

**THE GOVERNING BODY OF WATERGATE SCHOOL**  
**EDUCATION AND PUPIL SERVICES COMMITTEE**

**MINUTES**

**Of a meeting of the committee held on**

**Thursday, 9 June 2016 at 1:30 p.m.**

**Present:**

Ms R Elliott		Ms L Minto
Ms A Ni Ruairc	Headteacher	Mrs J Paschoud
Mrs T Tetteh	Chair	

**Also in Attendance:**

Mrs J Evans	Community Governor / Observer
Mrs C Munday	Clerk to Governors

**1. WELCOME / APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Ms Bell.

**2. DECLARATIONS OF INTEREST**

All attendees were reminded to declare any business, financial or personal interests in any of the matters coming under consideration and may be required to withdraw from the meeting. Current declarations of interest for governors were circulated with the agenda.

**3. MINUTES OF THE LAST MEETING AND MATTERS ARISING**

The following documents had been circulated:

- Draft Minutes: 3 March 2016

**3.1 Approval of Minutes**

It was

**RESOLVED** to approve the draft minutes with the following amendments:

*P2: Pupil Attendance:*

Third paragraph, third sentence to read "*Two other children are expected to remain on roll ...I.*"

*P2: Pupil Attendance:*

Fifth paragraph: Response to question to read: "*Two of the pupils, although they remain on roll at present pending placement at alternative schools, are not expected to return and therefore three new pupils can be admitted.*"

**3.2 Matters Arising**

***Item 4: Headteacher's Report: SOLAR funding***

This is covered in the Headteacher's Report.

**Item 4: Headteacher's Report:**

*Has the Headteacher updated Mrs Webb on the persistent absences in the school?*  
(Headteacher) Mrs Webb is aware of the current situation regarding all of these pupils.

**Item 8.1: Attendance Policy**

The following document was tabled:

- Attendance Policy

The Headteacher confirmed that the Attendance Policy has been sent out to all parents, and is also available on the website.

**4. HEADTEACHER'S REPORT**

The following documents had been circulated:

- Headteacher's Report to Education and Pupil Services Committee

The following documents were tabled:

- School Improvement Adviser Report 19 October 2015
- Copy Letter from Kate Bond, Head of Standards and Achievement, dated 5 January 2016.

The Report included information on pupil admissions, pupil attendance, curriculum and assessment, School Achievement Review, Professional Development, After School and Holiday Clubs.

In her verbal update, the Headteacher highlighted the following areas from the report:

***Pupil Admissions***

The School Roll will be full in September and a request has been received from the LA for the school to admit a further two pupils to replace two of the persistent absentee children who it is considered are unlikely to return. Were these children to resume at Watergate there would then be 112 pupils on roll.

*Can the Headteacher update the committee on the current situation regarding these two absentees?*

The family now resides in Croydon, and that LA would prefer that the children remain at Watergate, but this is not the wish of the parents who have stated that Watergate would not be an appropriate placement.

*What is the position regarding the funding for these two places?*

Croydon is responsible for meeting the fees but no payments have been received as yet, despite a number of reminders. Responsibility for the attendance of the pupils rests with Lewisham and the pupils cannot be taken off roll until they have secured an alternative placement.

The Headteacher asked governors for their approval, or otherwise, to the admission of the two additional pupils and it was

**RESOLVED** to approve the admission of the two additional pupils into the school as requested by Lewisham.

With reference to the other persistent absentees, one family have advised that the child is being home educated with no supporting evidence having been provided. The fourth child is being kept away from school pending a resolution concerning the provision of specialised seating. Governors questioned the Headteacher regarding the seating and were advised that a formal assessment of the child's needs is still awaited. The assessment has been delayed for a number of reasons outside of the control of the school and the Headteacher is confident that this is the appropriate way forward. A meeting has now been scheduled for next week with the Attendance and Welfare

Officer who will then put pressure on the other services for prompt action. Governors requested an update for the next meeting of this committee.

*Are all the pupils entering the school in the lower year group?*

There are two or three pupils who will be joining the older classes. Further details will be provided at the meeting of the governing body.

*Is there still an impact from housing issues?*

Two pupils have recently moved to Birmingham, and one pupil who had moved to Croydon, has now been rehoused in Lewisham. The parent had continued to bring the child to school during the relocation.

### **Curriculum and Assessment**

The Headteacher reported that the pupils continue to enjoy their learning, and in particular the project whereby pupils have visited the homes of other pupils has been very popular.

Staff are becoming more familiar with SOLAR, which is particularly beneficial in terms of inputting data, which is much easier for staff. However, the data analysis does not have the same sophistication as B-squared, and the Headteacher will be requesting additional bespoke software to resolve the inadequacies. Data relating to all subject areas is now being uploaded into the programme.

### **School Achievement Review**

The SAR has previously been circulated. The letter from Kate Bond confirmed the school's categorisation as being 'Green: High Performing and Self Improving.

*The letter refers to Green schools being invited to a half day innovation conference. When is this likely to happen?*

The Headteacher did not have any further details at present.

With reference to the SIA Report, performance management continues and there is to be a professional development day on Monday. Support staff have undergone performance management appraisal, which has included analysis of pupils' achievement data.

## **5. ACHIEVEMENT AND PROGRESS**

The following document was tabled:

- Summary of SOLAR analysis for KS2 and for Years 1-5

The Headteacher talked governors through the data provided by SOLAR and how this data is interpreted. Governors were advised that, for end of KS1 to end of KS2, Expected Progress is deemed to be equivalent to 2 'P' levels and Better Than Expected Progress is equivalent to 3+ 'P' levels achieved over the course of KS2 (Year 3 to Year 6) which is a national measure. Teachers must determine by reference to the data whether each pupil is achieving Expected or More Than Expected progress. Occasionally a pupil may make Less Than Expected progress, and in those cases deeper analysis as to the reasons is carried out so that the poor progress can be addressed.

