

**Houghton Primary School**  
**Teaching, Achievement, Behaviour and Safety (TABS) Committee**  
**Tuesday 28 June 2016 at 8.45am**

**Governors Present:**

Marina Hilton (MH) Chair  
 Alan Williams (AW)  
 Lauren Brown (LB)  
 Amanda Read (AR)  
 Georgina Young (GY) Head teacher  
 Frances Smith (FS)  
 Tania Treffry-Kingdom (TT)

**Also Present:**

Caroline Lewis (CL) Clerk

	<b>Agenda Item</b>	<b>Action</b>
	<b>The meeting started at 9.30am following a learning walk.</b>	
<b>1</b>	<b>Apologies for absence:</b> There were no apologies.	
<b>2</b>	<b>Declarations of pecuniary interest:</b> There were no declarations of pecuniary interest.	
<b>3</b>	<b>Confirmation and signing of Minutes of TABS meeting on 17 May 2016:</b> The Minutes of the meeting on 17 May 2016 were agreed by the Committee and signed by the Chair.	
<b>4</b>	<p><b>Actions arising from the Minutes:</b></p> <p>a. <i>Governors to include “developing the Arts curriculum” as a focus for the monitoring visit on 28 June 2016. Governors carried out a learning walk prior to the start of the meeting and discussed their observations with the Head.</i></p> <p><b>Actions:</b></p> <p><b>1. Governors to forward observations to the Chair.</b></p> <p><b>2. Chair to collate observations into a formal Governors’ visit report.</b></p> <p>b. <i>AW to submit outstanding details for form for lottery/grant funding for sport to GY. AW confirmed that the grant form had been submitted; the timescale for consideration was not known. <b>Completed.</b></i></p> <p>c. <i>Chair to circulate draft TOR for TABS Committee. <b>See Item 5A.</b></i></p> <p>d. <i>Chair to canvass parents specifically about homework and then arrange a date in July for a discussion meeting with parents. <b>See Item 10d.</b></i></p>	<b>All Chair</b>
<b>5</b>	<p><b>Governor Business:</b></p> <p>a. <b>Terms of Reference (TOR) for TABS Committee:</b> The Chair asked Governors to consider the draft distributed at the meeting. <b>Action: Chair to forward electronic copy of the TOR to Governors for comment.</b></p> <p>b. <b>SATs – KS2:</b> Results would not be available until early July. FS had finalised the teacher assessments to be submitted by 30 June.</p> <p>c. <b>Accessibility plan update:</b> AR confirmed that a meeting to discuss the Accessibility Plan with parents had been arranged for the first week in July.</p>	<b>Chair</b>

