



ALFRED SUTTON PRIMARY SCHOOL
Minutes of the Virtual Meeting of the Performance Enrichment Committee.
Wednesday 16th November 2022. 7pm

Present: Attia Rafiq-Sharif (Chair); Dave Dymond; Robert Howell; Adedayo Benson; Yota Dimitriadi (for part of meeting); Andrew Burrell; Kate Gordon; Hajar Alami.

Apologies: none -although Yota apologised for joining the meeting late.

In Attendance: Rachel Lawson; Alice de Croos.

Clerk: Deborah Savage

Agenda Item	Governors gave permission for the meeting to be recorded for the purposes of the minutes. The meeting was recorded.
	Section One: Procedural
1	Apologies Yota apologised in advance that she would be joining the meeting late due to a previous commitment.
2	Declarations of Interest. There were no declarations of interest.
3	Minutes of the previous meeting 30th March 2022. The minutes of this meeting had been circulated in advance. One of the items discussed had an action point to follow-up – the retention of the modular building. The HT was asked to update the Governors about the recent meeting with RBC. The school was informed at this meeting that the budget RBC has for capital repairs to schools in the borough was only 1.5 million and that there is a school locally in very poor repair. This is why RBC want to remove the modular so it can be relocated at this school. ASPs have reluctantly accepted that the modular building will be removed from the school site and that this decision cannot be fought. They have started the planning process looking at options to relocate Year 6. The modular can only be moved in the summer months so it will be in use at ASPs until at least July 2023. Governor Question: The person who was the Subject Specialist for ICT left the school and your plan was to upskill teachers to be able to teach ICT within their classes – how is this going and do staff feel confident about teaching ICT? The subject specialist left really detailed planning for us and we have appointed Simon Higgs to co-ordinate this subject. He is doing a good job working across the phases and has been to speak to SLT a number of times. He has settled really well into this role and the teaching of ICT in school is not an area of concern to us.

	<p>The minutes were accepted as a true record and will be signed in GovernorHub as soon as possible.</p>
4	<p>Matters Arising/ Review of actions.</p> <p>Actions from last meeting:</p> <ul style="list-style-type: none"> • Modular building: ongoing • Education White Paper was shared on GovHub • Contact at Reading Uni – to be followed up • Ofsted subject guidance – was shared but ACTION: additional resources to be added by Clerk • Subject responsibilities were updated for governors to contact • The HT informed the meeting that AHT are happy to talk to governors as they understand that this is part of their role.
5	<p>PEC TOR.</p> <p>The TOR for this committee had been circulated in advance of the meeting and the Chair reminded governors of the core responsibilities of this committee. These include monitoring the school’s performance and curriculum through effective use of data, progress reports from SLT or middle leaders, lead governor reporting and other school visits, and identifying any areas that might need closer review. It was noted that policies are under review and the attached list of policies that the PEC is responsible for might be updated shortly.</p> <p>Governor Question: Do you think we have enough PEC meetings arranged for governors to be able to fulfil their remit? The chair noted that governors had established good relationships with phase leads and AHT’s and that this assisted when arranging meetings and visits. It was concluded that there are sufficient meetings scheduled.</p>
	<p>Section two: Head Teacher’s report.</p>
6	<p>HT Report to Governors (verbal).</p> <p>The HT gave a verbal update to Governors and reported that an ECT had been recruited for two terms to cover a maternity leave in Year 4 starting in January. Governors had been previously informed that a year 1 teacher had resigned for personal family reasons but that finding a replacement was proving hard. The school were talking to agencies but the pool of candidates is not very large. The lunchtime team is still low on staff and the school have yet to appoint a lunchtime controller. Staff involved in monitoring pupil attendance are working hard to improve attendance levels with some success as school attendance is now positive at 95.13%. This is still slightly below the (aspirational) whole school target of 96.5% although some year groups are managing this level of attendance.</p> <p>There had recently been a maths subject review led by Rachel Lawson and the report on this review had been shared with governors. This was a very successful review with a very positive report. There is a strong maths team with strong planning in place</p>

which has been developed now over a number of years. The team were very pleased with the feedback. The children work hard in maths – are engaged with their lessons and make strong progress from their starting points.

