

SOUTHFIELDS PRIMARY SCHOOL



MINUTES OF THE PERFORMANCE MONITORING COMMITTEE MEETING HELD ON TUESDAY 9 JANUARY 2018 AT 6PM

Present: John Durance - Chair, Laura Martin (Headteacher), Debbie Benson (DB),

Apologies: Nicola Parsonage, Jason Mitchell, Lucia Hawes (Clerk)

In attendance:

Clara King (Deputy Headteacher) and Rizwana Farooq – Ayub

Item	Issue	Action
1	Welcome and apologies	
1.1	Apologies were received and accepted from Nicky Parsonage and Jason Mitchell. The Clerk was unable to attend so the Chair took the minutes.	
2	Declaration of interest	
2.1	None.	
3	Minutes of last meeting	
3.1	Minutes of the meeting held on the 18th October 2017 were agreed and signed.	
4	Pupil Progress and Attainment Data – Autumn Term 2017	
4.1	<p>Phase Leader, English and Maths Reports for the autumn term had been pre-circulated.</p> <p>4.1.1 A governor asked why Year 5's ARE for reading could be 3% lower than in the previous summer term. LM explained that children often regress during the summer holidays but that didn't explain this level of reversion. Action: Headteacher to will investigate and respond directly to committee members.</p> <p>4.1.2 A governor pointed out the excellence of the reports but was concerned that a number of shortcomings in teaching had been highlighted and asked how this related to LM's report to the FGB that, with two exceptions, teaching was good or excellent. LM was not concerned at the minor nature of the highlighted deficiencies since (a) they had been identified and (b) remedial action had been agreed. She confirmed that she, her deputy and Phase Leaders keep a close watch on children's progress data, which would show up any serious deficiency in teaching.</p> <p>4.1.3 A governor asked what evidence there was to justify the predicted progress in AREs since in many cases only half the cohort were at the required standard one third of the way through the academic year. LM pointed out that they use a category called " Key Marginals" who are children very close to the ARE target. If these are added to those actually at the target the percentage achieving ARE significantly increases. (See 'Phase Leader Snap Shot – Target-Milestones). Overall the management team are confident that the targets will be achieved, the only serious reservation is around SEND children who are a significant proportion of each cohort.</p>	Head
4.2	LM had prepared and presented a comprehensive Data Folder for committee members. It comprised several sections. Information on	

	<p>data collection and analysis systems, assessment policy, summary data sheets and supporting evidence relative to understanding the context of the data reports.</p> <p>4.2.1 TARGET TRACKER - This system is constantly used by class teachers to record the progress and attainment across the curriculum of all their pupils against KPIs in tests and assessments. The data is reviewed half termly by Phase Leaders and is kept under constant review by the Headteacher and Deputy Headteacher. This system is not suitable for Governors to access for confidentiality reasons.</p> <p>4.2.2 ARBOR - This is a commercially available system which offers a number of data reports to which we subscribe. It analyses data available from the DfE and Ofsted and presents clear understandable graphic analysis and comment, including comparisons with other similar schools in England. Governors have on line access if required. Hard copies are kept in the Headteacher's office. Its only shortcoming is that the reports are published around six months after the end of each academic year but the reports are nonetheless valuable.</p> <p>4.2.3 OFSTED INSPECTION DASHBOARD - This data used to be published in summary form. The new format is much more detailed and perhaps therefore a little less accessible. It contains very detailed analysis of data.</p> <p>4.2.4 DfE ASP (Analysed School Performance) - Very similar to the Ofsted information and that published by Arbor.</p> <p>4.2.5 CEM (Durham University) - A tool for measuring the entry level of EYFS pupils. We use it with care as its predictive tendencies can distort the data.</p> <p>4.2.6 FISHER FAMILY TRUST (FFT) ASPIRE - Available online to all Governors. Presents similar information to Arbor, Ofsted and DfE but has a facility for assessing targets based upon prior performance.</p> <p>4.2.7 IXL and PiXL - These are very useful on line interactive tests, which are intelligent enough to undertake gap analysis. Teachers use the data to adjust individual learning plans. They are especially useful for addition study reinforcing more traditional methods. Pupils can access them from home and we run 'out of school' sessions particularly aimed at disadvantaged children who may not have access to a computer at home.</p>	
5	Impact	
5.1	Bearing in mind that this committee's remit is not only to better understand performance data but to devise ways in which to report its findings to the FGB in a concise way, JD asked what impact it had had on the management team's approach to data reporting.	
5.2	<p>Part of the Data Folder are several summary documents that are new and have been devised specifically to address the issue of clear and concise reporting. These are:</p> <ul style="list-style-type: none"> • Data Standard Summary – a matrix tabulating progress under three 	

	<p>headings against ARE and four pupil groups.</p> <ul style="list-style-type: none"> • Data Standard Summary Key Headlines - sister document to the above outlining key strengths, monitoring and areas for concern. • Phase Leader Snap Shot – analysis of targets and milestones in the four tested subjects by term and by year group. • Key Data Linked to Priorities – sister document to Data Standard Summary. 	
5.3	Two additional documents – Understanding the impact of teaching, learning and assessment on the process of pupils... and ensuring that assessment information from leaders provides governors with sufficient and accurate information to ask probing questions... These are useful background but will not be published regularly.	
6	Report to the FGB	
6.1	Action: JD to prepare and circulate the report to the FGB.	JD
7	Any other business	
7.1	None.	
8	Confirm date of next meeting	
8.1	The next meeting was scheduled for February but the committee saw no point in meeting again until the data was available for Spring Term. Action: Headteacher & JD to agree a date early in Summer Term.	Head/JD

This is a true and accurate record of the meeting.

Signed:
Chair of Performance Monitoring Committee

Date: