

**MINUTES OF A MEETING OF
THE VILLAGE INFANTS SCHOOL QUALITY OF EDUCATION COMMITTEE
HELD ON 12 DECEMBER 2024
IN SCHOOL AND BY VIDEO CONFERENCE
(5:15 pm – 6:20 pm)**

Present: Councillor Harriet Spoor (Chair)
Andy Carr
Debbie Rosaman
Louise Sparks
Nicola Bridge **R**
Sunday Aladetoyinbo **R**
Yolanda Cattle

Also present: Jackie Day, BDSIP Governor Services **R**

R = attended remotely

MINUTES – PART 1

1 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Jo Archer, Glen Spoor, Naureen Akhtar, Lee Buckingham and Su Joy.

2 DECLARATION OF INTERESTS

Governors had no personal or business interests to declare.

3 ELECTION OF CHAIR

Councillor Harriet Spoor was elected as Chair of the committee for 2024/25.

4 MINUTES

The minutes of the meeting held on 11 July 2024 were confirmed as a true record.

5 POLICIES AND DOCUMENTS

The following updated policies and documents were **approved**:

- School Improvement Plan
- Pupil Premium Strategy
- Appraisal Policy for Teachers - unchanged
- Appraisal Policy for Support Staff - unchanged
- Attendance Policy
- Children Unable to attend School due to health needs - unchanged
- Employees' Code of Conduct – New Policy from LA to adopt
- Governors' Code of Conduct

- Intimate Care Policy – unchanged
- Schools Disciplinary Policy – unchanged
- Schools Grievance Resolution Policy – unchanged
- Schools Support Staff Capability Policy – unchanged
- Schools Teacher Capability Policy – unchanged
- Uniform Policy - unchanged
- Terms of Reference Governors' Attendance
- Terms of Reference Link Governor SEND
- Terms of Reference Quality of Education Committee
- Terms of Reference Finance Committee
- Terms of Reference Pay & Personnel Committee
- Audit Parent Pay Account
- Audit School Fund Account
- Charging Policy – unchanged
- Statement of Internal Controls
- Summary of Financial Delegation
- Write off Policy
- Whistleblowing Policy – governors need to sign to confirm that they have received this.

6 SCHOOL IMPROVEMENT PLAN UPDATE

Governors received an update on the School Improvement Plan 2024-25. They were informed that any tasks not achieved last year had been carried forward to this year.

6.1 Priority 1: Teaching and Learning

Subject leaders were being developed, and they were ensuring that curriculum overviews were in place to provide coverage and progression. Learning walks had taken place this term and would be repeated in the Spring Term. Staff had found these useful. The school was making more links with other schools.

6.2 Priority 2: Writing

Writing attainment was currently in line with national (67%). Talk for writing and Power of Reading to be used to ensure consistency in teaching. Little Wandle programmes to be used to develop the teaching of spelling and handwriting. All strategies need to be used consistently. Monitoring was taking place by using learning walks, book looks, observations and pupil feedback.

6.3 Priority 3: Reading

- a) Little Wandle was now embedded across the school and a link had been made with Parsloes Primary School which is a Little Wandle Champion School.
- b) Outdoor libraries to be established to further develop the reading for pleasure culture, and library books to be purchased with a grant of £2.5k. Parental engagement in reading to be increased, and hard to reach families to be encouraged to take part. A love of reading contributes to social mobility

6.4 **Priority 4: Science**

The school aims to achieve the Primary Quality Science Mark this year. The Science Co-ordinator was making good progress with this.

6.5 **Priority 5: Edukey**

Teachers now have access to SEND pupils' records on Edukey. The school has refined the system to meet its needs. Children's targets are recorded and can be edited. Teachers were gaining confidence in using the system. The cost of interventions can also be recorded.

Governors **asked** who could access the records. They were informed that class teachers can see information at present, and it will be opened up to LSAs in future.

6.6 **Priority 6: EYFS**

- a) GLD increased to 62% in 2024. The target for 2025 was 70%.
- b) Funds had been agreed for further development of the EYFS outdoor learning environment, and quotes were being obtained.
- c) The local park ranger had agreed to help the school develop the small piece of land beside the Nursery, subject to his line manager's approval. The Headteacher will send a proposal for consideration, e.g. planting saplings and plants which attract wildlife.
- d) Parental engagement in EYFS to be further developed.

6.7 **Priority 7: Inclusion**

- a) This year's objective is to ensure that class teachers have systems and strategies in place to support SEND pupils in mainstream classes.
- b) Governors were informed that DR had been contacted by Monteagle Primary ARP to arrange a visit. The ARP staff would come to see the small group work which Village does with high needs children although it does not have an ARP. The children are part of the school community and they make good progress.
- c) NB added that she had received very good feedback from parents who had visited Village – they had reported how different it felt to other schools.
- d) Governors noted that the school works hard to support SEND pupils but this does take resources away from the rest of the school.
- e) The school will also apply for the Inclusion Quality Mark.

7 **ANY OTHER BUSINESS**

7.1 **Chair's meetings**

The Chair informed governors that she would contact each of them to arrange short online one-to-one meetings. She would also like governors to join drop-in meetings with parents if they were available. NB agreed that she would be happy to help when a date was arranged.

8 **MEETING DATES**

Governors noted that the Spring Term meeting would be held on Thursday 27 March 2025 at 5:15 pm.

Actions/Follow up		