

Houghton Primary School
Teaching, Achievement, Behaviour and Safety (TABS) Committee
Tuesday 14 November 2017 at 8.45am

Governors Present:

Vickie Graham (VG)	Chair of TABS Committee
Marina Hilton (MH)	Chair of Governors
Amanda Read (AR)	
Georgina Young (GY)	Head teacher

Also Present:

Caroline Lewis (CL)	Clerk
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	Agenda Item	Action
1	Apologies for absence: Apologies were accepted from: Lauren Brown (LB) Frances Smith (FS)	
2	Declarations of pecuniary interest: There were no declarations of pecuniary interest.	
3	<i>The Clerk took the Chair for the election.</i> Election of Chair of TABS Committee for 2017-18: a. The Clerk had received no nominations for Chair prior to the TABS Committee meeting. b. She asked for nominations at the meeting. VG put herself forward. c. Governors unanimously elected VG to remain as Chair of TABS Committee for 2017-18. <i>VG resumed the Chair for the remainder of the meeting.</i>	
4	Confirmation and signing of Minutes of the last TABS Committee meeting: a. The Minutes of the meeting on 27 June 2017 were circulated to Governors prior to the meeting. b. The Minutes were agreed by the Committee and signed by the Chair.	
5	Actions schedule: The Actions schedule was circulated to Governors prior to the meeting. a. <i>Action Item 1: Homework survey for Reception parents delayed. Closed.</i> b. New Action: MH to include homework survey as part of biennial survey of all parents in February 2018. c. <i>Action Item 2: AR, SENCO and Head due to meet in November 2018. Closed.</i> d. <i>Action Item 3: Discussed at FGB. Completed.</i> e. <i>Action Item 4: Delayed due to re-scheduling of Governor Monitoring day. Draft Staff Survey prepared. Ongoing.</i> f. <i>Action Item 5: Completed.</i> g. <i>Action Item 6: MH finalising amendments. Closed.</i> h. <i>Action Item 7: Completed.</i> i. <i>Action Item 8: See Agenda Item 6a. Completed.</i> j. <i>Action Item 9: Ongoing.</i>	 MH Chair Head

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	<p>k. Action Item 10: Delayed due to re-scheduling of Governor Monitoring. Ongoing.</p> <p>l. Action Item 11: To be included as part of spring term survey. Ongoing.</p> <p>m. Action Item 12: See Agenda Item 6a. Completed.</p> <p>n. Action Item 13: Completed.</p> <p>o. Action Item 14: Governors' visits and reviewed policy to be discussed at FGB. Ongoing.</p> <p>p. Action Item 15: Completed.</p> <p>q. Action Item 16: Closed.</p> <p>r. Action Item 17: Incorporated in all assemblies. Closed. New Action: Head to forward assembly plan to VG to arrange to visit an assembly.</p>	<p>Chair</p> <p>MH</p> <p>Head</p>
6	<p>Governor Business:</p> <p>a. Terms of Reference (TOR) for TABS Committee 2017-18:</p> <p>i. The TOR had been circulated to Governors prior to the meeting.</p> <p>ii. <i>A Governor asked for clarification about TABS Committee consideration of residential and hazardous School trips.</i> This was discussed.</p> <p>iii. Governors agreed that:</p> <p>iv. The TOR for TABS Committee should be adopted.</p> <p>v. All Governors should be aware in advance of School trips; MH suggested that this should be an Agenda item for both TABS and FPPS Committees.</p> <p>Action: Clerk to include School trips on Agenda for TABS and FPPS Committees.</p> <p>b. Governors' visits programme for 2017-18:</p> <p>i. Dates for Governors' meetings, which included visits to the School, had been previously circulated by the Clerk.</p> <p>ii. MH pointed out that the dates for Governors' visits were also included in the School diary. The dates for Standards and Achievements Sub-Committee needed to be added.</p> <p>iii. The Governor Monitoring Day for November 2017 had been postponed. MH gave the reasons and commented that the revised date of Tuesday 24 April 2018 would also be beneficial new Governors who have recently joined the governing body.</p> <p>iv. MH encouraged FPPS Governors to attend any of the Governors' visits as they did not see the School during operational hours as frequently as TABS Governors were able to.</p> <p>Actions:</p> <p>1. MH to forward dates of Standards and Achievements Sub-Committee to Clerk for distribution.</p> <p>2. Clerk to circulate revised dates of Governors' meetings and training.</p> <p>c. Governors' Visits policy: See Agenda Item 11bv.</p>	<p>Clerk</p> <p>MH</p> <p>Clerk</p>
7	<p>Outcomes for Children and Learners:</p> <p>a. The attainment data was available on the School website and the Head provided a hardcopy at the meeting.</p> <p>b. <i>In response to a question from Governors, the Head gave a brief overview of what was now being made available to the School through Analysing School Performance (ASP) which has replaced Raiseonline.</i></p> <p>c. The Head informed Governors that she had received training on ASP, which was an interactive programme, one aspect of which analysed KS2 SATS results for the School and compared them with national results.</p> <p>d. She had introduced ASP to the Standards and Achievements sub-committee on Friday 10 November 2017.</p>	

