PERIVALE PRIMARY SCHOOL

A meeting of the Standards, Teaching and Learning Committee was held in school on Friday 10 March 2023

MINUTES

Attendees:	Actions
Gemma Bartlett (GB)	
Audrey Daley (AD)	
Chris Green (CG)	
Robert Hawkes (RH) – Committee Chair	
Duncan Partridge (DP)	
Shabnam Khan – Bhandari (SKB)	
Sharine Tyndale (ST) – Committee Vice Chair	
Also in attendance:	
Roxie Mitchell (RM)	
Stella Porter (SP)	
1. Welcome	
2. Analogies for change	
2. Apologies for absence Apologies were received from Christian Franco (CF)	
Apologies were received from christian tranco (cr)	
3. Authorised / Unauthorised absence	
The absence for CF was authorised.	
4. Declaration of any other business	
There were no declarations of other business.	
5. Declaration of interest in any agenda items	
There were no declarations of interest in any agenda items.	
6. Headteacher's Update	
The Headteacher's report was pre-circulated (yesterday).	
(70000.007)	
a) Verbal Feedback on LA Review	
Strengths	
• The review team were impressed by the leadership of the curriculum and reading.	
The review team were also impressed about the leadership opportunities which	
children have.	
Areas for development	
 The review team spoke with 3 boys and 3 girls from years 4, 5, and 6 regarding 	
behaviour in the playground. O The boys felt that they were not well supported at lunchtime, with the	
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- RH asked when the report will be available.
 - o AD said that it should be available next week AD will chase.
- b) Pupil Numbers, including Reception Applications for September
- We only have 8 vacancies (excluding Nursery 8) across the school.
 - o Reception: 1
 - Year 2: 1
 - o Year 5: 2
 - o Year 6: 4
 - Of which 2 have left for Grammar School places.
 - \circ DP asked about the admission numbers for September, and specifically 1^{st} choices.
 - AD said that she would check. AD suggested that there would probably be a waiting list.
 - o It was subsequently confirmed:
 - 1st Choice: 66
 2nd Choice: 63
- ST asked how many of the In-Year Joiners (17) were from overseas.
 - None, all from local schools.
- c) Data Updated predictions
- RM said that there will be updated predictions in the 1st week of the summer term.
- There have only been minor changes to the last data presented to Governors.
- Vocabulary is a big issue.
- d) Progress on updating Curriculum Maps
- CG pointed out that the updated curriculum maps are not on the website / in the Governor Room.
- CG pointed out that the DfE expect these to be published on the website.
 - AD will check with LS regarding the latest versions.
 - CG questioned how we are engaging with parents re pupil skills.
 - o GB said that we send out curriculum maps half termly.
 - GB suggested that these are published half termly on the website.
 - SKB asked that Governors receive examples for each year group at FGB.
- The non-negotiables have been published.
- SP advised that a TLR3 has been allocated to develop end of unit / topic assessment.
 - o The person this has been allocated to has experience of this.
 - CG pointed out that this has not been referred to / approved by the Pay Committee.
- CG asked for Governors to have sight of the Curriculum Map at FGB before it goes live at FGB.
- DP asked about support for Subject Leads.
 - o Some are new in post.
 - All subjects will have been monitored by Easter.
 - o SP said that there was training for middle Leaders.
 - We could do more with other schools.
- e) Safeguarding Update
- We currently have 2 pupils (+1) with a Child protection Plan.
 - Following a recent submission this may increase to 3.
- o RM said that SMSA's will need additional KCSIE training.
 - They have already had training.
- GB asked about training for agency staff.
 - o Short term agency: crib sheet.
 - Long term agency: More detailed training.
- The Safeguarding Audit is scheduled for next week; it had to be deferred due to illness.