<p><b>6</b></p>	<p><b>Leadership and Management:</b></p> <p><b>a. Management of SATS:</b></p> <ul style="list-style-type: none"> <li>i. The Head informed Governors that the management of SATS went according to plan, following statutory guidance from STA. Feedback from the Governors' monitoring visit during the week had been good.</li> <li>ii. The Head confirmed that despite the national concerns over leaking of Year 2 SATS papers for spelling and grammar, these tests had gone ahead at Houghton, as the children here had not seen the leaked test and had prepared for the assessment (within the Year 2 curriculum). It had enabled teachers to use the information received from the assessment to plan for next year.</li> </ul> <p><b>b. School Development Plan (SDP):</b></p> <p>Staff and governors would be undertaking a full review of the School Development Plan at the meeting on 5<sup>th</sup> July. This would provide key stakeholders an opportunity to evaluate work completed so far on the 3 year plan. The Head was planning the meeting for the staff to work in groups, together with governors.</p> <p><b>c. Empowering Leaders:</b></p> <ul style="list-style-type: none"> <li>i. As part of her work towards gaining NPQH, the Deputy Head from Brampton Primary School was working with Houghton on a project on empowerment of middle managers, investigating levels of confidence and strengths and identifying development areas. This had been initiated and planned together with the Headteacher at Houghton.</li> <li>ii. Governors agreed with the Head that as well as being a useful exercise for Houghton staff, the Deputy Head would benefit from gaining an understanding of middle management and leadership within the context of a smaller school.</li> <li>iii. FS attended a session at the Standards and Testing Agency on 25 June. She had been part of a group of teachers working with the STA on standardising the scoring system for the KS2 SATs. FS reported that being involved in the session and pre-session tasks had been very valuable in developing her knowledge and understanding of the testing system.</li> </ul>	
<p><b>7</b></p>	<p><b>Teaching, Learning and Assessment:</b></p> <p><b>a. Report of learning and teaching for current year:</b></p> <ul style="list-style-type: none"> <li>i. The Head gave a verbal report, the full details of which would be forwarded separately.</li> <li>ii. Teacher Assessments for Year 6 children were being submitted on whether they had met or were still working towards age related expectations.</li> <li>iii. Whilst the School knew which children were working at greater depth this information is not required by the STA, except in Writing.</li> <li>iv. Teacher Assessments were made following an in-depth process of reviewing and evaluating the children's learning in the classroom in accordance with published criteria which are interim (only in place this year) in reading, writing, mathematics and Science. The Head pointed out that in order to achieve the expected standard, a child must meet all the criteria.</li> <li>v. Teachers assessments for Year 6 were: <ul style="list-style-type: none"> <li>• Reading 94% at standard.</li> <li>• Writing 94% at standard, with 24% working at greater depth.</li> <li>• Maths 85% at standard.</li> <li>• Science 88% at standard.</li> </ul> </li> <li>vi. Parents were receiving the teacher assessments for all children (Years 1 – 6) in Parents Evenings in late June in all curriculum subjects. This helped to ensure a focus on what children were achieving in their day-to-day learning rather than on the 'snap-shot' of SAT tests for Year 6 children.</li> <li>vii. FS reminded Governors that the current Year 6 had only 18 months to prepare for SATS. Future cohorts would have longer to concentrate on reaching a greater depth of understanding.</li> </ul>	

	<p>viii. The approach for Year 2 was different and the parents would be given the full results. The teacher assessment was:</p> <ul style="list-style-type: none"> <li>• Reading 78% met the standard, with 26% working in greater depth.</li> <li>• Writing 70% met the standard, with 7% working at greater depth. <i>In response to a question from Governors, the Head confirmed that plenty of opportunities for writing practice were being provided across curriculum.</i></li> <li>• Maths 77% met the standard, with 22% working at greater depth.</li> <li>• Science 96% met the standard, with 26% working at greater depth. <i>A Governor challenged this result as it appeared high in comparison to other subjects. The Head confirmed that she had checked the teacher assessment in order to ensure the result reflects the work and knowledge/skills/understanding of the children. It was correct. She reminded governors that the majority of the science at this level was practical and had relatively small maths content in comparison to KS2 Science, and concentrated mainly on developing a depth of understanding through practical tasks. Written outcomes were not part of the assessment for Science at Year 2.</i></li> </ul> <p>ix. Governors were reminded that the outcomes of the Y2 SATS tests were only part of the information that teachers nationally will use to inform their teacher assessment.</p> <p><b>b. Management of statutory assessments including monitoring visit from LA:</b></p> <ul style="list-style-type: none"> <li>i. The head shared the results of the Year 1 Phonics Check. The percentage of children ‘passing’ the check this year was down on previous years, with 67% achieving 32 or more out of 40 words.</li> <li>ii. Of the 33% of children who did not meet the standard, some were working well below, whilst others were very close to meeting it.</li> <li>iii. The Head commented that the teacher was very experienced in teaching and assessing phonics in Year 1. She had worked hard with the children all year and that there were no surprises in the outcomes.</li> <li>iv. <i>In response to a question from Governors, the Head confirmed that those who did not currently meet the standard would receive interventions and be re-tested in Year 2.</i></li> <li>v. <i>In response to another Governor, the Head commented that even where a child had not met the standard, clear evidence of progress within the classroom was available.</i></li> </ul>	
8	<p><b>Personal development, behaviour and welfare:</b></p> <p><b>a. Bullying/Prejudice Related Incidences:</b> The Head reported on one incident that was currently being dealt with. <i>Responding to a question from Governors relating to the national rise in prejudice incidents following the EU Referendum, FS confirmed that the School was addressing all incidents appropriately and using the PSHE curriculum to reinforce the responsibility of children to take account of the feelings of other people.</i></p> <p><b>b. Safeguarding – LA Audit:</b> The audit had been postponed and was now due to take place in early July.</p> <p><b>c. Sports/Active schools:</b></p> <ul style="list-style-type: none"> <li>i. From examining the criteria for the national School Games Awards, the Head felt that the School was already doing sufficient to achieve a Silver award and the staff were looking at the Gold standard criteria to ensure that the school can meet it. Governors agreed with her that they should strive to achieve a Gold award.</li> <li>ii. The School had until September to apply and every opportunity available to secure evidence for the Gold Award was being taken.</li> <li>iii. The legacy element of the programme could be demonstrated by active participation across curriculum, helping to bring specific groups of children</li> </ul>	

