

# MINUTES

## **WINWICK CE PRIMARY SCHOOL** **Meeting of the Quality of Education Committee – summer 2023**

**Tuesday 13 June 2023, 5.00pm**  
**Venue: In School**

### **PRESENT IN PERSON:**

Miss G Allen  
Mrs L Duckett (Headteacher)  
Mrs C Jenkinson  
Mrs A Lacey (Committee Vice Chair)  
Mr C Mumford (Committee Chair)  
Mr D Rees

### **PRESENT VITUALLY:**

Mr C Browning

### **IN ATTENDANCE IN PERSON:**

Miss L Hill (LA Clerk)

### **IN ATTENDANCE VIRTUALLY:**

Mr N Henaghen (Observer)

## **Part One – Non Confidential Business**

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The meeting began at 5.17pm

### **1) Welcome and opening prayer**

The committee chair welcomed everyone to the meeting and led the opening prayer.

### **2) Absence and apologies**

Apologies were received from Mrs J Neal and Mrs B Leek.

**AGREED: The committee consented to the absence of those listed above**

### **3) Items for Any Other Business**

a. SATS governor visit

### **4) Declaration of personal interests for any item on this agenda**

No interests were declared for any item on the agenda.

## 5) **Presentation: RE**

The headteacher advised that Rachel did a presentation at a previous governor meeting and is absent from school today. SIAMS will be covered at the governors' away day later this week.

The headteacher advised that the school are on the list for SIAMS inspection for next year, which has been confirmed. The school was reported to be in a good place with SIAMS currently.

The headteacher stated that governor training on SIAMS is being looked into with the diocese (Jane) to support governors with this.

The headteacher advised that the SIAMS working group met when David Thorpe visited the school, who shared details about his visit to school, along with information about the new SIAMS Framework, but that this was done just as the SIAMS Framework was changing, so additional training for Governors may be required.

## 6) **Previous committee minutes, matters arising and action log**

To confirm the minutes from the meeting held on 24 January 2023

**AGREED: The minutes from the previous meeting held on 24 January 2023 were confirmed as a correct record and were signed.**

### **Action Log**

- 7.1 The RE working group have started to look at this. The working group to was confirmed as Rebecca, Mrs C Jenkinson, Mrs J Neal and Mr C
- 7.3 Mumford. There is nothing to report on this at the moment, but the working group will have a clearer view of this following the governor's away day. **Action Closed.**
- 7.4 Mrs J Neal completed a behaviour visit, this was tied in with the English visit and the report has been circulated. **Action Complete.**
- 7.5 Mr C Mumford contacted Mrs A Lacey to arrange an EYFS and PE visit. **Action Complete.** Mrs A Lacey confirmed that she has completed these visits and that the reports will be shared once these have been written up. **ACTION: Mrs A Lacey to complete the governor visit reports for her EYFS and PE visits and circulate these.**
- 7.6 The headteacher suggested to incorporate the schedule of governor visits into the Governor Visit Policy. This was **agreed** as an appropriate place to have this information. **ACTION: Headteacher to incorporate the governor visit schedule within the Governor Visit Policy.**

*Mr N Henaghen joined the meeting at 5.25pm*

- 11. The headteacher advised that Mr C Browning and Mrs J Neal still need to complete their sections of the School Development Plan (SDP) as

their role as chair's. **ACTION: Mr C Browning and Mrs J Neal to complete their sections of the School Development Plan (SDP).**

## 7) Spring Term Data

There was no data to discuss from the spring term.

## 8) Quality of Education Matrix

The Quality of Education strategic matrix was given out within the meeting.

The headteacher advised that there have been no changes made to the Quality of Education strategic matrix as this will be discussed at the governors' away day at the end of the week in preparation for the next academic year.

**A governor asked** whether the governor visits are working as they should be. The headteacher reported that Mrs J Neal's English and Behaviour visit was very positive and Mrs J Neal was able to see what this looks like at the school. The headteacher stated that, as the English subject lead, she was able to tell Mrs J Neal what was being done and why in the lessons observed and that she could be challenged by governors who had had information shared with them, that could then be seen in practice.

A governor spoke of the importance of being able to see the lessons in practice during governor visits. The headteacher reflected that governor visits have been purposeful and advised that Ofsted are likely to conduct deep dives into reading, possibly maths and another subject that the school can potentially choose but that these would be decided between the headteacher and the Inspector when they make the initial phone calls to school and that this would then be shared with governors.

Link governors for all subjects will be looked at during the governor away day to ensure that the named governors are in place, who are able to commit to come into school. The headteacher reflected that this needs to be right and governor visits take place early in the academic year. A schedule will be put together to ensure that these visits take place. **ACTION: Governors to agree the link governor leads for the next academic year at the governor away day and circulate these.**

The headteacher stated that each subject leader has now presented to governors on their area, so looking to start a rolling programme on updates going forward. The subject leads will report back termly on their subject and these are stored on google drive.

## 9) Visit Reports

### a. PE

Mrs A Lacey advised that she still needs to meet with Miss A Platt as the PE report is not available until July 2023.

