

Milton C of E Primary School

Personnel and Communications Meeting – Monday 14th September 2009, 4.30pm

Present

Amanda Scarborough (Chair)

David Lee

Sue Dorrington

Andrew Latchem

Andi Everitt

Christina Youell

Alison Lycett

David Chamberlin

Judith Manwaring (clerk)

Apologies were accepted from Debbie Howes and Mike Staplehurst.

Sue said that as part of the review of the SEF (self evaluation form) the focus has been on how the school monitors specific areas.

1. Equality and Diversity and Gender

Curriculum – monitoring indicates that no particular group is underachieving. The gender differences are in line with the national picture.

Annual monitoring of data focusing on all groups is undertaken – gender, EAL (English as an additional language), FSM (free school meals), SEN (special educational needs) and looked after children. Data is shared with staff to ensure that the needs of all children are taken into consideration when planning – no specific groups have been identified as underachieving significantly. The data provides a year on year comparison.

Tracking is undertaken on a termly basis with the focus being on individual pupil achievement of educational attainment not group analysis. The progress of children who receive catch up programmes is monitored to ensure that the provision is impacting on progress.

It was noted that a number of EAL children who received additional support in year 1 (ELS – Early literacy support) have closed the gap in their achievement and are performing well alongside their peers.

The analysis of the monitoring is included with the data reported to governors at the Curriculum and Achievement in July and September.

EYFS (early years and foundation stage) has responded to a document suggesting methods to interest children in activities that may not normally appeal to them – e.g. by providing appropriate 'boy' friendly images and contexts for activities (appropriate pictures for developing fine motor control, ordering numbers on football shirts) – evidence is in the classrooms and the teachers assessment records.

The children's questionnaire specifically asked whether pupils felt that everyone was treated fairly – this was not perceived as an issue by the children. The questionnaire also asked if children perceived that other children were also treated fairly this was also not seen as an issue. The questionnaires were circulated to one in every six children at the end of the summer term.

Employment – monitoring indicates that we are attracting candidates of both genders.

Records of interest in employment are recorded (gender, ethnicity & disability). For the Deputy Headteacher position two candidates of each sex were invited for interview.

Governors actively sought to recruit a male teacher for the KS1 (key stage 1) position. The strongest candidate, a female was appointed.

Parents – The focus group are working with bilingual parents to ensure they are not disadvantaged when their children start school. Bilingual parents were invited to a meeting before the main open meeting for new parents. They were shown around the school and questions were invited. Sue will meet with the bilingual parents to invite their feedback and this will then be shared with the focus group. The focus group have not met as yet this term but will be continuing to meet on a regular basis. The new website includes a folder for bilingual parents.

Celebrating diversity has become high focus – the expertise of parents from different faiths is supporting children’s learning. Parents shared experiences relating to their cultures during creative week. Jackie Mordue, the RE (religious education) co-ordinator has discussed with children their opinions with regard to the way that the school teaches about different faiths, they liked the way in which parents talked about their beliefs and how this impacted on their day to day life.

Parents were involved in the consultation relating to the provision for those with a disability (a parent is part of the consultation process in relation to the provision of a hearing loop) -see questionnaires summer term 2009. Andrew said that he was aware that there is an initiative called the ‘Deaf Bus’ that he has heard is in the Eastern region in October/ November. It was agreed that it may be useful to invite them to visit the school and talk to the children.

Action Andrew to get further details

A return to RAID (Racist Incident Database) is made termly. The governors monitor the number of incidents annually. Our commitment to responding to racism has been strengthened. A statement relating to RAID will be displayed for parents and will be included in information on the website. It was discussed that it should be communicated to parents as to why the information is recorded and why. It was also noted that whilst racist incidents are recorded other situations such as gender or disability issues would also be addressed in a similar manner but are not required to be recorded.

Action RAID monitoring to be added to the plan

Property - Accessibility issues are included in all refurbishment plans.

Refurbishment of Y1 included appropriate access to Butt Lane for parents and children with mobility disabilities.

Following the admission of a pupil with visual disabilities school has endeavoured to ensure all possible hazards are highlighted – ramp rails painted yellow etc.

David Lee said that he felt confident that the governing body are fulfilling their statutory responsibilities regarding the Disability and Discriminatory Acts. Monitoring is undertaken through feedback from questionnaires.

Christina said that she thought that the school are making ‘reasonable adjustments’ and was confident that if the details of last year’s residential trips was reviewed there would be evidence for monitoring purposes.

David Lee said that he thought that a link governor for Community, Equality and Social Cohesion had been discussed at previous meetings. It was agreed that Christina had been identified as the most appropriate governor. Christina agreed to undertake the role.

Action Judith to add to link governor grid

2. EPM (Education Personnel Management) – Policy Review Training

Sue and Mandy had recently attended the EPM briefing session that provides updates on Employment Law and any amendments to the pay policy.

Threshold assessment from 1st September 2009 (Round 10) will be based solely on the evidence contained in the Performance Management Review statements covering a two-year period leading up to the request for assessment.

No national deadline for submitting threshold assessment requests but teachers eligible to apply in Round 10 (i.e. on salary point M6 at 1st September 2009) and covered by the 2006 Performance Management Regulations,

- Must submit their requests between 1 September 2009 and 31 October 2010
- Successful applicants will have award dated from 1st September 2010

The updated pay policy will be circulated by email as soon as the EPM model policy becomes available for personalisation. It was agreed that the policy will be adopted via email communication as it needs to be available for circulation to staff as soon as possible and before the performance management reviews on 12th October.

3. Safer Recruitment

Sue said that she is confident that the school are taking all the necessary action. Debbie Howes has agreed to undertake the governor services training event.

Action Judith to forward login details to Christina, David Chamberlin and David Lee to enable them to undertake online training

4. Child Protection

Sue said that the term of office for Mac Lewis, the current link governor for child protection, is due to end in October and a parent governor election will be held. A number of governors have attended child protection courses. Christina is currently working with the Cambridgeshire Safeguarding Children board and David Chamberlin has attended all three levels of child protection training with the Diocese.

The role of the Child Protection governor will be reviewed following the parent governor election.

5. Publication Scheme

Sue and Mandy circulated a draft working document for Milton last term complying with the Freedom of Information Act. The aim of the document is to ensure that information is available for parents. Sue said that information is generally available through the school brochure and website. Sue said that the committee needed to agree that number of pages over which a document would be charged for. 20 pages per request was suggested and agreed.

It was agreed that a log of any requests that are received should be kept and also be made available on the website.

The draft document requires finalising and will then be circulated for agreement.

6. Children and Young People's Plan

David Lee had introduced the plan at a previous meeting. He said that the Cambridgeshire Big Plan 2 is now available. David asked that governors take some time to look at the plan as it is Cambridgeshire's action plan for their services to children and young people.

Link:

<http://www.cambridgeshire.gov.uk/childrenyoungpeople/cypsp/plansandstrategies/cypscypspasbig.htm>

7. Governor Improvement Plan

Mandy had previously circulated a copy of the P&C section of the plan. Mandy said that there is a lot of work identified in the plan for the committee in the coming year.

8. Date of next meeting

Thursday 1st October, 6.30pm

The meeting closed at 5.40pm