

PERIVALE PRIMARY SCHOOL

A meeting of the Standards, Teaching and Learning Committee was held in School on Friday 20 October 2023

MINUTES

<p>Attendees: Gemma Bartlett (GB) Robert Hawkes (RH) – Committee Chair Shabnam Khan – Bhandari (SKB) Duncan Partridge (DP) Stella Porter (SP) – Interim Headteacher</p> <p>Also in attendance: Nazir Rasul (NR)</p> <p>Lorraine Mackenzie (LM) Roxie Mitchell (RM) Lennie Sarkis (LS)</p>	<p>Actions</p>
<p>1. Welcome</p> <ul style="list-style-type: none"> RH asked everyone to introduce themselves. <p>Nazir Rasul (NR)</p> <ul style="list-style-type: none"> NR is our recently elected Parent Governor. NR is a former pupil at PPS. NR is advisor to the Lord Chancellor and Lady Chief Justice on disciplinary matters concerning Judges, Magistrates and Coroners. 	
<p>2. Apologies for absence</p> <ul style="list-style-type: none"> Apologies were received from Christian Franco (CF) 	
<p>3. Authorised / Unauthorised absence</p> <ul style="list-style-type: none"> The absence for CF was authorised. 	
<p>4. Declaration of any other business</p> <ul style="list-style-type: none"> There were no declarations of other business. 	
<p>5. Declaration of interest in any agenda items</p> <ul style="list-style-type: none"> There were no declarations of interest in any agenda items. 	
<p>6. Election of Committee Vice Chair</p> <ul style="list-style-type: none"> NR offered to take on this role. There were no other nominations. A vote was taken, and NR was duly elected. 	
<p>7. Headteacher's Update</p> <p>a) Pupil Numbers, including October Census</p> <ul style="list-style-type: none"> 447 pupils were on roll for the October Census. <ul style="list-style-type: none"> There were 11 vacancies. We have 42 different languages across the school. <ul style="list-style-type: none"> RH asked about communication with parents. <ul style="list-style-type: none"> No issues so far. Parents do sometimes bring someone who can translate for them. Parents can translate written communications. We have 37 SEND pupils. We have 10 children with an EHCP. 1 Year 6 child has been suspended for a total of 5 sessions. <ul style="list-style-type: none"> The child is at risk of permanent exclusion. Significant measures are in place to support this child. 	

<ul style="list-style-type: none"> ○ They have been on dual placement at the Ealing Primary Centre for the last couple of weeks. <ul style="list-style-type: none"> ▪ We receive regular updates. ▪ Communication is good. b) Baseline update <ul style="list-style-type: none"> ○ The Reception baseline has been completed. ○ There were no causes for concern. c) Communication Strategy – SATS <ul style="list-style-type: none"> ○ We have held meet the Teacher meetings focussing on how parents can support their children. ○ KS1 SATS are no longer statutory. <ul style="list-style-type: none"> ○ Year 2 is a challenging cohort. ○ No comparative data will be provided even if we undertake Year 2 testing. d) Parent / Teacher communication strategy <ul style="list-style-type: none"> ○ The main concern from parents is ‘where are their children – educationally.’ <ul style="list-style-type: none"> ○ A proforma has now been prepared to help inform parents. ○ LM pointed out that Teachers have been asked to provide more data for the lower 20%. <ul style="list-style-type: none"> ○ This is based on Pupil Progress Meetings. ○ SKB asked if we can identify parents that need more support at Parent evenings. <ul style="list-style-type: none"> ○ Yes. ○ SKB asked if there are any issues with providing devices for children at home. <ul style="list-style-type: none"> ○ LS – no issues. ○ LM – we can provide a device. ○ <u>LM – we can remind parents that we can provide – newsletter.</u> e) Update on Behaviour and Learning <ul style="list-style-type: none"> ○ Main issues are at break and lunchtime. ○ Behaviour is now more in line with the Behaviour Policy. ○ Lunchtime: <ul style="list-style-type: none"> ○ There is support from the PE Teacher. ○ Perivale Parliament decide on clubs e.g. <ul style="list-style-type: none"> ▪ Reading Club ▪ Tuck Shop ○ SLT are more visible at lunchtime. ○ We also have 2 additional SMSAs. ○ GB pointed out that children are taught playground football rules. ○ DP said that it would be useful for Governors to have details on trends. <ul style="list-style-type: none"> ▪ LS advised that these are now recorded on CPOMS. ▪ <u>Report to be a standing agenda item.</u> f) Update – LIP Priorities <ul style="list-style-type: none"> ○ Now the School Development Plan (SDP). ○ The latest iteration was pre-circulated. ○ The latest iteration having been agreed with SLT will now be shared with staff. ○ SP said that she will be moving to a 3 year plan. ○ RH questioned how Governors going to review / support. <ul style="list-style-type: none"> ○ It was agreed that Governors will shadow SLT. <ul style="list-style-type: none"> ▪ SP: shadowed by RH. ▪ LM: shadowed by DP. ▪ LS: shadowed by SKB. ▪ RM: shadowed by NR. ○ Allocation of the Ofsted Areas were agreed: <ul style="list-style-type: none"> ○ Quality of Education: ST&L ○ Behaviour & Attitudes: ST&L ○ Personal Development: ST&L 	<p>SP</p> <p>Agenda</p>
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<p>8. Review / Agree the minutes of 14 July 2023</p> <ul style="list-style-type: none"> • These were agreed as a true and accurate record of the meeting. • SKB Stressed that we need to have sight of the Behaviour, Suspension & Exclusion, and the Child Protection & Safeguarding Policies to enable them to be cross checked. 	
<p>9. Matters Arising from the meeting of 14 July 2023</p> <p>a) SP to include details of waiting lists in future Headteacher Reports.</p> <ul style="list-style-type: none"> • Closed. <p>b) Details of Baseline to be presented at the next meeting.</p> <ul style="list-style-type: none"> • Closed – Agenda item 7(b). <p>c) Update on communication strategy for SATS.</p> <ul style="list-style-type: none"> • Closed – Agenda item 7(c). <p>d) Parent / Teacher communication strategy.</p> <ul style="list-style-type: none"> • Closed – Agenda item 7(d). <p>e) Update on Behaviour and Learning.</p> <ul style="list-style-type: none"> • Closed – Agenda item 7(e). <p>f) SLT to update the Staff Handbook re ownership of curriculum information.</p> <ul style="list-style-type: none"> • Closed. <p>g) MH to review the Pupil Premium Strategy / Impact.</p> <ul style="list-style-type: none"> • Closed. • <u>Visit report awaited – RH to forward to SP.</u> <p>h) CG to circulate the Governor Visit Schedule.</p> <ul style="list-style-type: none"> • Closed. <p>i) Governor Visit Schedule to be agreed at FGB.</p> <ul style="list-style-type: none"> • Closed – now to be agreed in committees. <p>j) Friendship and Anti-Bullying Policy.</p> <ul style="list-style-type: none"> • Closed. <p>k) Exclusion and Suspension of Pupils.</p> <ul style="list-style-type: none"> • Closed – Agenda item 11. <p>l) Behaviour Policy to be updated.</p> <ul style="list-style-type: none"> • Closed – Agenda item 11. <p>m) Pupil Premium Strategy / Impact Report.</p> <ul style="list-style-type: none"> • Closed – this was agreed at FGB. <p>n) Safeguarding Policy.</p> <ul style="list-style-type: none"> • Closed. <p>o) Statement of Behaviour Principles.</p> <ul style="list-style-type: none"> • Closed – Agenda item 11. <p>p) CG to audit website.</p> <ul style="list-style-type: none"> • Closed. <p>q) CG to have site of the draft of the new website.</p> <ul style="list-style-type: none"> • Closed – The new website is about to be launched. 	RH