**A governor asked** about the feedback from previous visits on PE and EYFS. Mrs A Lacey advised that during each visit, they went through the subject action plan, however, it was difficult to evaluate this fully before the end of the academic year as this is an annual plan. **ACTION: Mrs A Lacey to organise a PE governor visit once the PE report has been received.**

## **b. EYFS**

Mrs A Lacey advised that she looked at the baseline and changes to the framework with Mr N Henaghen.

Mrs A Lacey reported that everything is on track, that she was happy with both subjects and had no concerns on EYFS. A governor suggested having a visit at the beginning of next term to ensure that Mrs A Lacey has the information needed.

The headteacher advised that:

- SATS KS2 and KS1 data will be sent to the local authority in the coming weeks.
- Hayley Wynn is coming into school to moderate early years.
- The school will be moderated for KS2 writing again by the local authority. The headteacher stated that she would expect there to be a drop on last year's scores due to the ability of this particular cohort across the KS2 results, noted the challenges linked to this cohort had been discussed at various points with governors historically.

## **c. Behaviour and English**

The Behaviour and English visit was circulated prior to the meeting and was discussed at the PDBW committee meeting.

**A governor asked** whether this is the format for governor visit reports that the school/governing body are aiming to produce going forward. The headteacher advised that the visit focussed on phonics and behaviour, where she gave Mrs J Neal a timetable for the day based on the key areas that Ofsted might look at when doing a deep dive to ensure the governor had an overview of systems and procedures across the school.

The headteacher advised that it may be useful to look at things to note and put questions in as to what the school/governor have spoken about and also look at behaviour within the visit. This will offer a wider picture on behaviour at the school over a number of visits.

A governor noted that all of the applicants for the headteacher position commented on the children's behaviour and that they felt it to be important to formally note.

## 10) School Development Plan (SDP) Updates

The School Development Plan (SDP) will be discussed and evaluated at the governors' away day later this week.

The headteacher advised that there is no update on this currently as the data does not arrive until later this term. This will be discussed at the FGB meeting, with the final sections linked to the data and evaluation linked to this being brought to the autumn term governor meetings.

## 11) Any Other Business

### a. SATS Visit

The SATS governor visit report was given out within the meeting.

Mr C Mumford visited school on 12 May 2023 and gave feedback on the visit:

- The headteacher facilitated the visit well
- It was nice to see the children doing the assessments and seeing their focus on the task at hand.
- Observed the whole process
- He felt that it was good practice to get the children into the habit and prepared for sitting tests.

The governors present congratulated the school on this.

A governor advised that the children were asked to come into school early and were given breakfast each day. The children were prepared for sitting the tests from the children's welfare perspective, which was seen. A governor suggested that the wellbeing comments could be added to the bottom of the report. **ACTION: Mr C Mumford to add wellbeing comments to the visit report and recirculate.**

**A governor asked** whether the children were happy once they have finished the assessments. Yes.

The headteacher reflected on the cohort as a whole and the positiveness of the children completing the assessments. The children worked very hard and this was seen during SATS week.

**A governor asked** when the school are expecting the results. This was confirmed as 11 July 2023. **A governor asked** whether the school will receive EYFS by then too. Yes.

The headteacher confirmed that the school will have been moderated by the local authority by then, so the school can cross reference this with the data.

## 12) Future Meeting Dates

Autumn 2023	Tuesday 3 October 2023, 5.00pm
Spring 2024	Tuesday 20 February 2024, 5.00pm
Summer 2024	Tuesday 11 June 2024, 5.00pm

Part one of the meeting closed at 5.52pm

Signature: \_\_\_\_\_  
Chair

Date: \_\_\_\_\_

### Part One Challenges from Governors:

Agenda Item No.	Agenda Item	Challenge
8	Quality of Education Matrix	<b>A governor asked</b> whether the governor visits are working as they should be. The headteacher reported that Mrs J Neal's English and Behaviour visit was very positive and Mrs J Neal was able to see what this looks like at the school.
9a	Visit Reports: PE	<b>A governor asked</b> about the feedback from previous visits on PE and EYFS. Mrs A Lacey advised that during each visit, they went through the subject action plan, however, it was difficult to evaluate this fully before the end of the academic year as this is an annual plan.
9c	Visit Reports: Behaviour and English	<b>A governor asked</b> whether this is the format for governor visit reports that the school/governing body are aiming to produce going forward. The headteacher advised that the visit focussed on phonics and behaviour, where she gave Mrs J Neal a timetable for the day based on the key areas that Ofsted might look at when doing a deep dive to ensure the governor had an overview of systems and procedures across the school.
11a	Any Other Business: SATS Visit	<b>A governor asked</b> whether the children were happy once they have finished the assessments. Yes.
11a	Any Other Business: SATS Visit	<b>A governor asked</b> when the school are expecting the results. This was confirmed as 11 July 2023.
11a	Any Other Business: SATS Visit	<b>A governor asked</b> whether the school will receive EYFS by then too. Yes.