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	<p>e. The Head provided Governors with a hardcopy of the SWOT analysis compiled from data provided by ASP. This was discussed:</p> <ul style="list-style-type: none"> i. Strengths: These were all in KS2. Governors briefly discussed them. ii. Actions: <ul style="list-style-type: none"> a) <i>In response to a question from a Governor, the Head commented that mapping of progress would be conducted in a different format and gave details.</i> b) The attainment in Year 2 was used to provide targets for attainment at key points across KS2 in order that good progress was achieved. The School was focussing on interventions and how they could be effectively used. c) Disadvantaged pupils, especially FSM6, were being highlighted earlier so that effective interventions could be put in place. FS was leading on this. iii. Maths: <ul style="list-style-type: none"> a) The mastery curriculum approach was being embedded across the School. b) <i>In response to a question, the Head commented that the White Rose maths materials were being used and were improving staff knowledge and confidence.</i> c) A parents' workshops for maths had been held in October and proved very positive, with 30 parents attending. d) Another workshop in the spring would look at maths in greater depth. iv. Reading and Writing: <ul style="list-style-type: none"> a) <i>In response to a question from a Governor, the Head confirmed that staff changes in KS1 were having an effect.</i> b) Reading and writing for KS1 children had been highlighted as an area for focus in 2017-18, including how cross-curricular work was being undertaken. v. Phonics: <ul style="list-style-type: none"> a) <i>In response to a question from another Governor, the Head confirmed that phonics results at SATS were at the national level.</i> b) The School was not satisfied with this and was working to improve. vi. Challenge and Stretch (C&S): <ul style="list-style-type: none"> a) <i>A Governor asked what C&S involved.</i> b) The Head responded that the approach was about high expectations and ensuring challenge for all, teaching to the highest level across the class, providing support as necessary to those who needed it. vii. Vocabulary: <ul style="list-style-type: none"> a) Vocabulary in reading continued to be an area for focus. b) <i>A Governor asked for clarification and the Head explained the issue and gave details of the way in which focus was being placed to resolve this.</i> This included vocabulary challenges and "words of the week". Accelerated Reader vocabulary quizzes were also being explored. c) Earlier identification of additional needs in KS1 would assist with improvements. d) <i>In response to a query from a Governor, the Head informed Governors that identification of additional needs at KS1 was essential in order to secure appropriate support.</i> viii. Opportunities: Governors briefly discussed the opportunities as shown on the SWOT analysis. <ul style="list-style-type: none"> a) Maths curriculum for Year 2. b) Positive effect of a new member of staff at KS1. c) Pupil Premium (PP), for which the champion was FS d) Rolling out the Big Read for KS2, led by FS. e) Development of the School library. 	
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	<ul style="list-style-type: none"> f) Review of the curriculum. g) Some subjects e.g. science and music were being 'blocked', concentrated on for a week at time to increase the focus. h) Development of "This Girl Can", including work with parents. <p>f. The Chair thanked the Head for a comprehensive summary, which included responses to a number of questions raised in Standards and Achievements sub-committee.</p>	
8	<p>Leadership and Management:</p> <p>a. School Development Plan (SDP): The focus was discussed at Agenda Item 7.</p> <p>b. SEND Report:</p> <ul style="list-style-type: none"> i. The SEND Report was circulated to Governors prior to the meeting and was available on the website. ii. Governors thanked the Head for a comprehensive report. iii. <i>In response to a question from a Governor, the Head confirmed that there were 8 children with Education, Health and Care Plans (EHC Plans) and a number of parents of children with EHC Plans from other schools applying.</i> iv. <i>Another Governor asked about the demands on the SENDCO, who was part-time.</i> The Head gave a detailed reply. v. As well as working with the children and families who needed support, the SENDCO was also responsible for overseeing Pupil Individual Plans (PIP), performance management of the TAs and BLINK assessments on TAs. This was a problem common to other schools and the HAPP group was investigating the workload management of SENDCOs. vi. AR and the Head were due to meet with SENDCO on 16 November 2017. <p>c. Professional development and training:</p> <ul style="list-style-type: none"> i. The Agenda Item was not discussed. 	
9	<p>Teaching, Learning and Assessment:</p> <p>a. Marking and feedback:</p> <ul style="list-style-type: none"> i. The formative assessment summary document had been circulated prior to the meeting. ii. <i>In response to a question from a Governor, the Head explained who the document was for and what difference it could make.</i> iii. She advised Governors to google Ofsted Myths to evidence that no specific type of marking was needed. What was required was a policy in place and evidence that the policy was being followed. iv. The Head reminded Governors that marking and feedback followed a RAG rating system (or traffic light system) used by staff and children to indicate understanding and learning. v. <i>In response to a question, the Head gave a brief description of how the marking and feedback was being used to identify those that need support.</i> vi. <i>In response to another question from the same Governor, the Head confirmed that comments in children's books must relate to immediate actions and gave examples.</i> Evidence of progress was in the books themselves, rather than just by summative assessment. vii. The Head gave examples of targeted support being given to meet the curriculum and encourage depth of learning opportunities. viii. Governors thanked the Head for the review. ix. The Assessment policy had been updated and a summary included. <p>b. Blink monitoring:</p> <ul style="list-style-type: none"> i. The Head informed Governors that now she was not teaching, she had started doing Blink assessments again; FS had continued doing Blink assessments throughout the term. 	

