

MINUTES OF MEETING



School: Standhill Infants' School
Meeting title: Meeting of the School Review Committee
Date and time: Wednesday, 31st January 2024 at 6.05pm
Location: In school

Membership

'A' denotes absence

A	Ms N Scott (Chair)
	Miss S Britten (Vice Chair)
	Mr C Worrall
	Mrs J Bucknall
	Mrs J Clarke
	Mrs S Ghattaora (Headteacher)

In attendance Mrs F Parr (school business manager/minute taker)

SR/01/2024 Apologies for absence

Action

Ms Scott emailed and had tried to ring school to inform the committee that she was stuck in traffic and would not be able to attend. Governors retrospectively accepted her apologies when she arrived at 7.55pm after the meeting had ended.

SR/02/2024 Declaration of interest

There were no declarations of interest, either direct or indirect, for items of business on the agenda.

SR/03/2024 Minutes of the last meeting and matters arising

The minutes of the last meeting held on Wednesday, 4th October 2023, having been previously uploaded to Gov Hub, were confirmed as a true record.

There were no matters arising and the Minutes were signed by the chair of that meeting.

SR/04/2024 Home school agreement

In response to a lack of engagement of parents with reading and school events the HT is reintroducing the home school agreement with updated bullet points.

In this form the Headteacher has inserted our school ethos and vision statement and it states that it is to be read in conjunction with the Behaviour Policy. As before there will be one copy for home (parents to keep) and one copy to be returned to school.

The Headteacher went through the responsibilities of the school which are broadly as before but including a new point that we would "work in

partnership with families to ensure children learn to read, by teaching daily phonics lessons and ensuring children have access to a range of reading materials to practise at home.” In other words, we will fulfil our role but we need parents’ to do their bit, too. The last point has been tweaked to include that we will “work in partnership to ensure the behaviour of their child does not disrupt the learning of other children.” This is backed up by the Behaviour Policy.

Under the heading of what we expect the family to do, we have added/tweaked the original points:

- that they will “ensure as much as possible that their child is ready for school, eg toilet trained, ability to get dressed and undressed, etc.” **A Governor stated that this was more important than their child being able to spell in the first instance. Another Governor suggested that this agreement is given/sent to parents with the first letter confirming their acceptance of a school place.**
- that they will “let the school know of any concerns or worries that may be affecting their child’s learning or behaviour so this can then be resolved quickly.” The Headteacher said that we only know what parents tell us about their child.
- that they will “promote the importance of reading by listening regularly to their child read their school book (at least 3 times a week).
- That they will “read letters from school and reply as necessary”. It is increasingly obvious that parents are not reading our letters and emails properly, if at all.

Finally, we have stated that we expect children to follow our school Behaviour Policy and core values and include here the themed animal characters to help explain them.

The home school agreement is to back up what we ask parents to do. **A Governor stated that it would also be useful for new parents who do not know what is expected of them and their child.**

A Governor suggested that parents could sign this at the Ready for School Parents Meeting which takes place before the child starts school. Another Governor asked the SBM whether we would chase up the forms which were not completed and returned and it was confirmed we would.

A Governor suggested that rather than labelling one “Home Copy” and the other “School Copy” just give two copies and ask for one completed on back, which was agreed as a less confusing way of doing it for the parents.

The revised home school agreement was accepted and approved

by Governors.

The Headteacher went through the attendance report previously circulated to Governors and confirmed that attendance for the Autumn term is 1.27% above the national figures which is good and roughly in line with the school's figures for 22-23. Attendance for the various vulnerable groups were also discussed.

The school's FSM/PP attendance is better than national rates and indeed the school's attendance figures for 22-23. However, this has dropped since Autumn 1.

The Headteacher explained to Governors that this is due to the exclusions which have taken place since September, and what school was doing in response. One child has had three exclusions and another child has had one exclusion. Both these children have SEN and are on a reduced timetable as a result. Unfortunately, this impacts on the school's attendance figures.

A Governor who works in school stated that we had plenty of evidence to support the circumstances around these exclusions and as a result why attendance figures have dropped.

The Headteacher stated that if we keep the timetable right for one particular child, then we will be able to keep that child in school, rather than being permanently excluded, due to being in school more than they can handle. The Headteacher informed Governors that neither of the SEN children who have had exclusions have an actual diagnosis but we do receive funding for them.

The attendance report was accepted and approved

by Governors

SR/06/2024 School Development Plan progress

The Headteacher referred Governors to the reviewed SIP which had been previously uploaded to Gov Hub. She confirmed to Governors that most of the objectives for the Autumn term have been met. The point about obtaining a higher percentage of parental/carer engagement in hearing children read at home is being addressed by introducing the home school agreement previously discussed in point SR/04/2024.

SR/07/2024 Behaviour Policy (review only)

The Headteacher referred Governors to the Behaviour Policy which has been reviewed by the SLT and which had been previously uploaded to Gov Hub.

She explained that the school needs this policy to do what we want it to do. It was approved by the Ofsted inspector who remarked that it was succinct in stating what will happen around various behaviours.

The Headteacher stated that she had met with all staff, including the Midday Supervisors, to ensure that all staff were following the policy and applying it fairly and reacting consistently.

Although it is unlikely that children will bring mobile phones to school, it still needs to be in the Policy. Regarding the zero tolerance and early intervention section, the Headteacher was challenged by the Ofsted Inspector about how this was monitored and she was able to produce evidence supporting her weekly monitoring visits to each class and the interventions put in place as a result of poor behaviour. She also informed Governors that there is a new book each term and she tells children that the old book has been put away and that each term is a fresh start.

The reviewed Behaviour Policy was approved and agreed

by Governors.

SR/08/2024 Confidentiality of Business

Governors considered whether anything discussed during the meeting should be deemed confidential.

It was resolved that there were no items which could be deemed as confidential.

by Governors.

SR/09/2024 Date of next meeting

The next meeting will be held on Wednesday 5th June 2024 at 6.00pm.

The meeting closed at 6.48pm.

Signed(chair) Date