



Stafford Manor High School

Progress and Learning Committee
Monday 12th November 2018, 5.15pm, Stafford Room

Enc 1

Minutes

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

All governor questions are identified thus:

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

1.	Welcome and Apologies – the Committee was welcomed to the meeting, there were apologies from TF, EPW and AK which were accepted. AS and CP had advised that they would be late.	
2.	Pecuniary Interest – None	
3.	Agreed any other business – None	
4.	Committee membership – No changes.	
4.	Election of Chair and Vice Chair – It was agreed to postpone the election of a vice chair until the next meeting due to depleted numbers.	
5.	Confidentiality – Governors were reminded on the agenda that all discussions that take place during a Governing Body meeting remain confidential to that meeting.	
6.	Minutes to be agreed – Monday 24 th September 2018. The minutes were approved as a true and accurate record of the meeting. Two copies were duly signed for retention in school.	
7.	Matters Arising - from meeting held Monday 24th September 2018.	
	Item no	Action
	4	It was agreed to leave the election of a vice chair pending.
		Outcome
		This is on the agenda but the decision was taken to postpone until the next meeting.

7.12	Safeguarding Policy will now go to the FGB 03/12/18 for ratification.	This is on the FGB agenda 03/12/18 for ratification.
12	KCSIE 2018 to be circulated to all Governors and to sign once this is received and read	BP emailed to all Governors 25/09/18, to be signed as read/noted 03/12/18.
7.14	Supporting Students with Medical Conditions to go on to the agenda 12/11/18	On the agenda under item 14 for discussion.

Attendance, behaviour and punctuality – data circulated within the call out papers.

Attendance: Overall attendance is just below the national average. 1% is lost due to unauthorised holidays. 14 students account for 2.3% lost. There are 9 students with persistent absence, 3 in Year 7, 3 in Year 8, 1 in Year 9 and 2 in Year 10. The Local Support Team are working in partnership with the pastoral team to support these families and regular visits are made to student homes. 50% of persistent absence is due to anxiety; CAMHS is involved in these cases. There is one Year 11 student who has not attended this year who has just commenced dual provision. There is another student on dual registration due to the student currently being in hospital. Additional needs are supported with advice from the Sickle Cell Support Group and YMCA. There is a student in the outlying rural area who has complex needs who has also been provided with support. The prediction is that there will be a substantial reduction of students currently classified as persistent absentees.

Behaviour: Governors asked for clarification regarding the Exclusions statistics.

Fixed term exclusions are up this year with the number of days compared to this time last year doubling, from 12 to 23 days. The underlying reason is the raising of standards at SMHS, extra work in all subject areas is expected, students are adjusting to this. Exits are slightly lower than this time last year. Governors were reassured that there is not a deterioration in behaviour but rather that some students have found the rise in expectations is challenged when unmet. Governors noted that fixed term exclusions in the upper school have risen with a higher percentage in Year 11. Once the benchmark is established the outlook is positive for longer term outcomes. Parental meetings have increased to head off long term problems. The wider context across schools in the whole town mirrors the situation at SMHS with the loss of external provision and support. There have been no permanent exclusions thus far this academic year. It is important that standards are maintained in school. The number on roll is up on last year.

Governors asked if there were any significant changes in groups compared to last year regards attendance – it was felt that there wasn't.

5.35pm AS and CP joined the meeting.

PM asked for feedback on the 2018 to 2019 Attendance and Behaviour Dashboard enclosure. Governors felt that it was very clear and easy to analyse. PM was thanked for his report and hard work. **5.38pm PM left the meeting.**

Review of School Improvement Plan (SIP): Quality of Teaching

The SIP is being finalised. Enclosure 4, a commentary on the current position, was found to be very helpful. There is a renewed focus on quality of teaching. SMHS has identified

where the needs are. The difference between standards in core and non-core subjects was noted.

- 🔴 **Governors asked how significant the impact of the two long term absences in Art and Social Sciences is** – Governors were told that Social Science lessons are now covered with AK communicating and supporting. There is an alternative plan in place for Years 10 and 11. Paula Albery is teaching Health and Social Care (HSC) to Year 13, she has an in depth knowledge of the Pearson curriculum and is supporting school with L2 HSC.

The Staff Professional Development programme was welcomed and noted. RL answered queries about the strategies making an impact in the classroom to develop independent learning skills and metacognition e.g. ‘**Flipping the classroom**’ and ‘**Green Time**’

Governors asked what progress was being made to improve standards in non –core subjects – it was acknowledged that this is a challenge particularly for single subject specialists; strong practitioners continue to work closely with these staff and provide support.

- 🔴 **Governors asked how many teachers required additional support** – they were told that there are 2/3. It was noted that it is difficult when there is only one teacher in a subject area.
- 🔴 **Governors asked if there was evidence of impact yet** – it was confirmed that progress can be seen but not at the same level and speed with all staff, steps forward are being made.

The English team is working well, there are two new teachers and FG has returned following maternity leave. Students are working well and being engaged. There is a renewed vigour and positivity.

Year 11 Pre Public Exams (PPEs/mocks) started 9th November 2018.

- 🔴 **Governors asked if this is across all subjects** – they were assured that it was. In English and Maths there will be more than one exam taking place.

Progress: KS4 Current Summary

The flights paths distributed within the call out pack were confirmed as fairly accurate. Predictions are tracking above last year but it should be noted that the two cohorts were of different ability. Internal meetings are taking place, students need to work hard, expectations of both students and staff is clear. #6 has been used in previous years, the priority this half term is home revision – tutor teams are competing with each other which is positive and adds a dimension to drive ambition. Seven senior teachers will be mentoring Year 11 students and this will help students prioritise future plans.