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	<ul style="list-style-type: none"> ii. The Head said that Blink assessments had been reviewed with staff and it had been agreed that it was not necessary to continue with them on a weekly basis; she gave the reasons. Governors had previously queried the frequency of the Blink assessments, so were supportive of the change. iii. <i>In response to a question from Governors, the Head gave details of the changes which continued to ensure monitoring was weekly, but using a combination of observation, work scrutiny and pupil voice in rotation.</i> iv. The Head advised Governors that 13-17 November was a Blink assessment week, which would include KS1. v. <i>In response to a question from a Governor, the Head confirmed that Year 2 would be Blink assessed later in the School year and gave the reasons.</i> vi. The Chair thanked the Head for the information and remarked that it was pleasing to see that changes made were a benefit to the School. <p>c. Ofsted Curriculum focus:</p> <ul style="list-style-type: none"> i. This Agenda Item was covered at Agenda Item 9a above. 	
10	<p>Personal development, behaviour and welfare:</p> <p>a. Attendance:</p> <ul style="list-style-type: none"> i. The Head gave Governors a sheet containing attendance data for the period 2015-17. ii. <i>A Governor asked for clarification about the data and the Head explained that it covered the number of sessions missed and the reasons for absence.</i> iii. The Head pointed out that although there had been a general decrease in absences, there had been an increase in unauthorised holidays. iv. She went on to inform Governors that following the Isle of Wight (IOW) court case, Cambridgeshire had issued strict guidelines about the wording relating to 'regular attendance', which was defined as 100% unless the child was ill or there were exceptional circumstances. She gave examples. v. The Head informed Governors that the Educational Welfare Officer (EWO) had recently visited the School and advised that the monitoring of absence needed to be more rigorous and action had been taken. vi. The EWO had specifically advised the School about authorised holiday. vii. <i>In response to a question from a Governor, the Head explained the controls that had been put in place.</i> viii. <i>In response to a question from a different Governor, the Head gave examples of how the revised procedures would affect the School.</i> ix. <i>In response to a question from a different Governor, the Head confirmed that in the case of a parent being referred to the LA, a fine could be imposed and that it would be per child per adult.</i> x. <i>In response to a question from the same Governor, the Head confirmed that the School would not benefit from any fines imposed.</i> xi. The Head informed Governors that she had received a number of requests for absence for skiing holidays, all of which had been refused. xii. <i>A Governor asked how Houghton would be affected by siblings in other schools.</i> The Head confirmed that the HAPP Cluster had agreed to enforce the policy and that the EWO was taking a common approach across all schools, so parents should be receiving the same message at whichever schools their children attended. xiii. The Head informed Governors that the new ASP included information on attendance, which would help with monitoring. <p>b. Behaviour and Bullying:</p> <ul style="list-style-type: none"> i. The Head reminded Governors that 13-17 November was Anti-Bullying week. ii. <i>In response to a question from a Governor, she gave examples of the focus being shown by the School.</i> <p>c. Exclusions: The Head informed Governor that there had been no exclusions</p>	