	<p>forward in both confidence and sportsmanship. The Head gave examples.</p> <p>iv. The Head informed Governors that work on developing assessment in the Foundation subjects was taking place following a presentation to staff and subsequent staff discussion with the Sports Council Chief Executive, Kevin Barton.</p> <p><b>d. Body Image – Year 5/6 work and engagement with parents:</b></p> <p>i. The Deputy Head informed Governors that the PSHE adviser had led a workshop session with children in Years 5 and 6 focusing on Body Image and the role that the media play in this area. She reported that the sessions were well-received by the children.</p> <p>ii. The adviser also invited parents in Years 5 and 6 to attend an evening session on Body Image, together with their children. Unfortunately, the session was not as well attended as had been hoped but the parents who did attend provided positive feedback about the session.</p> <p>iii. <i>A Governor asked whether such presentations should be opened to all parents.</i> The Head responded that future presentations on areas/issues relating to PSHE and ‘growing up’ would be considered carefully in terms of how, when and who are invited.</p> <p>iv. The Deputy Head commented that a national survey suggested that 17% of children were concerned about body image prior to secondary school age. She was concerned not to introduce unwarranted thoughts to the children but did not want to ignore the issue. She reminded governors that this session was not a ‘one off’ but that the unit of work on ‘Body Image’ was part of the PSHE curriculum being studied this term.</p> <p><b>e. Life Bus:</b></p> <p>i. The Head informed Governors that following a short-notice notification about availability, she had arranged for the Life Bus to be at the School during the first week of July. This was normally far too expensive but due to a late cancellation, the week was being offered at very reasonable rates.</p> <p>ii. All children would benefit from personal development sessions throughout the week and there was also an opportunity for parents to meet with the Life Bus staff for half-an-hour each day.</p> <p>iii. <i>When questioned about the costs, the Head mentioned that the Rotary Club had been approached by the PHSE team for some financial assistance to pay 1/3 of the costs.</i></p> <p>iv. Governors agreed with the Head that this rare opportunity was beneficial to the School.</p>	
<p><b>9</b></p>	<p><b>Outcomes for children and learners:</b></p> <p>a. <b>EYFS results:</b> Results would be distributed separately. See Item 7b.</p> <p>b. <b>Phonics check results:</b> See Item 7a</p> <p>c. <b>KS1 results (Y2 SATS/Teacher Assessment):</b> See Item 7a.</p> <p>d. <b>KS2 results (Y6 SATS/Teacher Assessment):</b> Results of the SATS were due on 5<sup>th</sup> July and would be distributed separately. Teacher assessments – see Item 7a.</p>	
<p><b>10</b></p>	<p><b>Parent Survey:</b></p> <p>a. Governors agreed that the results of the parent survey, together with anonymised comments would be included on the website and displayed in School.</p> <p>b. A Governor suggested that a similar survey should be conducted with staff; this was discussed and the Committee agreed. The Headteacher suggested that the OfSTED Staff Survey may be a good place for the Governors to start when considering questions/areas to investigate.</p> <p><b>Action: Chair and LB to prepare a staff survey, with similar questions to those raised with parents.</b></p>	<p><b>Chair, LB</b></p>