10. There is one student with complex needs in this year group who is currently in alternative provision at no cost to the school, the focus is getting this student to attend. There is one student with dual registration at the Pupil Referral Unit. There is a possibility that they may be removed from the school roll. There is another student who came from out of the area and has just joined Y11 – their subject requirements do not fit with the offer at SMHS, but the school was obligated to take this student, there will be an impact on SMHS outcomes as a result, it was the Local Authority who directed the destination of this student, SMHS had secured good provision for this student to study a vocational subject that was a very good fit, the LA refused to fund this however.

	<p>There will be context for the flight paths for English and Maths from PiXL after assessment window 1.</p> <p>Post 16 – 2018 Headlines</p> <p>The latest data is derived from the information published by the DfE at the end of October. Applied general value added – KD is still trying to rationalise this, although it does show an improvement at SMHS.</p> <p>Analysing School Performance (ASP)/Inspection Data Summary Report (IDSR) - verbal update</p> <p>The IDSR is expected at the end of November and it is hoped to present this to the Full Board meeting on the 3rd December 2018. KD told Governors that IDSR is better suited for them to look at while ASP is more tailored for use in schools, although Governors can access it and drill down into the information.</p> <p>ASP – a new log in is now required – KD advised that this is better to view online.</p>
11	<p>Impact of Pupil Premium and Catch up Strategies</p> <p>It is hoped this will be presented at the Finance Committee Meeting to be held 19th November 2018. They will look at past performance, what works well and implementing this. RL attended a RADY meeting today which highlighted valuable support and strategy available.</p> <p>It is no longer a requirement to breakdown the cost of intervention which is positive, rather it now allows the focus to be on what will make a difference. KD will be attending Pixl 15th November 2018 following which SLT will be able to fine tune focus and impact. There is a need to understand barriers.</p> <p>The impact statement for Catch Up Funding is to be carried out. More strategies are in place this year with Teaching Assistants released to work with students in tutor time, this is having a positive impact. Progress is to be monitored. The number of Pupil Premium had increased, there were 159 last year on roll, however, the percentage has dropped with a lower number of PP students proportionally in Year 7.</p>
12	<p>Review of Central Record of Recruitment and Vetting Checks (live) - VE to review this 13th November 2018.</p> <p>Register of Admission to school (live) - It was confirmed that this is in place and maintained according to correct procedures.</p> <p>Register of Pupil Attendance (live) - SIMs is used at SMHS. A print out is done.</p> <ul style="list-style-type: none"> 🔴 Governors asked if an end of year check is carried out as this may highlight any anomalies – PM checks the registers on a regular basis. 🔴 Governors asked how the register is taken – it was confirmed that SIMs is used to do this for both morning and afternoon registration and each lesson. Any absence is followed up. This is an electronic system, a manual check is carried out, and in the event of a system crash paper copies can be used. It is a strong effective system.

13	<p>Annual Safeguarding Report</p> <p>VE is visiting DP 13th November 2018 to review the Single Central Register and will report back to the FGB.</p> <p>It was confirmed The Annual Safeguarding Report is normally carried out by the school which the Head will then present to the Board of Governors.</p>
14	<p>Policies and Procedures</p> <p>Supporting Students with Medical Conditions including the Management of Medicines in School</p> <p>RL has updated this, the original policy needed a significant overhaul. A model policy from The Key was used in conjunction with the existing SMHS policy. Acceptable practice is now included.</p> <ul style="list-style-type: none"> ❁ Governors asked if the school has an Educational Trips Policy- it was confirmed that there is one in place although it is a non-statutory one. It was proposed that this be added to the links in the 'Supporting Students' Policy. ❁ Governors asked if a reference should be made to Year 6 transition arrangements regards medical conditions and 6th Form procedures for sharing information – it was agreed that a discussion needs to be had with Year 6 parents; it was vital that medical information must not be lost during transition. The matter of 6th Form was also of interest with many studying off site. These points will be address and once done this policy can be presented to the FGB 3rd December 2018. <p>Governors were informed that 'The School Bus' was being considered as an alternative information resource to 'The Key'.</p> <p>Special Educational Needs (SEN) Information Report and SEN Policy</p> <p>KD has updated a lot of the content. Transition of Year 6 is now included. It was agreed that a cross reference to the Accessibility Plan should be included as a link. KD noted that it was unusual that the policy had not been approved by the SENco, but this will be addressed upon her return</p> <ul style="list-style-type: none"> ❁ Governors asked if specific reference to Mental Health Issues should be given a higher profiled within the document together with the school's strong Pastoral care provision – it was agreed that is should be added prior to be presented to the FGB. KD will add an example, for example anxiety, it was acknowledged that this policy does link with Safeguarding. Given the announcement in the recent Budget regards Mental Health financial support there may be further support available in due course. It was noted that Mental 1st Aid training is now available. <p>Both policies were approved in principle by the committee once the additions have been made and are to be presented to the FGB 3rd December 2018.</p>
15	<p>Any Other Business – as agreed in item number 3 – No item was raised.</p>
16	<p>Confidentiality - There were no items identified as being required to be placed on a confidential appendix.</p>

17	Date and Time of Next Meeting – 11 th February 2019 at 5.15pm
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The meeting ended at 6.39pm

Signed - Chair of Progress and Learning Committee

Date – 11th February 2019

Actions required

Item no	Action	Responsibility of/deadline	Outcome
7.4	The decision was taken to postpone the election of Vice-Chair until the next meeting.	11 th February 2019 - to be put on the agenda.	
14	Both policies were approved in principle by the committee once the additions have been made and are to be presented to the FGB 3 rd December 2018.	To be reviewed at FGB 03/12/18 following adjustment by KD.	