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	<p>since the beginning of the School year.</p> <p>d. Safeguarding and child protection:</p> <ul style="list-style-type: none"> i. The Head informed Governors that the number of children and incidents reported had risen and explained the possible reasons for this. ii. Governors discussed the issue. It was clear that the evidence trail in place was essential in order to secure better outcomes for children at risk. iii. <i>In response to a query, the Head confirmed that she, FS and Inclusion Worker/SENS Support Worker were meeting fortnightly to monitor the situation and confirm actions needed.</i> 	
11	<p>Policies: The policies schedule was circulated to Governors prior to the meeting.</p> <p>a. Statutory policies for review by TABS Committee in autumn 2017 before being confirmed by FGB:</p> <ul style="list-style-type: none"> i. SEND Report: <ul style="list-style-type: none"> a) The report had been circulated to Governors prior to the meeting. b) The Chair thanked the Head for a very clear report, which would be updated on the School website. c) The Send Report was approved by Governors. <p>b. Non-Statutory policies for review and agreement by TABS Committee in autumn 2017:</p> <ul style="list-style-type: none"> i. Acceptable Use of IT policy: <ul style="list-style-type: none"> a) The policy had been circulated to Governors for review prior to the meeting. b) It had been updated to include details relating to Prevent. c) FS had led the review on children's Acceptable Use policies, which had also been circulated to Governors. d) The Acceptable Use of IT policy was agreed by Governors and adopted. ii. Anti-Bullying policy: <ul style="list-style-type: none"> a) The policy had been circulated to Governors for review prior to the meeting. b) It had been updated to include relevant information relating to Prevent. c) The Anti-Bullying policy was agreed by Governors and adopted. iii. Collective Worship policy: <ul style="list-style-type: none"> a) The policy had been circulated to Governors for review prior to the meeting. b) The Collective Worship policy was agreed by Governors and adopted. iv. External Providers' protocol: <ul style="list-style-type: none"> a) The protocol had been circulated to Governors for comment prior to the meeting. b) <i>In response to a question from Governors, the Head confirmed that the protocol needed to be reviewed annually.</i> c) The External Providers' protocol was agreed by Governors and adopted. v. Governors' Visits policy: <ul style="list-style-type: none"> a) More than one Governor present voiced concern that not all members of the Governing Body were currently involved in Governors' visits. b) Under the current arrangements, some did not have the opportunity to 	

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	<p>visit the School during working hours.</p> <p>c) Governors agreed that the Governors' Visits policy should be discussed and agreed at FGB, when all Governors were present.</p> <p>Action: Clerk to include Governors' Visits policy on FGB Agenda.</p> <p>vi. Mobile Phone/Camera policy:</p> <p>a) The policy had been circulated to Governors for review prior to the meeting.</p> <p>b) A Governor asked about a School mobile phone. After discussion, Governors agreed that the Head should purchase a pay as you go mobile phone for use on all School trips.</p> <p>c) <i>Another Governor asked about mobile phones being carried by children.</i> The Head confirmed that children should be handing phones in when they arrived at School. She would confirm that this was happening.</p> <p>d) <i>A third Governor asked about storage of children's mobile phones when they were involved in after school activities.</i> The Head confirmed that mobile phones should be stored in children's bags during these activities.</p> <p>e) The Mobile Phone/Camera policy was agreed by Governors and adopted.</p> <p>Action: Head to arrange purchase of mobile phone for use on School visits.</p> <p>vii. Safer Working Practice for Adults Working with Children:</p> <p>a) The document had been circulated to Governors for review prior to the meeting.</p> <p>b) There were no changes and no queries from Governors.</p> <p>c) The Safer Working Practice for Adults Working with Children document was agreed by Governors and adopted.</p> <p>viii. Assessment policy (including latest changes relating to formative assessment and marking and feedback):</p> <p>a) The policy had been circulated to Governors for review prior to the meeting.</p> <p>b) There were no queries from Governors.</p> <p>c) The policy was agreed by Governors and adopted.</p> <p>c. Accessibility Plan – Actions Update:</p> <p>i. The Accessibility Plan had previously been agreed and adopted by Governors.</p> <p>ii. There were a number of follow-up actions that now needed to be taken forward by both TABS and FPPS Committees.</p> <p>iii. After discussion, Governors agreed that an Actions Schedule should be produced to be shared with both Committees.</p> <p>Action: Clerk to produce action sheet for Accessibility Plan follow-up actions.</p>	<p>Clerk</p> <p>Head</p> <p>Clerk</p>
12	<p>Any other business: There was no other business.</p>	
	<p>Date of next TABS Committee meeting: Tuesday 6 February 2018 at 6.30pm</p>	

Signed by Chair:

Date:

The meeting ended at 10.45am

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Date: