

Hythe Bay Church of England Primary School and Children's Centre
Minutes of Learning and Achievement Committee
held on Monday 7th October 2024 in the Training Room at 5.00pm



Present: Mr Luke Haisell, Mrs Rebecca Prout (Headteacher), Mrs Ann Griggs,
Mrs Joyce Rhodes, Rev Michael Darkins and Ms Joan Devenny (arrived late).

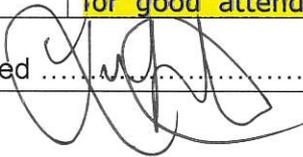
Clerk: Sam Brown

Quorum: 3 Governors

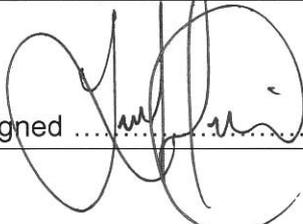
| Item | | Action by |
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| 1. | Welcome The Chair welcomed everyone to the meeting. | |
| 2. | Apologies for absence There were no apologies and Joan Devenny arrived late. Mrs Joyce Rhodes informed the meeting that she would need to leave around 6.00pm. | |
| 3. | Declaration of business interests There were no declarations. | |
| 4. | Election of Chair / Vice Chair and Terms of Reference Luke Haisell agreed to stand again as chair of the committee this was unanimously agreed. Ann Griggs agreed to stand as Vice Chair, this was unanimously approved. | |
| 5. | Minutes of previous meeting – 22nd April 2024 – and matters arising The minutes of the previous meeting were unanimously agreed and would be signed by the Chair of the committee as being a true record. 5.1 <u>Wellbeing Report</u> The Wellbeing Governor presented her report highlighting positive comments around communication with staff. A governor asked if there would be another wellbeing survey for staff. The Wellbeing Governor confirmed that this had been discussed with the Wellbeing Lead during the visit and it was felt that the timing was not appropriate during Term 1, as many staff were still getting to know their classes and working in new teams following the recent redundancies. A questionnaire with carefully thought out questions would be actioned in future. There were no updates on governor actions that were not covered by this agenda. | |
| 6. | Headteacher Update on Data and Tracking The Headteacher explained that the school was in the process of migrating from one data software system, Target Tracker to another, Sonar. She stated that all staff had received initial training on the new platform but more in-depth training was planned. The new system referred more to point in time assessment than the previous one making it easier for staff to identify children falling behind, allowing them to put interventions into place earlier. A governor asked if the new system was more work for staff. The Headteacher confirmed that it required less work from staff and was more intuitive than the previous one. She continued to say that in the future is maybe possible to align the data software to the school office Management Information System. A governor asked which management system the school operated currently. The Headteacher confirmed this was SIMs. The Headteacher continued to say that data from the KS2 SATs in May showed 57.9% of Hythe Bay children were working at the combined | |