	<p><b>Homework survey:</b></p> <ol style="list-style-type: none"> <li>The Chair and LB had prepared a survey about homework to send to parents, the content of which was discussed at the meeting.</li> <li>After discussion about the timing of the survey, Governors agreed that responses were needed by the end of the summer term so that parents of the current Year 6 pupils could have the opportunity to comment.</li> <li>Governors also agreed to a suggestion to survey the parents of the new Reception class in the Autumn term, once the children had settled into school.</li> </ol> <p><b>Actions:</b></p> <ol style="list-style-type: none"> <li><b>LB to incorporate agreed amendments into the homework survey.</b></li> <li><b>Chair to arrange for the homework survey to be sent to all parents in July.</b></li> <li><b>Chair to arrange for the homework survey to be sent to Reception class parents in the Autumn.</b></li> </ol>	<p><b>LB Chair Chair</b></p>
<p><b>11</b></p>	<p><b>Policies: Progress update for following policies/ guidance documents:</b></p> <ol style="list-style-type: none"> <li><b>Policy on Acceptable Use of IT:</b> The policy had been reviewed in the spring term and agreed by staff.</li> <li><b>Behaviour Policy:</b> <ol style="list-style-type: none"> <li>A working group would be set up in the autumn, led by FS, to thoroughly review the existing Behaviour policy, which had been written in 2008 and reviewed annually.</li> <li>In the meantime, the Committee were confident that the current policy was working and that Golden Rules were prominently displayed and interpreted within the School.</li> </ol> </li> <li><b>Anti-Bullying Policy:</b> The policy would be discussed in detail in November, during National Anti-Bullying Week.</li> <li><b>Safeguarding Policies/Documents:</b> <ol style="list-style-type: none"> <li><b>Safeguarding Policy:</b> The Head informed Governors that as a result of changes to the County model the existing Safeguarding policy may need to be reviewed in September.</li> <li><b>Working together to Safeguard Children:</b> The document had been forwarded to all staff for signature to confirm that it had been read and understood in the spring term.</li> <li><b>Safer Working Practice:</b> The document had been forwarded to all staff for signature to confirm that it had been read and understood in the spring term.</li> </ol> </li> </ol>	
<p><b>12</b></p>	<p><b>Any other business:</b></p> <ol style="list-style-type: none"> <li><b>Referendum:</b> Governors expressed concern over the potential effects of reaction to the Referendum on behaviour at School. The Head informed Governors that all staff were keeping an eye on this so that they could deal with any issues promptly and appropriately.</li> <li><b>Academisation:</b> The Chair reminded Governors that academisation was still on the agenda and Governors agreed that they needed to continue planning for it.</li> <li><b>Ofsted:</b> The Head reminded Governors that the School was last inspected in February 2014 and therefore would be due another OfSTED inspection in the coming year if schools are being inspected in a 3 year cycle.</li> <li><b>Article for village magazine:</b> <i>In response to a question from a Governor, FS responded that she would write an article for the next issue of the village magazine about "Going for Gold".</i></li> <li><b>Future TABS Committee meetings:</b> <b>The Committee agreed that every alternate TABS Committee meeting should continue to be held in the morning, to follow a learning walk in School.</b></li> </ol>	

	<b>Date of next TABS Committee meeting: Tuesday 20 September 2016 at 6.30pm</b>	

The meeting ended at 11.06am

Signed: .....

Date: .....