

## **Pupil Progress Meeting**

**30 January 2024**

**3.45 pm**

### **Crosby Ravensworth CE Primary School**

Present:

Sylvia Evans (SE) - Chair

Barbara Wallis (BW)

Susan Pattinson (SP)

George Griffiths (GG)

Anna Lea (AL)

Clerk (AC)

- 1. Apologies:** DP sent his apologies. He was unwell and could not attend.
- 2. Minutes from last meeting:** The minutes of the meeting of 3 October 2023 have been accepted.
- 3. Matters arising:** None
- 4. Declarations of interest:** None
- 5. School Development Plan and School Self-Evaluation:**

SE confirmed that she had read the detailed SEP. She noted that the new elements had been highlighted in blue. This means that Governors can read the new elements without having to read the whole document.

SP reported that Curriculum had been enhanced in most areas by using Kapow primary curriculum. The scheme specialises in providing a progressive curriculum with specific links made to progression of knowledge, skills, concepts and vocabulary. Each lesson builds on prior learning with recaps and offers suggestions for adaptive teaching. Mixed-age planning for smaller schools is a feature of the package. The materials were used for a trial period, during which the richness and deepness of the material impressed staff. The move to Kapow is hoped to reduce teacher workload. It is expected that Kapow will enable staff to show a clear progression of skills for all ages, EYFS through to Year 6.

SP noted that she had been working on a new curriculum for the EYFS class. BW recognised that this was a major undertaking and that both SP and JC would need free time together to work on this. BW confirmed that DP had also indicated that this would be required. SP also

commented that she would be updating the website to show the new EYFS curriculum. GG confirmed that she would be available to support by checking documentation.

SP mentioned that the Rocket Phonics Program has been working well. BW suggested that this should be added to the Agenda for the Full Governing Body meeting and that JC should be asked if she would be willing to present a report to all Governors present. This item will be added to the FGB Agenda.

SP confirmed that TH, who has completed her ELSA accreditation, has been working with pupils and this has been appreciated and helpful.

It was noted that attendance recently had been a concern. A bout of colds and, possible, Scarlet Fever had meant that many pupils had to miss the annual week of swimming lessons. This remains an area of concern and attendance is monitored closely.

The proposed increase in numbers over the next few years was discussed. It was noted by SP that it appears that a separate teaching area will be required to allow EYFS and Reception pupils to be taught in a separate area to the Year 1 and Year 2 pupils. SP confirmed that the extra EYFS pupils had resulted in a change in dynamics in the class and a quiet area would be helpful to provide a suitable environment for the Year 1 and Year 2 pupils to be able to work undisturbed. BW confirmed that a local builder, Freddie Potts, had visited the School and had made some suggestions as to how this extra space could be provided. It was thought that the storage area adjacent to the Hall could be converted into a teaching space. This, and other options, would be discussed later.

The extra numbers also highlighted a possible need for extra staffing. If the Year 1 and Year 2 pupils are to be taught separately, this would suggest that a change in staffing would need to be considered to implement this. SP confirmed that she, along with DP and JC, was shortly to meet with Amanda MacDonald, who is a Local Authority Adviser, and that she intended to ask questions relating to legal requirements for staff : pupil ratios to help clarify how providing a new teaching space would impact on staffing requirements. It was noted that these proposals, along with the general issues relating to more pupils, was complex and that lots of ideas needed to be discussed. It was considered that by increasing the availability for Pre-School attendance to 5 days a week may be considered as it would support parents who work and may well have an impact of decisions for later years. It was also thought that the balance between getting experienced staff, teaching staff or teaching assistants, against recruiting newly, or recently, qualified staff would be a very important point for discussion.

It was left that all these elements would need to be discussed and gaining as much information from Amanda MacDonald would be useful.

