed to the meeting, there were apologies from AK which were accepted. AS and CP had advised that they would be late.		
2.	<b>Pecuniary Interest</b> – None		
3.	<b>Agreed any other business</b> – None		
4.	<b>Committee membership</b> – No changes. <b>Election of Vice Chair</b> – CM was nominated, the committee agreed unanimously that he be elected as Vice Chair until Autumn 2019.		
5.	<b>Confidentiality</b> – Governors were reminded on the agenda that all discussions that take place during a Governing Body meeting remain confidential to that meeting.		
6.	<p><b>Minutes to be agreed</b> – Monday 12<sup>th</sup> November 2018. The minutes were approved as a true and accurate record of the meeting with the exception of the following:-</p> <p><b>Governors how many teachers required additional support</b> - was replaced with - <b>Governors asked how many teachers required additional support.</b></p> <p><b>5.18pm AS joined the meeting. 5.20pm CP joined the meeting.</b></p> <p>Two copies were duly signed for retention in school.</p>		
7.	<b>Matters Arising - from meeting held Monday 24th September 2018.</b>		
	<b>Item no</b>	<b>Action</b>	
	<b>Outcome</b>		
	7.4	It was agreed to leave the election of a vice chair pending.	This was on the agenda – CM duly elected.
	14	<b>Supporting Students with Medical Conditions including the Management of Medicines in School</b>	Both were ratified at the FGB meeting 03/12/18.

	<b>&amp; Special Educational Needs (SEN) Information Report and SEN Policy</b> - Both policies were approved in principle by the committee once the additions have been made and are to be presented to the FGB 3 <sup>rd</sup> December 2018.	
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**Attendance, behaviour and punctuality – data circulated within the call out papers.**

**Attendance:** Students with attendance of 90% or below is up slightly on last year with a number at this level. 6 students account for 1% while the worst 16 account for 2%. Unauthorised holidays are up from 0.26% last year to 0.35% this year. Unauthorised absence is also higher than last year. Year 7 have made a big difference; there are two students who were non-attenders last year at Primary school who are now attending 20-30%. There are 1/2 Year 7 students with significant learning needs that SMHS struggle to provide support for. There is one year 11 student who currently has a Family Support Worker and CAMHS Support. There is one student who is permanently in hospital at the present time. Some families have been issued with penalty notices. SMHS does try to get involved in cases as soon as an issue is identified. The Local Authority is working closely with SMHS. There are a couple of hard line non-attenders but progress is being made. The winter months historically present more attendance challenges which need swift response.

There is a Year 11 student who is the subject of a 1<sup>st</sup> Response case having no known address.

 **Governors asked how much impact the managed moved students have on the school's attendance figures** – Governors were told that SMHS are doing more of these now. Attendance is not included in the overall figures until these students are at SMHS on a permanent basis. SMHS is increasingly receiving applications for Home Educated students who have to be offered a place.

8.

A great many students have mental health issues, CAMHS say in some cases these students are not fit to attend, negotiation takes place constantly in these instances. With non-attenders and persistent non-attenders attendance is gradually built up over time. Plans are in place with SMHS in regular contact with families. It was acknowledged that persistent absence is rising but overall attendance is fairly stable.

**Behaviour:** Behaviour exits are down. Permanent exclusions are up and fixed term exclusions have also increased. 52% are repeat exclusions. Two thirds of these are Key Stage 4 students. It should be noted that higher levels are expected in both standards and homework. Less external agency intervention is now available.

There is currently a managed move occurring in Year 8 which has caused disruption to the class and it is anticipated that managed moves will increase. Some managed moves are forced upon SMHS. Governors were told there is no doubt that mental health issues have an impact on behaviour.

Governors were informed that The Hollies (pupil referral unit) had undergone 3 recent Ofsted inspections, initially graded 'good' this was changed to 'inadequate' the following term. The Hollies was therefore unavailable for alternative provision.

 **Governors asked if SMHS was able to approach The Haven directly for places** – they were informed that they are not and that places are allocated via the Local Authority.

Preventative strategies have been devised to avoid exclusions. Support within school has been spread further with an extra layer added, with Heads of Departments now being involved. Some departments are looking at positive behaviour reports. It was acknowledged that this is a tricky area and not a positive picture.

 **Governors asked how behaviour is across the whole school – lessons are purposeful with any issues regarding specific students' needs known to staff.**

Current Year 7 students need help not previously identified in primary school transition reports.

The number of students with poor behaviour is the minority. Break and Lunch times are the most challenging. The position in other schools is similar.

Achievement points have increased.

**5.42pm PM left the meeting.**

Governors were informed that the Disciplinary Panel had met twice this term with the decision to permanently exclude 1 year 8 student and 1 year 11 student being upheld.

**Quality Assurance Outcomes and Quality of Teaching Review – to include Local Authority Report by David Wright (DW) – this was circulated in the call out papers.**

Teaching judgements remain constant.

There are 3 bands of categorisation designated by the Local Authority. SMHS is of high concern the reasons for which were listed in the report received from DW following his monitoring visit of the 14<sup>th</sup> January 2019. The second visit is scheduled for the 14<sup>th</sup> February 2019; there will be 4 visits in total. The visits monitor the school, no support is available. SMHS intends to use the visits as a further check for progress. DW knows the school well and understands the constraints it faces, he is a former headteacher at Sir Graham Balfour.

- 9.
-  **Governors asked what benefit the school would get from these visits as the report reiterates information that the school is already aware of – the visits will be used for triangulation purposes.**
  -  **Governors asked if DW goes into classrooms –** Governors were told that the initial visit was driven by SMHS but that DW has specified what areas he would like to cover in the second visit; he will also carry out a learning walk. Governors stated that they will await his findings. The visits also give middle leaders the opportunity to meet with an external visitor which is valuable.
  -  **Governors asked if DW's role extends to accessing additional support e.g. funding for staff development, specialist advisory support etc- This was not thought to be the case.**

RL will ask DW if Governors can participate in a future visit.

- 10.
- Progress:**  
**KS3 Current Summary** - Year 9 reports will be sent out this week. Year 10 data is being collected this week. There is no change in Year 7, 8 or 11 at the current time.
- Update on KS4/5 Headlines** - Summary Attainment Trends 2015-2019 handout was given to the committee. There are outliers (students who will not sit exams) in this year group, which does have a significant impact on progress data. Governors were told that the

figures in the yellow column showed the percentage with the outliers taken out. This year group is more able than last year but with the impact of the outliers the progress will be similar. Prediction tracking is taking place but the accuracy of this is to be confirmed. Predictions are precarious due to reformed qualifications.

Pixl Wave – content shows Maths as a positive and English as average with paper 1 tracking below average. PPE will be taking place after half term.

- 🔴 **Governors asked what is working well** – they were informed that there is a clear direction, paper timetables for revision have had a positive effect. Homework has improved on last year. Parents were at school on the 5<sup>th</sup> February 2019 to gain an insight into how to best support their children during the lead up and exam period.
- 🔴 **Governors asked if the gap between Pupil Premium students and other students was improving** – they were told that Y11 gaps have reduced since Y10.

2 outliers are PP students, if they are not included in the data it makes a difference as it is such a small group. Regards PP boys – SMHS did hit national levels for P8 so looking at the context is important.

**IDSR - update** - The information contained in the report is similar to that in the DW report discussed earlier. It will be validated soon. 'Progress 8 – no meaningful trends' is on the front page. Governors were advised that the IDSR is a tool for Ofsted to use.

Attainment 8 is low – English subject entry versus attainment information is also contained on the front page of the report.

Page 13 – 100% of students are entered for Humanities vs national is 78%. With regards EBacc APS (average point score) middle prior attaining are 0.5 away and low prior attaining are 0.1 away even though we are 1.0 away from All. Context needs to be taken into consideration. SMHS work with a specific community and are making a difference.

Value added – Many students are achieving a pass but it is difficult to gain a merit or above.

A 'Levels will be more positive this year. Sports Leadership and Applied Science are delivered by SMHS staff here at school. Results show what our students are achieving regardless of where they are studying.

### **Impact of Pupil Premium and Catch up Strategies – to include updated report and figures.**

Evaluations from last year had been circulated within the call out papers. All documents are now on the website. Similar strategies are being deployed again this year with the biggest impact being quality first teaching. The two top strategies are quality teaching for all, then targeted support.

- 🔴 **Governors asked if the spend reflected these priorities** – it was confirmed that it did.

The 2017/18 budget spend had to be detailed. The 2018/19 budget does not need to be so specific but can be more general with schools now allowed to use funds for staffing.

### **6.22 CM left the room.**

Ideas had been taken from RADY.