Signed Chair of Meeting 13/11/25 Dated

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| | <p>expected level, compared to 61% of children nationally. She explained that if the SEN children were disaggregated from this the percentage increased above national. In reading 84.2% at Hythe Bay achieved compared to 74% nationally, with 90.5% of disadvantaged achieving expected levels. A governor asked how Hythe Bay was achieving these higher results in reading. The Headteacher continued to explain that reading had been a focus during the last academic year with the Literacy Lead encouraging reading for pleasure.</p> <p>The Headteacher explained that 63.2% of children were at expected level in writing compared to 72% nationally and 73% in Kent. Writing remained a focus on the School Improvement Plan and the School Improvement Partner would focus on GPS (Grammar, Punctuation and Spelling). The Literacy Lead had also been working on a new scheme called Place Value of Punctuation, which hopefully would impact on writing.</p> | |
| 7. | <p>Quality of Teaching</p> <p>The Headteacher stated that the quality of teaching had yet to be formally assess this year but the School Improvement Partner had carried out a learning walk commenting on many strengths as well as come points for improvement. During her next visit in April, she will look at cross-curricular writing, including differentiation and adaptations for SEND.</p> <p>The Headteacher explained that working with her Headteacher mentor she would be devising a monitoring schedule for the whole year, with a mix of subject leaders and peer on peer observations. She confirmed that RE monitoring and a visit from an external Maths advisor would run alongside this schedule. A governor asked how staff felt about peer on peer monitoring. The Headteacher explained that this was in the early planning stages but she would hope it would feature triads using the year group teams, highlighting teachers' strengths and initiating professional conversations to find constructive solutions. Previously this had worked well in school as it focussed on support rather than criticism.</p> | |
| 8. | <p>School Improvement Plan and Self Evaluation</p> <p>The Headteacher explained that these were always working documents, milestones and data would be added once available. With this in mind, the Headteacher had provided a condensed summary sheet. Governors noted the documents and acknowledged all the hard work involved.</p> <p>The Headtacher highlighted the areas for development, including improving the school wellbeing and mental health levels. She explained that all the children had been Leuven screened which will be analysed during the first round of tracking to see if any interventions are needed. All children will then be screened again during Term 3 to see any impact. Plans for an information leaflet and a website page are also in development. A governor asked how supervision would be organised this year following the change in personnel. The Headteacher explained that high priority staff would access external supervision whilst others would be offered work based supervision with a member of the SLT. A governor asked how staff who needed more formal counselling would be dealt with. The Headteacher confirmed that a free counselling service was available to any staff member for more personal issues. She continued to explain that the kindness initiative also continued.</p> <p>The Headteacher established that the second priority on the plan would be attendance, working with the new codes being used and making use of the online data dashboard. It is hoped to raise attendance from the 92.7% last year to 95% this year. A governor asked if any rewards were being offered for good attendance. The Headteacher explained the use of the Dojo</p> | |

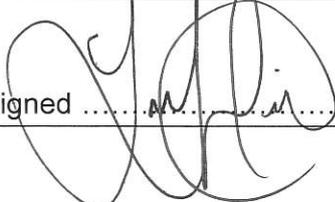
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| | <p>communication system and the awarding of points through this for attendance. There would be a Dojo shop to redeem points for various items like pencils, pens, treats etc. She confirmed that the 100% class attendance trip would no longer take place but the individual 100% attendance children would continue. An attendance leaflet was being developed for parents too.</p> <p>Staff would continue to embed the Christian ethos throughout the school; developing the worship club alongside the newly appointed Church Youth Worker. A governor asked that the bible quote be added to the SIP summary sheet.</p> <p>The Headteacher explained that developing the teaching in Maths would remain a priority. The purchase of the White Rose scheme would support staff planning and the Doodle software programme would allow children to work on Maths appropriate to their levels. Top 'Doodlers' were being rewarded with certificates and a pencil weekly in worship. A governor asked if there was any support for children unable to access a computer at home. The Headteacher confirmed that support was available during lunchtimes if needed and teachers would use Doodle to set interventions that could take place in class too. The new Maths lead is encouraging daily repetition of key maths functions for all students and is working alongside subject leaders from other schools to share good practice.</p> <p>The Headteacher confirmed that writing would remain a priority and the Literacy Lead was working hard to pull everything together and get the scheme of work tied down. Writing moderation would also continue with members of the Hythe Hub. The Headteacher stated that staff would be having refresher training in Little Wandle and Place Value of Punctuation.</p> <p>Both documents would be recommended to the FGB for approval at the next meeting.</p> | <p>RP</p> |
| <p>9.</p> | <p>Governors' Action Plan & Visits for 2024/2025</p> <p>Tasks from Governors' Action plan were allocated as follows; Quality of Teaching – JD Attendance / Curriculum / Ofsted Actions – LH Review of SATs / Wellbeing / Maths – AG Worship / RE – MD Writing – LA Governor SEND / SRP - JR</p> <p>The Chair of the meeting requested that the Clerk added bullet points for each area to every agenda as previously. The SEND Governor requested that the SRP be added to the Action Plan with their priorities. The meeting unanimously agreed.</p> <p><i>Joan Devenny joined the meeting at 5.55pm.</i></p> | <p>All to Note</p> <p>Clerk</p> <p>Clerk</p> |
| <p>10.</p> | <p>Ofsted and SIAMs</p> <p>As discussed in Item No 8. The Headteacher confirmed RE monitoring was scheduled for 17th October.</p> | |
| <p>11.</p> | <p>SEND</p> <p>The Headteacher confirmed that the SENCo had updated the SEN register and of the 270 children on roll, 55 children, over 20% were on the SEN register. 22 children had an EHCP, with 12 of these in the SRP.</p> | |

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| 12. | <p>Specialist Resourced Provision (SRP)</p> <p>The Headteacher explained that a commissioning conversation was booked, Kent have indicated change is coming but as yet no formal details. She stated that there were no KS1 children in the SRP due to the changes to the way children were assessed with speech, language and communication needs. She confirmed speech therapists were no longer seeing children in the way they used to. The SEND Governor stated that the Local Authority were reluctant to issue new EHCPs. Without these referrals and paperwork, children were not eligible to join the SRP. A governor asked if this was increasing pressure on class teachers. The Headteacher confirmed this was the case but teachers from the SRP were carrying out in reach work when they could.</p> | |
| 13. | <p>Pupil Premium and DFE Sports Funding</p> <p>13.1 <u>Pupil Premium</u> – The Pupil Premium Strategy Statement was scrutinised and recommended for approval by the FGB for publication on the school website. Governors thanked the Headteacher for her hard work in preparing the document. The Headteacher confirmed to the meeting that there been a response to the Chair of Governors letter to the local MP in relation to the housing issues affecting many pupil premium families at Pensand House. She explained that a second set of letters had been written on behalf of these families and would be forwarded on to the MP. The Vicar asked for a copy of the letter as the church who would also like to express concerns. The Clerk would arrange for a copy to be sent by email.</p> <p>13.2 <u>DFE Sports Funding</u> – The Sports Report was approved and published on the website in July 2024.</p> | <p>Clerk</p> <p>Clerk</p> |
| 16. | <p>Training</p> <p>A request from the SEND governor to skip to Item 16 was agreed. She explained to the meeting that following the District Governor Briefing she had attended it was clear that the Local Authority agenda was a push towards academisation for all schools. The governor continued to confirm that there was several consultations underway that would mean schools would need to pay for more services in line with academies. It was agreed to keep this under review at least annually.</p> <p><i>Joyce Rhodes left the meeting at 6.20pm. Normal agenda item order resumed.</i></p> | |
| 14. | <p>Policy Review</p> <p>The following policies were approved;</p> <ul style="list-style-type: none"> • Relationships and Sex Education Policy • PSHE Policy. <p>Governors thanks Janette Harcus for her work on these policies.</p> <p>The originals would be signed by the Chair of Governors at the next opportunity.</p> | |
| 15. | <p>The Governor / Governor Services / The Key Update</p> <p>The Clerk confirmed that the Ofsted Handbook had been updated. The Clerk also confirmed that the Governor Hub App had been removed.</p> | |

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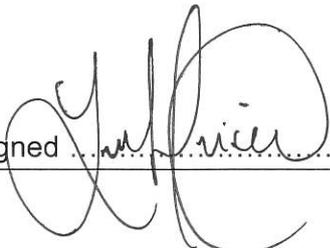
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| 16. | Training The Clerk reminded all governors that the online training needed to be completed before the FGB in November. | All |
| 17. | Any Other Urgent Business There was none. | |
| 18. | Confidentiality No items were deemed to be confidential. | |
| 19. | Date of Next Meeting Monday 13 th January 2025. | |

The meeting closed at 6.25pm.

SUMMARY OF ACTIONS

| MIN NO | ACTION | BY WHO | BY WHEN |
|---------------|---|---------------|----------------|
| 8.0 | SIP recommended to FGB for approval | Clerk | FGB 07.11.24 |
| 8.0 | Bible quote added to summary sheet | RP | FGB 07.11.24 |
| 9.0 | Governors to note responsibilities for monitoring | ALL | L&A 13.01.25 |
| 9.0 | Bullet points to be added to next agenda | Clerk | L&A 13.01.25 |
| 9.0 | SRP Actions section added | Clerk | FGB 07.11.24 |
| 13.1 | Pupil Premium Strategy Statement | Clerk | FGB 07.11.24 |
| 13.1 | Copy of Letter emailed | Clerk | ASAP |
| 16.0 | Consideration of Academisation – agenda | Clerk | FGB July 2025 |
| 16.0 | Reminder Safeguarding and Prevent Training | All | FGB 07.11.24 |

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