

LINDFIELD PRIMARY ACADEMY

Minutes of the Teaching, Learning & Community (TLC) Committee Meeting

Held on Tuesday 2nd May 2017 at 4:30 pm at the Academy

Governors Present:	Mr Jonathan Roderick (Chair of the meeting), Mr Mike Brand, Mr Nick Heath, Mrs Val Pinfield, Mr James Smyth, Mr William (Bill) Steele, Mr Marcus Still, Mrs Claire Stone (<i>arrived 5.10pm</i>) and Mrs Claire Williams (<i>arrived 4.50pm</i>)
Officers Present:	Mrs Vanessa Smith (Vice Principal)
In attendance:	Mrs Kathy Jerbi (Clerk), Mrs Claire Cleverton (Governor Designate), Miss Rachel Crosbie (SLT & Pupil Premium Co-ordinator) and Mrs Helen Dixon (SLT & SENCo) (<i>arrived 5pm</i>)

Mr Roderick, Vice-Chair of the Committee, chaired the meeting.
He opened the meeting by welcoming new co-opted governor, Mrs Val Pinfield, and governor designate, Mrs Claire Cleverton.

1 APOLOGIES

Miss Rachel Anscombe

2 DECLARATION of INTEREST on any AGENDA ITEM

None.

3 PUPIL PREMIUM UPDATE

Miss Rachel Crosbie, Pupil Premium (PP) Co-ordinator, was invited to attend the meeting to provide the Committee with an update on PP activity over the year to date. She tabled a 'Summary of the Year 2016-2017' (*attached to the minutes*) & talked through the items on it. Both Miss Crosbie & Mr Steele, PP Link Governor, recently attended a locality PP Conference, where our much improved position was evident & very heartening. Our raised awareness of PP is evident from our increased number of pupils receiving the funding. Our enrichment activities are on a par with the exemplars. We were the only school at the conference which had a governor in attendance. The teaching support provided by Mrs Homewood & Mrs Lea has been observed to ensure quality first teaching. Record keeping is as expected. Although it is still early days in our development of PP provision, a lot has been achieved in the last year.

Governor questions & responses:

Q. Mr Steele highlighted that in his governor visit report he stated that Miss Crosbie is doing a lot of the work involved in her own time, as she is a full-time class teacher & member of the SLT as well. He asked if Mr Still's plans to resolve the situation are imminent.

A. Mr Still stated that after the summer half-term break, Miss Crosbie will be given 1 day per week out of class as PP management time.

Q. can children stop receiving PP funding?

A. Miss Crosbie replied that even if children's entitlement to Free School Meals ends, they remain entitled to Ever 6 Pupil Premium funding.

Q. how successful was the drive to increase the number of children receiving PP?

A. Miss Crosbie stated that the number has increased from 22 last year to 33 currently, so fairly successful. Training at all levels has been very successful in raising awareness of PP. Staff have been very accommodating in the management of PP provision.

From September we will be putting in place evidence of the impact of PP provision, documentary evidence of progress. Class teachers this year will set targets for the children, with input from the PP support teachers.

Ofsted want to see a provision map – we are not yet at that stage.

External advisors can be employed to advise on PP provision, but Miss Crosbie feels it is too soon to invite someone in. We know what actions are still to be taken to improve. This could be a possibility in time.

Miss Crosbie is getting to know the parents of PP children & discovering their personal boundaries to learning. She hopes to build on this.

The Committee thanked Miss Crosbie for her work & for attending the meeting.

(Miss Crosbie left the meeting at this point, 4.50pm)

(Mrs Williams arrived at this point, 4.50pm)

4 SEN UPDATE

Item deferred to later in the meeting.

5 AGREE MINUTES of PREVIOUS MEETING – 14th March 2017

Agreed as being a true record & signed by the Vice-Chair.

6 MATTERS ARISING from the minutes not covered elsewhere on the Agenda

Action 1: Remove policy review & approval from the TLC Committee Terms of Reference & publish revised version. Subsequent to the meeting, Mrs Stone & Mrs Jerbi agreed that the Terms of Reference should remain as they are at the present time.

Action 2: Raise issues re SEN support / funding at the forthcoming Board of Directors' meeting & report back to the Committee and

Action 3: Raise the question of G&T support from the Trust at Trust SMT meeting & report back to the Committee. Mr Brand & Mr Still reported that the Trust is currently undergoing restructuring, in particular with regards to finance. The new CEO is passionate about getting more money into classrooms. Therefore, they feel that the wheels are in motion to address these two concerns.

Action 4: provide a timetable of what is happening when in relation to tests. Not completed. However, Mr Smyth provided a verbal timetable of the year 6 SAT's tests taking place week commencing 8th May. He highlighted the vast amount of space & staff (28) required to administer the tests this year due to the significant level of support required by this cohort. TA's have been requisitioned from every other year group to help, therefore creating a massive impact on the whole academy. A breakfast club for year 6 is running weeks commencing 2nd May & 8th May to ensure children are on time, fed, calm, confident & approach the tests in a positive manner.