	<p> <b>Governors requested that details of PP spend and impact be forwarded to Carolyn Trowbridge as Link Governor for PP</b> – BP will send CT the papers.</p>
12	<p><b>SEN/LAC Provision and Progress Report – verbal</b> - There is a significant crossover between SEN and PP at SMHS. AK (SEN lead) is now back at school. KD and RL had been covering in her absence. TF and Jane Shapiro (Teaching Assistants) are a great resource to the school.</p> <p><b>6.24pm CM returned to the meeting.</b></p> <p>Gains being made upon AK's return. She has now completed her SEN qualification.</p> <p>There are 4 LAC at SMHS this year, fewer than last year. There is a 5<sup>th</sup> but this student is moving out of the area. SMHS has received an application from a virtual school in London for a place. The virtual school retain the responsibility for this student, who will be living 11 miles away, and therefore better placed schools can be located but are the other side of the county border. It was felt that SMHS is not the best setting for this student, no final decision has been made as yet.</p> <p>All PEP meetings have been carried out for the 4 LAC. Funding is £2300 per year with school accessing £1500 of this at a rate of £500 per term. Monies in the past have been used for Laptops, printers, resources for coursework, one to one sessions in school as well as for clubs outside school and the Youthnet programme. Often these students are doing well and it can be difficult to identify where to spend funds. If a student is identified as previously LAC, SMHS received the full funding. SMHS meet with all parents/carers concerned.</p>
13	<p><b>Proposed Curriculum Structure 2019/2020</b> - Year 9 are currently looking at pathways and being asked to consider where they want to go career wise. Years 7 and 8 are also being encouraged to think long term. Year 9 reports are going out this week.</p> <p>Year 9 students will be asked at the end of this week what subjects they would like to take. SLT will then take this information and see what subjects are viable and what can be offered. There are 55 students in this year group so choice provision will be a challenge.</p> <p> <b>Governors asked if we have the staff to cover the curriculum model</b> – costs will always be a factor. A number of considerations will have to be made. It was confirmed that the mandatory curriculum will be met.</p> <p>Ofsted had said that a shortened KS3 would mean that a school cannot be judged as 'good'.</p>
14	<p><b>Safeguarding Report – verbal</b> - There had been an outstanding query that was referred to at the FGB 3<sup>rd</sup> December 2018. This was closed.</p> <p> <b>Governors asked if there were any new staff</b> – An IT apprentice had been appointed who had undergone a Safeguarding induction with AB.</p>
15	<p><b>Policies and Procedures</b></p> <p><b>Sex and Relationships Education Policy</b> – Consultation on this was conducted in the Autumn term the outcome of which will come into force in 2020. It was noted that along with Female Genital Mutilation, Breast Ironing should be included. On page 5 the Pastoral Committee should read Progress and Learning Committee, Governors also raised the issue of Forced Marriage and whether this should not be included. Subject to these changes the</p>

Policy was approved to be reviewed again in the Autumn of 2019. **Once all changes have been made VE will sign the policy.**

**Equality Information and Objectives – Details of how the school is complying with the public sector equality duty - to be updated annually and published on the school website (SMHS Equality Objectives Policy - review required every 4 years) –** the school have 5 objectives which are listed within the policy and published on the school website (screen print circulated within the call out papers). The policy was accepted, to be signed by RL for retention in school.

**6.47pm AS left the meeting.**

-  **Governors asked if recruitment information is monitored** – they were assured it is.
-  **Governors asked if bullying incidents are broken down** – they were informed that they are.

**Careers Policy and Provider Access Statement (formerly Provider Access Statement)** – this policy now contains more detail – the website has been updated to reflect this. The policy was approved by the committee, **it will be presented to the FGB at their next meeting to be held on the 1<sup>st</sup> April 2019. Governors suggested that SMHS have a wall of achievement of past students to celebrate and inspire, individuals could be invited to speak to students.**

**Uniform Policy –** **It was agreed that this policy be reviewed at the next meeting of the committee.**

**Educational Visits** – This policy was seen as a very common sense approach. It was ratified by the committee. The policy will be reviewed Spring term 2021. The policy was duly signed by VE for retention in school.

**Drugs Policy** – two areas were of concern;

- *The teacher in charge will then dispose of the substance efficiently by either flushing down a toilet or burning if appropriate -* Governors were concerned with this statement and asked that it be checked and amended if necessary.
- *If the visit is abroad, upon returning to the UK the incident should be reported to the Headteacher, as soon as practicable, who will arrange a meeting with the parents of the child/children involved and the teacher in charge of the visit. Thereafter the Headteacher will determine the appropriate action to be taken -* Governors felt it would be more appropriate that any matter should be reported immediately rather than waiting to return to the UK, they asked that this statement be checked and amended if necessary. This policy was accepted pending any changes required on these two points.

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**Any Other Business – as agreed in item number 3 –** No item was raised.

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**Confidentiality** - There were no items identified as being required to be placed on a confidential appendix.

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**Date and Time of Next Meeting** – 10th June 2019 at 5.15pm

The meeting ended at 6.59pm

Signed - Chair of Progress and Learning Committee

Date –10th June 2019

### Actions required

Item no	Action	Responsibility of/deadline	Outcome
11	<b>Governors requested that details of PP spend and impact be forwarded to Carolyn Trowbridge as Link Governor for PP</b> – BP will send CT the papers.	BP	BP emailed link for all information on the school website to CT 12/02/19.
15	<b>Sex and Relationships Education Policy</b> – Once all changes have been made VE will sign the policy.	KD/VE	Completed 05/03/19
15	<b>Careers Policy and Provider Access Statement (formerly Provider Access Statement)</b> – to be presented to the FGB at their next meeting, 1 <sup>st</sup> April 2019. Governors suggested that SMHS have a wall of achievement of past students to celebrate and inspire, individuals could be invited to speak to students.	BP	
15	<b>Uniform Policy</b> – It was agreed that this policy be reviewed at the next meeting of the committee	PM	On the agenda for review 10/06/19