There had also been a standards and Assurance meeting when the HT, Chair of Governors and Alice Boon (SIO from RBC) had met. The report from this meeting had also been shared with governors. The HT pointed out that one of the suggestions from this meeting was that governors track some children with significant needs or weak attendance. **ACTION: The Safeguarding Link Governors to meet with FLO and Senco to follow some case studies** (as will any Ofsted visit).

The Head reported that the school now has a number of children with acute additional needs due to a (national) shortage of special school places.

Looking at the results of ASPS children in the national tests carried out last year it was noted that there is not as much detail in the data, post covid, as there had been in previous years. It was also noted that Reading schools as a whole are weak when compared to national figures – which is a challenge for the LA. However, ASPS children performed better than the Reading averages and because of this it is not appropriate to compare our results locally, but we should instead compare them with national figures.

Governor Question: There seems to be a high level of absences in year 6 which is a concern. These are figures for last year's cohort and this year, attendance in Year 6 is a much more positive picture with some classes meeting the target of 96.5% attendance. There are no exclusions.

The HT reminded governors that, on the whole, children arrive at ASPS below average and they make strong progress. Our phonics results are strong and reading in KS1 is well above national and local averages. ASPS is the only school on the Reading area top 10 performing schools list with any deprivation markers.

Governors were warned that it is dangerous to draw too many comparisons post-covid.

The HT congratulated the year 6 team and the children on the SATS results where there was much positive progress in maths and reading. Writing had undergone a rigorous moderation programme which was stressful for staff. The impact of covid on writing could be seen in both local and national data but ASPS results compare favourably.

Governor Question: Have we had any sort of feedback on our year 6 leavers? We have had informal feedback which has been positive and they seem to be thriving.

	<p>In summary, Alfred Sutton had a successful academic year last year which can be seen in the data. We need to make comparisons with national figures not our own underperforming LA schools.</p> <p>Work is continuing on curriculum planning with a special focus now on writing. It was noted that Subject Leaders need to immerse themselves in their subjects so that they can talk fluently about them. Governors were informed that it has now come to be expected that primary schools have subject leaders which is a challenge, especially for a smaller primary. ASPS is luckier than many in that due to its size we have the ability to have subject leaders and core subjects have a team of staff.</p> <p>Governor Question: What about legacy – if we were to lose a member of staff who was a subject leader? Some subjects have a team so there would be less impact. Other subjects have a single leader (e.g., Spanish or DT) so we would be more exposed. However, strong planning should help lessen the impact of staff losses.</p> <p>The chair thanked the Head for his report and thanked the whole staff team for their hard work.</p>
	<p>Section three: Governor Monitoring Feedback from term 6 2022 – Pupil Progress & Subjects</p>
<p>7</p>	<p>Nursery / Outdoor Education (Attia).</p> <p>The link governor for Early years informed the meeting that her visit into school had looked at how children with SEND needs access the provision within the EYFS setting (so covered both Nursey and Reception). Her report had been circulated prior to the meeting. The governor summarised some of the measures in place which include regular communication with all those involved in a particular child’s life; individual timetables; quiet time provision and sensory resources inside and out. The transition of children with SEND needs was also discussed. A plan for the next visit was agreed – to look at the use of the Tapestry system and assessment in the EYFS.</p> <p>It was noted that staff wanted to develop the outdoor area and look at improving the storage of outdoor resources.</p> <p>Governor Question: With the increased numbers of SEND children in the school and also higher numbers of children with acute need, did staff tell you that they need additional staff or resources to cope? No – staff in the EYFS said that they were well resourced in staff terms (number of adults) to manage the high-level needs children and since this meeting took place (in the early summer), 3 additional LSAs have been recruited. Two of these new staff members are dedicated SEND support so the school feels that they have a good staff team in place to manage the needs of the children.</p> <p>The HT informed the meeting that a number of children who left us from Year 6 to go to secondary had additional needs and some of these have since been excluded by their secondary schools. These children were supported well at ASPS to access our provision and were not excluded here so we feel that this illustrates both the mis-</p>