<p>10. Governor Visits</p> <p>a) Monitoring Priorities for 2023 – 2024 / Schedule for 2023 – 2024</p> <ul style="list-style-type: none"> ○ The Autumn Term Monitoring Calendar was pre-circulated. ○ There is now only one topic to be covered – Art ○ RH proposed that Governors aim to undertake one visit per term. <p>b) Governor Visit Reports</p> <ul style="list-style-type: none"> ○ There were no Governor Visit reports; too early in the term. ○ LM / RM proposed a crib sheet for Governors, focussing on questions to ask e.g. what do you understand about Quality First Teaching, Curriculum, etc. <ul style="list-style-type: none"> ○ <u>LM / RM to prepare.</u> ○ <u>AON to update the Governor Visit Report template to include a section for staff comments.</u> 	<p>LM / RM AON</p>
<p>11. Policies / Documents for Noting, Approval or Review:</p> <p>For Noting</p> <ul style="list-style-type: none"> • Behaviour Policy <ul style="list-style-type: none"> ○ Noted. • EYFS Policy <ul style="list-style-type: none"> ○ <u>Carried forward.</u> • Friendship and Anti-Bullying Policy <ul style="list-style-type: none"> ○ Noted. • Remote Learning Policy <ul style="list-style-type: none"> ○ <u>Carried forward.</u> <p>For Approval</p> <ul style="list-style-type: none"> • There were no policies for approval. <p>For Review</p> <ul style="list-style-type: none"> ○ Exclusion and Suspension of Pupils Policy <ul style="list-style-type: none"> ○ SP advised that this is now included in the Behaviour Policy (Page 3). ○ SMSC Policy <ul style="list-style-type: none"> ○ <u>Carried forward.</u> ○ Statement of Behaviour Principles <ul style="list-style-type: none"> ○ <u>DP to review the comments that he raised previously.</u> ○ Terms of Reference <ul style="list-style-type: none"> ○ Approved. ○ <u>To FGB for adoption.</u> 	<p>Agenda</p> <p>Agenda</p> <p>Agenda</p> <p>DP</p> <p>To FGB</p>
<p>12. Any Other Business as agreed above</p> <ul style="list-style-type: none"> ○ There were no items of other business. 	
<p>13. Date and time of next meeting</p> <p>Friday 2 February 2024 at 9:30AM in School.</p> <ul style="list-style-type: none"> ○ It was agreed that as it was nearly 3.5 months to the next meeting that we should aim for an interim meeting in early December. <ul style="list-style-type: none"> ○ This will be an online meeting. ○ The focus will be on: <ul style="list-style-type: none"> ▪ SDP ▪ Link Officer Report ▪ IDSR ○ <u>AON to agree a date for this meeting.</u> 	<p>AON</p>

Meeting closed at 10:55 AM.