(Mrs Dixon arrived at this point, 5pm)

Mr Still officially invited all governors to come into the academy to observe the administration process of the Year 6 SAT's. A monitoring visit by a governor would provide further evidence that we correctly observe statutory guidance in administering the tests. Mrs Magee, year 6 teacher, has produced a very thorough timetable of space & staff to be used; Mr Smyth to circulate this to governors. Office staff have to help on the Wednesday as TA support in school is less available due to the fact that year 3 go to their swimming lessons & require adequate supervision. This year's experience is new territory for us due to the increased number of children in the year group.

4 SEN UPDATE

(A document entitled 'SEN data across the school - April 2017 & Class Support Register April 2017' was circulated prior to the meeting)

Mrs Helen Dixon, SENCo, was invited to attend the meeting to provide the Committee with an update on SEN activity over the year to date. She began by stating that we & many schools have recognised that many children, despite not having sufficient need to be on the SEN register, do have a need that requires some support. We call this 'Class Support' – the numbers of children receiving this are reflected on the second sheet of the document (total of 27 children). Their progress is monitored, discussions are held with parents, & if the level of need escalates they will move onto the SEN register.

(Mrs Stone arrived at this point, 5.10pm)

Children on the SEN register are more formally monitored: targets are set, ILP's are in place, meetings are regularly held with parents.

Mrs Dixon highlighted the number of children on the SEN register with Social, Emotional & Mental Health (SEMH) needs: 1 in EY, 0 in KS1, 7 in KS2. This is a need that is identified more as they move through the school. We have a great many highly anxious children in the current year 6 cohort. Governors asked if this is linked to the SAT's. Mrs Dixon replied partly, but other causes are social media, parental expectation and forthcoming transition to secondary school. It has been highlighted in national news recently that SEMH need is increasing in schools, which Mrs Dixon finds particularly worrying as we are receiving less external support for SEN, & the effort we have to go to to get that support is immense. We already pay for one organisation to provide support for 3 children (2 funded by PP, 1 by Social Services) & another child is supported by a voluntary organisation. Mr Still pointed out that this is particular to WSCC – other Councils around us provide support much more readily. Mrs Dixon also gave examples of the amount of time it takes to get support. She expressed sympathy with our local paediatrician, who is the only one based in our area & therefore must have a tremendous amount of work, which slows down assistance required from him. Pre-assessment is timely & often frustrating. Once a referral has been submitted there is often an 18 week wait. We are fortunate that our relationship with the professionals assisting us is excellent & Mrs Dixon benefits from a lot of help from them.

Governor questions & responses from Mrs Dixon:

Q. how do we identify children suffering from stress?

A. signs can include self-harm, panic attacks, constant tummy aches, not wanting to attend school, unusual behaviour. Mindfulness helps a lot of children.

Q. would it be appropriate to tell parents what we are experiencing?

A. we annually hold a meeting for year 6 parents about the SAT's to help them help the children prepare. We may provide more information next year. However, this year 6 cohort have a particularly high level of need, as does the current year 3. It will be interesting to see the comparison next year.

Mrs Dixon informed the Committee that Mrs Pellet, our Learning Mentor, is an invaluable support for herself & the children. She maintains good, clear channel of communication with the parents of children she is working with & measures impact of schemes of work appropriately. She is highly skilled, regularly attending courses to get new ideas & practices. She recently attended the 'Solihull Parenting' course, the tactics at which she learnt she now uses every day. The SEN room, where both Mrs Dixon & Mrs Pellet are based, sees a constant stream of both children & staff requiring support throughout every day.

Mrs Dixon went on to speak about her additional role of safeguarding officer, which is currently taking up a lot of her time. For Children Looked After, of which we have 2 on roll, there are a lot of meetings with the various agencies involved. We have an increasing number of pupils working with Social Workers as people are finding life more challenging; this also involves a lot of meetings & telephone calls. Our experience with Social Services is not good – again, this would appear to be particular to WSCC.

Governor questions & responses:

Q. is there anything governors can do to assist?

A. Mr Still replied that Head Teachers have written a vote of no confidence in the WS SEN department.

Q. Are the Trust providing support?

A. As the Trust also works in East Sussex, they can see clearly the difference in provision/support. Members of the Hastings Academy Trust are amazed by the difficulties encountered by us in WS.

Q. Was the letter containing the vote of no confidence copied in to our MP?

A. Mr Still to find out.

Action 1: MS

Mrs Dixon finished by saying that at LPA we do support SEN children very well. The use of target tracker & regular pupil progress meetings enable her to think about what interventions may benefit individual children. There are plans in place already for next year's provision.

The Committee thanked Mrs Dixon for her work and for attending the meeting.