ΑD

FGB Agenda

FGB Agenda

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f)	SEND Update	
0	It is likely that for the 2 draft EHCPs we will likely say we cannot meet the needs.	
0	1 ERSA to be submitted on Monday.	
0	ST asked what the main needs are for our SEN Support pupils.	
	 Communication / Interaction. 	
0	ST asked about the split of Pupils at SEN Support between KS1 and KS2.	
	o RM to check.	RM
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	<u>bsite</u>	
-	SP stated that the website needs to be updated.	
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	 This was previously done by the Finance Officer (YM) and Admin (SF). 	
	 AD said that she is talking to RS about this. 	
	 AD agreed that this is a priority area. 	
	 ST asked if this gets reviewed by SLT. 	
	 AD said that this should be reviewed by her and RS. 	
	 AD then added that one person must be responsible. 	
	 DP pointed out that the DfE list of what should be published on the website 	SP
	is regularly reviewed.	
	 SP said that she would undertake an initial review. 	SP
	RH / DP requested an update at FGB.	FGB Agenda
	SKB pointed out that the Parent Support Worker who left 1 / 2 years ago is	J
	still on the website.	
	suii on the website.	
-	Devices / Acros the minutes of 27 by a 2022	
	Review / Agree the minutes of 27 January 2023	
The	ese were agreed as a true and accurate record of the meeting and signed by RH.	
SKE	B proposed that we add to the minutes that there was a discussion about handover to	
SM	SA's, and that there was a process was in place.	
8.	Matters Arising from the meeting of 27 January 2023	
a)	SH to remind staff that curriculum information etc is the property of the school.	
•	Closed.	
	This has been discussed at SLT / SMT.	
	CG asked where this is now held.	
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	 SP advised that this is now stored on Google Drive. This is backed up daily. 	
•	AD said that this will be highlighted at the September INSET.	
•	SP proposed adding this to the Staff Handbook – agreed.	SP
b)	Presentation at FGB on NLLB.	
•	Closed.	
c)	Governor Visit Schedule for 2022 / 2023	
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•	Closed – agenda item 9(a).	
d)	Class Dojo's policy carried forward.	
•	Closed – agenda item 10.	
e)	Pupil Premium Strategy / Impact Report	
•	Closed – agenda item 10.	
f)	Catch Up Premium Report	
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•	Closed – agenda item 10.	
g)	MH / RH to review the Pupil Premium Strategy / Impact Report.	
•	Carried forward.	MH / RH
•	MH / RH to review for FGB (21/3).	
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	overnor Visits		
a) Sc	hedule for 2022 – 2023		
• Th	e draft Governor Visit schedule was pre-circulated.		
• <u>cc</u>	Said that he would be circulated to all Governors later today.	CG	
	 CG has added Headteacher / Parent consultation meetings to the schedule. 		
	 These will alternate between AM, Afternoon and PM. 		
	 One governor to attend each session. 		
• Th	is and the allocation of Link Governor roles will be reviewed at the next FGB.	FGB Agenda	
	suggested that the allocation of Link Governor roles may not be equitable.		
b) Go	overnor Visit Reports		
	I visit report to follow.	RH	
	B will be visiting next Tuesday for Early years review.		
5 51	b will be visiting flext ruesday for Earry years review.		
10 Pc	licies / Documents for Noting, Approval or Review:		
For No			
	ss Dojo's		
- Cic	o The proposed policy was pre-circulated.		
	 SKB was concerned that the statement about parents not sharing their password was ambiguous. 		
	 It was agreed that this should be amended to "I agree not to share 	SP	
		31	
	 my password." The concern was that if we left "immediate family members in" the 		
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	content could go viral.		
	O GB proposed removing section 4.10 AD / SD advised that it was agreed at SLT / MLT that there would be a		
	AD / SP advised that it was agreed at SLT / MLT that there would be a		
	communication once a week.		
	 CG suggested that the current wording was contradictory – 1 communication 		
	per week.		
	 CG then suggested telling parents that this is our starting point and 		
	that in year 1 and year 2 we intend to		
	 SKB said that this policy was initiated by parents to give them an insight into 		
	what is going on in class.		
	Once a week initially.		
	It was suggested moving the focus to "a collage of what has		
	happened this week."		
	GB suggested moving from a report style to a collage could		
	take 10 minutes rather that 1 minute.		
	GB proposed raising this at the phase meetings.		
	 SP said that there have been comments from parents about consistency. 		
	 We need to build confidence for teachers 		
	 AD said that she had been talking to St John Fisher about one of their 		
	team doing some training for their staff.		
	 GB pointed out that the children enjoy sharing their experiences on Class 		
	Dojo.		
1	proval		
None			
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For Re			
• Ex	clusion of Pupils	LCD	
	• Carried forward to FGB.	FGB	
	 AON explained that this is an LA model policy. 		
• Pu	Pupil Premium Strategy / Impact Report		
	The draft document was pre-circulated.		
	 See agenda item 8(g). 		
	ST&L 10 March 2023		

Catch – Up Premium Strategy The draft document was pre-circulated.	
12) Any Other Business as agreed above Agenda setting – Agenda setting meetings to be scheduled for 2 weeks before meetings.	AON
13) Date and time of next meeting Friday 16 June 2023 at 9:30AM – the meeting will be held in school.	

Meeting closed at 10:55 AM