	<p>match between primary and secondary provision (secondary seem to exclude much faster) and also that we have a good staff team in place to support children with additional needs at ASPS.</p> <p><u>Outdoor Education.</u></p> <p>A stand-alone curriculum for Outdoor Education is in the planning stages. This will highlight and encourage aspects of subjects (such as science and geography) that can be taught outside. This was in the very early planning stages at the time of the meeting and the governor hopes to be able to return to see the curriculum plans in progress and observe an outdoor lesson/ activity. The governor notes how enthusiastic staff were to provide outdoor learning opportunities for the children.</p> <p>Her report on Outdoor education had been circulated to governors in advance of the meeting.</p>
8	<p>Reception / Reading (Attia).</p> <p>It had not been possible to meet with the staff lead for reading as she had been on long term sick leave. However, the HT informed the meeting that she is starting a phased return to work in mid-November.</p>
9	<p>Year 1 / Art/DT (Andrew).</p> <p>A report written by the link governor for year 1 had been distributed prior to the meeting and the governor summarised the main points of this meeting held in the early summer. There are many positives to celebrate including improved attendance levels amongst the children and an improvement in staff wellbeing. A recent outing to MERL had enabled opportunities to follow up in the classroom with links into curriculum subjects. There was good progress made in phonics. Staff have been focusing effort on children in the “neglected middle” and it is hoped that a future visit into classes to see lessons in progress might be possible.</p>
10	<p>Year 2 / RE (Yota).</p> <p>This was not discussed as Yota had not yet joined the meeting and no written report had been received.</p>
11	<p>Year 3 / Maths (Ade).</p> <p>The link governor had had a meeting with the Year 3 lead and had the chance to briefly see a class in progress. He reported that he was grateful for this opportunity. Staff informed the governor that they feel supported by SLT which does help encourage the staff as they face a high workload. There is a support system in place to help the children with additional needs including extra adult support. Children are streamed by ability for maths.</p>
12	<p>Year 4 / History.</p> <p>The chair summarised the report that had been submitted by a Governor who met with the history lead shortly before she left the Governing Board. The report had been shared prior to the meeting.</p>
13	<p>Year 5 / Science (Kate).</p>

	<p>A report written by the link governor after her meeting with the science lead was shared before the meeting and the governor outlined the main points. Science has a team of 3 lead staff which is advantage over some other subjects and they are a supportive team although meetings are hard to arrange. Science is well resourced in school and the team have access to the Association of Science Education resources which help with planning. The Nutritional Learning Suite is an excellent new resource and there are plans to link with other local organisations such as the UTC, University of Reading and Kendrick school. It is also hoped that science concepts can be taught using outdoor learning and ICT.</p> <p>Year 5 was also discussed – and staff are particularly pleased with the Hive reading facility which is helping to get children enthused about reading. It remains a struggle however, getting parents to read with their children and getting children to read a wider range of material including poetry and plays.</p> <p>Swimming lessons take place in year 5 – which can be a logistical nightmare taking up a large proportion of the day.</p> <p>Governor Comment: Some of us, along with some members of the School Council attended a trip to see the new swimming pool in Palmer Park – due to open in January. Taking children here for swimming lessons would mean no transport costs.</p>
<p>14</p>	<p>Year 6 / Maths & English (Andrew).</p> <p>The link governor for year 6 had meet with the phase lead and his report had been circulated prior to the meeting. He had been shown examples of essays written by year 6 children and was impressed by the standard – both of punctuation and spelling but also the imagination that went into the creative writing. Children were being supported as they prepared to move into year 7 at their secondary schools. It was noted that last year had had many challenges to face but that the team had worked hard and supported each other, which along with the hard work by the children had had a successful outcome. The governor informed the meeting that he would like to visit year 6 this year to see how attendance was improved and how children with SEND needs were being supported.</p>
<p>15</p>	<p>PE (Attia).</p> <p>The link governor for PE had met with the subject lead and written a report following what was a really interesting meeting. This had been shared with governors prior to the meeting. During lockdown, the PE lead had created videos to help children keep fit at home and also to help improve their mental health. It was good to be fully back in school and teaching again. Lockdown had had a negative impact on children’s PE – including their aerobic capacity, hand/eye co-ordination and playing as a team. PE is structured differently in each key stage with the aim of ensuring progression of skills. Assessment is designed to encourage and motivate children and adaptations are made during lessons for children with additional needs. The governor commented that it was great to see how passionate the staff are about this subject. On a future visit, she would like to observe a PE lesson and talk to children.</p>

	<p>Governor Question: When the modular is removed are we able to develop that space as an additional PE space? RBC will return it to tarmac but have a limited budget to do much more than this. Any additional development we would have to fund ourselves.</p> <p>Governor Question: Is Active Fit something children in al years do? Yes – this is a new term for what was known as “brain breaks”.</p>
16	<p>ICT (Yota).</p> <p>This was not discussed as Yota had not yet joined the meeting and we understand that there had been no meeting held with the ICT co-ordinator.</p>
	<p>Section four: Governor Monitoring feedback – Safeguarding. Pupil Premium, SEND</p>
17	<p>Safeguarding (Dave & Kate).</p> <p>A verbal report was given to the meeting by the Safeguarding lead governors. A meeting had been held some time ago with the FLO and there has been an audit of safeguarding in school since then. It is hoped to arrange a meeting soon at which two or three families can be tracked – as was suggested in the recent Standards and Assurance Meeting. The numbers of families on Child Protection Plans or Early Help Plans does fluctuate but this is a huge burden of work for staff. Many families face external pressures now, including some who have never needed support in the past but who might need some now due to the cost-of-living crisis. These families tend to “suffer in silence”.</p> <p>The Safeguarding for Governors training opportunities were discussed and a few governors are currently working on the Key’s online training – which was reported to be thorough and requires some time to complete. This is ongoing.</p> <p>Governors recognised that staff at the school face a broadening job role and one that is becoming ever more complex. The HT was asked to let staff know that they have the support of Governors - who are happy to help support if there is anything they can do to assist.</p>
18	<p>Pupil Premium (Attia).</p> <p><i>(At this point: 20.15pm Yota joined the meeting via her mobile phone).</i></p> <p>A verbal report on pupil premium was given to governors by the link governor. Target Tracker is used to measure the progress of children including those with SEND needs and also those in receipt of Pupil Premium. Progress from their starting point is measured and the progress of individual children is discussed by staff. Unfortunately, sometimes interventions that are planned have not taken place due to staff sickness but the addition of extra LSAs will help. The aim is to enable PP children to keep up with their peers. The link governor reported that there is a room set aside for interventions which is well set up and well stocked with appropriate resources. She observed very positive interactions between children and adults on her visit.</p>
19	<p>SEND.</p> <p>It was noted that no SEND meeting had been held and Kate Gordon offered to take up this Link Role. Dave Dymond offered to take on Year 4/History after the departure of the previous link Governor.</p> <p>The chair thanked all governors for their efforts in holding meetings with staff and reporting back.</p>
	<p>Section five: Governor Monitoring for 2022/23.</p>

20	<p>Next steps in monitoring.</p> <p>Governors held a discussion on the next steps they wanted to take in monitoring teaching and learning in school and were reminded that the focus should be on subjects with maybe the opportunity to look at children’s books and talk directly to children. Suggested questions to ask of staff were supplied – but they are only suggestions and governors should feel able to ask any questions relevant to where their discussions may lead.</p> <p>DECISION: it was decided that link governors should arrange a zoom meeting (approx. 1 hr) with phase leads to find out how the new academic year had gone so far and to plan a visit into school to look at books/lesson observation/talk to children to take place before the end of January 2023. This zoom meeting should take place before Christmas. ACTION: contact details for Simon Higgs (ICT) to be sent.</p> <p>Having an opportunity to speak to children would give governors the chance to see “sticky knowledge” and what children remembered of their learning.</p> <p>Governor Question: What happens if Ofsted arrive in mid-January and we have not yet met with the children or looked at books? Ofsted would see our plan to do this, and know what the GB are working towards. Governors should be able to demonstrate to Ofsted that they are aware of and understand the challenges faced in school and how these vary by year group or subject.</p> <p>The next PEC meeting is planned for January 11th so ACTION: Governors were asked to submit their reports about their catch up zoom meetings with staff by this deadline. Phase leads would be invited into the meeting in January to talk to the GB.</p>
Section six: Training	
21	<p>Safeguarding.</p> <p>The Clerk reminded Governors that there had been a change of emphasis to the role of governors with regard to Safeguarding and a number of Governors had attended a recent training session organised by RBC and run by Judicium. Hajar had attended this but had not yet received her certificate – this was being chased up. Three other governors are completing the online Safeguarding for Governors course on the Key.</p> <p>ACTION: Complete this training and forward certificates to the clerk ASAP.</p>
22	<p>Prevent.</p> <p>The Clerk thanked those governors who had completed the Prevent training and forwarded their certificates to her for uploading to Governor Hub. ACTION: remaining governors to either forward past certificates or to do this training ASAP.</p>
Section seven: Policies for Approval	
23	<p>Supporting Pupils at school with Medical Conditions.</p> <p>This policy is a model policy from RBC that has just been updated and was circulated to governors before the meeting.</p> <p>Governor Question: Do you have any children in school with medical needs? Yes.</p> <p>Governor Question: What arrangements are in place to ensure that pupils with medical conditions are supported to enable the fullest participation possible in all aspects of school life? We are fortunate to have an excellent medical administrator on the staff who works closely with parents and our local nursing team to identify medical</p>

	<p>conditions and needs. We have recently had a Health and Safety audit where it was found that we are very strong in our medical support. In the past we have had a child with type 1 Diabetes so staff were trained in giving insulin injections and monitoring diet. All staff that come into contact with a child with medical needs are given the appropriate training and we use a medical tracker system to record interventions and treatments. All medicines are kept locked. Staff are given extra training if this is needed – for example the nursing team is giving epilepsy training to year 6 and Year 2 staff and our lunchtime team are due to receive anaphylaxis, allergen and asthma training very soon. Parents play a role in keeping the school updated on medical conditions and each child should be aware of their medical needs.</p> <p>DECISION: Policy Adopted.</p>
24	<p>Alcohol and Substance Abuse Policy. This policy is an RBC model policy and had been circulated in advance of the meeting.</p> <p>DECISION: Policy Adopted.</p>
25	<p>SEN Local Offer. This document completed by the school for RBC was circulated in advance of the meeting. Governors noted and accepted the contents.</p>
26	<p>Feedback Policy. The Feedback Policy had been circulated in advance of the meeting.</p> <p>DECISION: Governors approved the Feedback Policy.</p>
	Section eight: Other Business
27	<p>Well-being & Equality Update. Wellbeing had been discussed as part of discussion on other items on this agenda and there were no other issues to raise under this agenda item.</p>
28	<p>Issues for Parents/FGB/Confidentiality. There were no issues to communicate to parents/carers nor any to report to the FGB as all governors were present. There were no items of a confidential nature.</p>
29	<p>AOB. No items of AOB were raised.</p>
30	<p>Date of Next Meeting: 11th January 2023. Governors were asked to submit their reports from their catch-up meetings with phase leads as soon as possible into the New Year. It was appreciated that this would coincide with the holidays and a busy of time of year for everyone. The chair expressed her thanks for everyone’s efforts.</p>

Meeting closed: 20.45pm

Actions:

Action:	Owner:
Upload Ofsted Subject guidance resources to GovHub	Clerk
Safeguarding link govts to meet with FLO and SENCO to case study some families	DD/KG
Contact details for Simon Higgs (ICT) to be sent to Clerk/link governor	HT
All govts to arrange a zoom meeting with phase leads before Christmas	ALL

All Govs to arrange a visit into school with phase lead to look at subject provision in January 2023	ALL
Some Govs to complete Safeguarding training	KG/AB/DD
Some Govs to complete Prevent training and forward certificates	YD/HT

Attendance at PEC Meetings 2022/2023 – one meeting to date:

Robert Howell	1 of 1 meeting
Adedayo Benson	1 of 1 meeting
Dave Dymond	1 of 1 meeting
Yota Dimitriadi	1 of 1 meeting
Attia Rafiq-Sharif	1 of 1 meeting
Kate Gordon	1 of 1 meeting
Andrew Burrell	1 of 1 meeting
Hajar Alami	1 of 1 meeting