(Mrs Dixon left the meeting at this point, 5.30pm)

7 STANDING ITEMS for this term (taken from TERMS of REFERENCE for TLC)

Monitor performance (RAISE / Academy profile) and Academy actions to address any

underperformance. The summer term peer review is to be held on 9th June. Once again, the morning will consist of drop-in lesson observations. The main element to be addressed is provision for the more able, an area for development highlighted by the previous peer review. A twilight session has been arranged for staff training in this area. Regular pupil progress meetings with each year group provide a very useful forum for focused conversation about the provision for each individual child. Staff meetings will be used for best practice sharing. In year 2, 4 & 6 moderation sessions staff have been looking at what 'greater depth' work looks like. Within the SALT locality, several schools are keen to look more in depth at 'more able' provision. We are not alone nationally in this desire & therefore things are in the pipeline.

Governors queried the recent email received from WS re Link Advisor visits. Mr Still responded that our peer reviews within the Trust perform the same function; therefore the Trust has opted out of this WS provision.

Mr Still stated that we are keeping our heads above water in very difficult circumstances. He hopes that our end of year results will be good, however, we were not able to implement booster groups for year 2 & year 6 children as early as we would have liked due to funding restrictions.

Mr Still informed the Committee that he understands we are likely to receive an Ofsted inspection in the summer term 2018 (one term earlier than we previously expected). If this is the case, the data they look at will be this year's.

Governor questions & responses from Mr Still:

Q. how are we performing in writing?

A. our data looks positive. Our year 6 staff have worked really hard to be innovative. Having a lot of TA support has enabled this. We may not have as much support available in year 6 next year.

Q. are we confident in the progress of boys in writing?

A. moderation conducted has been positive.

Q. if we are chosen to be moderated, would a Trust representative be present?

A. Mr Still is confident that the Trust would support us.

Review progress against AIP priorities within TLC remit.

Mr Still reported that staff are meeting later this month to review the 5 key targets of the AIP. A revised AIP will be presented to the Committee at its next meeting in June.

Review results of spring / summer term teaching audit and proposed action plans for improvement. The spring term teaching audit was discussed at the previous Committee meeting. Summer term audit has not yet been carried out.

Review Academy Travel Plan and vehicle/pedestrian access. The clerk reported on behalf of Miss Anscombe that it looks likely that the bowling green footpath will go ahead, but as yet she does not have a timeline.

Policy review and approvals. None required at this time.

8 SEF & SEF SUMMARY

(Documents entitled 'LPA SEF 2016-17 V2' and 'LPA SEF Summary 2016-17 V2' were circulated prior to the meeting)

Mr Still invited questions on the documents from governors.

Q. P5 of SEF states that 'Governors....have the necessary Safeguarding training'. Governors attended the safeguarding briefing at the Trust governor conference in November – is this sufficient training to justify this statement?

A. There will be safeguarding training for staff on the Inset Day, 4th September 2017, to which governors are invited. The Trust has set up a safeguarding peer review. There is a document to consider ahead of the review, which the SMT will meet to discuss.

Mr Steele proposed that under the 'Governors' section of the SEF, page 18, the area of development "...to provide further support to new Academy finance team...." Should be removed as the finance team are now well established. The Committee agreed. Mr Still to action.

Action 2: MS

9 COMMUNITY RELATIONS

- A lot of news items from LPA appear in this month's edition of the 'Lindfield Life' magazine, keeping the community informed of academy activities & successes.
- LPA will be playing an active part in the Lindfield Arts Festival in September. We are in discussion with organisers about how best to use our environment for the festival.
- LPA was chosen to be one of the first month's beneficiaries of the new Haywards Heath Waitrose store's 'Community Matters' scheme.
- Plans are being discussed by Mrs Smith and the PTA re our entry to the Lindfield Village Day parade this year, which has a 'Strictly Lindfield' theme.
- Mrs Williams & Mr Smyth are both entering the Lindfield Village 10K Run on 29th May , & will be motivating the children that attend the academy cross country club to enter the 5K Run.

10 GOVERNOR VISITS

The following Governor visit reports were circulated prior to the meeting:

- Mr Steele – PP link governor visit 10Mar
- Mr Steele – YR link governor visit 23Mar

The Committee expressed thanks to Mr Steele for doing a great job, in particular in the role of PP link governor.

11 ITEMS for FUTURE MEETINGS

An overview of the focus for this year's governor visits, 'Breadth of Curriculum', from the collective visits made.

12 AOB

Mr Still stated that LPA is about to introduce a writing competition across the academy & invited 2 or 3 governors to act as judges. There were lots of volunteers.

13 Date of next meeting

Tuesday, 27th June 2017 at 6.30pm

Meeting closed at 6:20 pm

ACTION POINTS:

ACTION POINT NUMBER	MINUTE ITEM NUMBER	DETAILS OF ACTION	RESPONSIBILITY	DUE DATE
1	4	Find out if the HT vote of no confidence in the WS SEN department was copied to our MP	Mr Still	TLC mtg 27Jun
2	8	Remove from SEF governor area for development “...to provide further support to new Academy finance team...”	Mr Still	TLC mtg 27Jun

Signed as being a true and accurate account of the meeting:

..... **Date:**

Name: Mrs Claire Stone **Position:** Chair of TLC Committee