*Who has access to this analysis?*

This is sent to the DfE.

*Is there confidence that pupils making More Than ..... are working at their optimum ability level?*

The DfE is always keen to know how such pupils are being additionally challenged. The Year 6 cohort in the school are very able and this is reflected in the data. It can be seen that, in the other classes, pupils are working at lower 'P' levels.

*Surely the percentages quoted have little validity due to the small size of the cohort?*

The Headteacher confirmed that this is the case, and it is more useful to actually state the number of pupils working at each level.

*Under the new system, is it possible to see supporting evidence?*

Yes, that will happen going forward. However, for the current Year 6 it is necessary to refer back to other evidence which is not part of the SOLAR system.

Within individual year groups Expected Progress is equivalent to  $\frac{1}{2}$  'P' level per year and Better Than Expected ... will be equivalent to at least  $\frac{3}{4}$  'P' level by the end of the year. The data indicates that in Year 5 one pupil has made no progress and this is one of the persistent absentees.

*Is there any moderation of this data?*

There is internal moderation by the senior leadership team over the summer.

*Are the levels of need to be met by the school increasing?*

The Headteacher could not confirm this, but some pupils do make significant progress once they have entered the school.

*How does the data feed into the IEPs?*

There is some correlation between the SOLAR data and the IEPs, but the IEP provides a wider analysis than just achievement and progress data. The IEP targets are identified priorities in English, Maths, PSHE, PE/PD for each pupil.

There were no further questions.

## **6. SCHOOL IMPROVEMENT AND DEVELOPMENT PLAN**

The following documents were tabled:

- Watergate School Improvement and Development Plan 2015-16: Teaching and Learning
- Watergate School Improvement and Development Plan 2016-17: Draft Teaching and Learning, Resources and Estates, Personnel and Welfare

The Headteacher referred governors to the Teaching and Learning priorities for 2015-16 which have mostly been achieved. The following additional information was provided:

A professional development day has taken place when staff were made aware of the new requirements under the Ofsted Framework for teaching and assessment.

The development of MOVE across all relevant Lewisham schools (Greenvale, Ladywell and Perrymount) has been only partially achieved as this was always an ambitious target. Katie Chapman will continue to work on this as a nationally-trained facilitator but full implementation is likely to take a further two years.

The provision of training for teaching assistants has started, and a rolling programme has been set up.

Katie Chapman has started work on the development of the Art curriculum and governors were referred in particular to the Eye Gaze canvases on display around the school. An RA Tate workshop has taken place.

The leadership team continue to look into the School Direct option but the target for implementation has now been moved to September 2017 as per School Direct protocols.

*Will any of these items be carried forward specifically into the 2016/17 plan?*

This is under consideration but it may be more appropriate for those ongoing priorities such as MOVE and the development of the art curriculum to continue outside of the school development plan, but to remain under review within the committee.

### **School Improvement and Development Plan 2016/17**

The Headteacher took governors briefly through the proposed priorities for the teaching and learning element of the 2016/17 Plan and highlighted the plans to improve access to the curriculum, particularly for students with a PMLD. This is currently being trialled with a mixed response from staff, particularly as these pupils do derive particular benefit from integration with other pupils.

The Headteacher referred governors in particular to the first three priorities on the sheet as being appropriate topics around which to base a governor's visit.

The sharing of good practice around the school is not as effective as it might be and the proposal if for this to be more structured, with the subject leaders taking responsibility for leading on this.

*Would it be appropriate to include in the priorities the proposed development of specialised software for the SOLAR assessment system?*

The Headteacher confirmed that this was a good idea and she will be discussing the cost with the provider.

There were no further questions.

## **7. CHILD PROTECTION / SAFEGUARDING**

The Headteacher reported that there are two pupils currently on CP plans and both have their own safeguarding file. There are no looked after children in the school.

## **8. POLICY REVIEW**

### **8.1 Equality Information and Objectives**

Governors were reminded that equality objectives should be reviewed every four years, and progress towards the objectives and all relevant data should be updated annually.

The Headteacher will review the current statutory requirements relating to equalities and will bring the policy and objectives to the next meeting of this committee.

*Is there any evidence of discrimination in relation to recruitment and/or employment?*

There have been no complaints or allegations of discrimination.

## **9. ANY OTHER BUSINESS**

### **Transition**

*What is the situation regarding transition this year?*

One pupil will be attending Brent Knoll and all of the other pupils will be attending Greenvale.

### **Governor Resignation**

Governors were advised that Mrs Tetteh will be resigning from the governing body with effect from the end of the academic year. The Headteacher stated that Mrs Tetteh will be missed, and she thanked Theodora Abbey Tetteh in particular for her effective chairmanship of this committee.

**Committee Appointment**

Mrs Evans stated that she would be willing to be a member of this committee, and once in post she will be willing to take the Chair if requested to do so by the governing body.

**10. DATE OF NEXT MEETING**

Dates for all governors' meetings will be circulated at the forthcoming meeting of the governing body. In the meantime, governors confirmed that this committee should continue to meet on Thursdays at 1:30 p.m.

**11. CONFIDENTIAL ITEMS**

Governors determined that discussion of one item relating to the After School and Holiday Club, and taken under Item 4 should be treated as Confidential and should not be made available for public inspection.

**SIGNED**

**J A Evans**

**DATED 9/2/2017**

CONFIDENTIAL