## **6. Pupil Progress:**

SP displayed the current data for Pupil Progress was shown to Governors present. This data showed that general progress is good. There were some pupils with relatively low starting points but they had shown expected progress from there. SP told those present that a new starter was included in the data and it was difficult to be sure about the accuracy of the information shown as there had been limited time for assessment. This data would be more reliable in the future.

### **SEND:**

It was shown that two of the SEND pupils were making good progress. One had made a notable 7 levels of progress compared to the expected 2 levels. This was linked to recent concerns that that pupil had lost some confidence in their own ability and this had slowed progress in the past. It was believed that the return of the confidence meant that any lack of progress had been caught up. SP confirmed that there were no concerns at present with the SEND pupils.

### **Looked After:**

There are currently no Looked After pupils.

### **Pupil Premium:**

The Progress Data showed that Pupil Premium pupils had made good progress in all areas.

## **7. SEND Update:**

BW reported that HL had distributed information from nasen to all teachers. Nasen is the National Association for Special Educational Needs. It is a charitable membership organisation that exists to support and champion those working with, and for, children and young people with SEND and learning differences. It was hoped that lessons plans, inclusion strategies and intervention ideas would be of a benefit to all teachers and especially newly qualified teachers.

<https://nasen.org.uk/>

## **8. Safeguarding:**

SE confirmed that DP had been concerned about a pupil and that he had shared with her some information. It was important to note that SE was closely involved and updated with safeguarding issues and, in turn, SE would share this information with other Governors, as appropriate.

The Single Central Record is maintained by PC and it was noted that she has just added a PE teacher to this record. It was questioned whether the cleaners needed to be added to this record?

BW reported that after a meeting with the Chairs of other Eden Rural Alliance schools, she was made aware that, as Chair, she was expected to look at the record termly. It was agreed that an

item would be added to the FGB to allow BW to confirm, each term, that she has seen the Single Central Record

SP confirmed that all points of action from the Safeguarding Audit had now been actioned.

#### **9. Policies to Ratify:**

School Attendance Policy.

BW noted that there did not appear to be any draft letters, as suggested in the policy. Clerk to investigate and redistribute policy. AC has since looked at the policy document, from Kym Allan Health and Safety Consultants, and noted that the references in the policy were links. On clicking these links, you are taken to Kym Allan's website, you need login details, and the documents can be downloaded. AC to distribute documents with Policy to Pupil Progress Committee members.

SEND.

DP has emailed HL (SENCO) to ask if she proposes any changes to the SEND Policy.

#### **10. Governor Monitoring Visits:**

This item will be discussed at the forthcoming FGB meeting.

#### **11. AOB:**

It was suggested that some time was taken to consider what questions might be useful to as Amanda MacDonald, LA Adviser, and below are some suggested areas to ask her for advice:

Ratio of pupils with HLTA and Teacher and Team Teaching

Space Ideas for new teaching area

Curriculum for EYFS and Reception

Assessment and Reporting for EYFS

Expectations for toilet training with EYFS

Further ideas were discussed, including possible staffing issues, NQT or experienced teachers, and the fact that the existing coat pegs were too high for EYFS pupils. It was considered if extending provision to 5 days a week for Pre-school would be helpful for parents who, it was noted, are mainly working parents. SP agreed to ask the EYFS Cluster for any advice they could offer. No decisions were made but it was made clear that some important decisions would be needed in the future. These items would be discussed further at the FGB.

#### **12. Dates of next meetings:**

AC confirmed that the dates for the next meeting were scheduled to be discussed at the next FGB. The proposed date in the meantime were:

**Summer Term 2023-2024**

To mirror 2023 meetings, the following dates are a suggestion for discussion:

Resources Committee	Friday 14 June 2024
Pupil Progress Committee	Tuesday 11 June 2024
Full Governing Board	Wednesday 3 July 2024

Governors then went to look at the possible spaces for new teaching areas.

Meeting Closed at 5.30pm

**Signed on behalf of the Governing Body:**



**Barbara Wallis**

**7 February 2024**