

Advice Note for an Additional Inspection

School name	The Minster School			
DfE number	816/6006			
Address	The Minster School Deangate York North Yorkshire YO1 7JA			
Headteacher	Mlle Sophie Scholkroun			
Chair of governors	Mr John Hattam			
Number of pupils on roll	143			
	Boys	74	Girls	69
	EYFS	19	Junior	91
	Senior	33		
Date of visit	2 July 2019			

1. Introduction

Characteristics of the school

- 1.1 The Minster School is a co-educational day school for pupils between the ages of three and thirteen. It is set in historic buildings on the south side of York Minster. At the time of the visit, there were 143 pupils on roll (69 girls and 74 boys): 19 were in the Early Years Foundation Stage (EYFS); 91 were in Years 1 to 6; and 52 were in Years 7 and 8. The school was founded in 627 AD for the education of boy choristers and it became fully co-educational in 1987. As a department of York Minster, the school is governed by the Chapter of York. The school has 15 pupils who require support for special educational needs and/or disabilities (SEND), none of whom have a statement of special educational needs or an education, health and care plan. There are no pupils who speak English as an additional language. The school's previous inspection was a regulatory compliance inspection in February 2017.

Purpose of the visit

- 1.2 This was an unannounced additional visit at the request of the Department for Education (DfE) which focused on the school's compliance with the Education (Independent School Standards) Regulations 2014 (ISSRs) and the requirements of the Early Years Statutory Framework.

Regulations which were the focus of the visit	Team judgements
ISSR Part 1, paragraph 2 (curriculum); EYFS 1.3, 1.5, 1.6 and 1.7	Met
ISSR Part 1, paragraph 3 (teaching); EYFS 1.5, 1.6, 1.8, 1.9 and 2.1	Met
ISSR Part 1, paragraph 4 (framework for assessment); EYFS 2.1	Met
ISSR Part 3, paragraph 7 (safeguarding); EYFS 3.4, 3.5 and 3.14	Met
ISSR Part 3, paragraph 10 (bullying); EYFS 3.52	Met
ISSR Part 3, paragraph 11 (health and safety); EYFS 3.54	Met
ISSR Part 3, paragraph 16 (risk assessment); EYFS 3.64 and 3.65	Met
ISSR Part 6, paragraph 32 (1)(c) (provision of information)	Met
ISSR Part 8, paragraph 34 (leadership and management)	Met

2. Inspection findings

Quality of education provided – curriculum, teaching and framework for assessment [ISSR Part 1, paragraphs 2, 3 and 4; EYFS 1.3, 1.5 - 1.9 and 2.1]

- 2.1 The school meets the standards and the requirements.
- 2.2 The school has a suitable curriculum policy in place which is supported by detailed schemes of work for each subject area. The curriculum is appropriately broad and balanced and is regularly reviewed to ensure that the needs of all pupils are met successfully, including for those pupils with special educational needs and disabilities.
- 2.3 Well-planned lessons, an appropriate range of resources and suitable teaching methods ensure that pupils acquire new knowledge and make good progress according to their ability. In particular, support for those pupils with special educational needs is well managed and delivered successfully across the age range of the school. Teaching does not undermine British values or discriminate against pupils contrary to the Equality Act 2010. A suitable framework to assess pupils' work regularly and thoroughly is in place which is used appropriately to plan teaching according to the needs and aptitudes of all pupils.

Welfare, health and safety of pupils – safeguarding [ISSR Part 3, paragraph 7; EYFS 3.4, 3.5 and 3.14]

Safeguarding policy

- 2.4 The school meets the requirements.
- 2.5 The school has an appropriate policy for safeguarding which provides suitable arrangements to safeguard and promote the welfare of pupils at the school.

Safeguarding implementation

- 2.6 The school meets the standards.
- 2.7 Safeguarding arrangements are implemented rigorously in line with current statutory guidance and provide appropriate support for pupils' needs. All staff have received training in recent changes to regulatory guidance and on-line safety. New staff receive comprehensive induction training to ensure they understand their safeguarding responsibilities, including KCSIE Part 1 and Annex A, the staff code of conduct and behaviour policy. The designated safeguarding lead (DSL) and deputy have sufficient status and authority to undertake their roles, and have appropriate levels of training, which is in line with local procedures. The DSL regularly provides informal updates on any changes to safeguarding policy and its implementation.
- 2.8 Staff demonstrate that they have a strong understanding of their safeguarding responsibilities, including knowledge of the staff code of conduct, and understand that they can make a referral themselves to the local authority if they have concerns. They recognise the importance of 'early help' strategies, know how to report any concerns about pupils or other staff, and understand that any concerns about senior leaders should be reported to the chair of governors or, in their absence, to the LADO directly. Appropriately detailed records for safeguarding concerns are maintained, which are regularly monitored by the DSL. These show appropriate and timely liaison with both parents and local agencies. The board of governors have commissioned an external safeguarding audit and undertake a rigorous annual review of safeguarding arrangements and any incidents, demonstrating appropriate challenge and support in their oversight of arrangements.

Welfare, health and safety of pupils – bullying [ISSR Part 3, paragraph 10; EYFS regulations 3.52]

- 2.9 The school meets the standard and the requirements.
- 2.10 The school has a suitable anti-bullying policy in place which is available on the school website. The policy sets out clearly how the school will promote good behaviour within the school and prevent bullying as far as is practicable. When bullying occurs, appropriate support systems are in place for all those involved and effective communication with parents ensures that they are suitably included in the process. Suitably detailed records are kept, which are monitored regularly to identify any emerging patterns.

Welfare, health and safety of pupils – health and safety [ISSR Part 3, paragraph 11; EYFS 3.54]

- 2.11 The school meets the standard.
- 2.12 The school has an appropriate written health and safety policy in place which covers the areas suggested by the relevant health and safety laws which is fully implemented. External specialist advice is provided regularly to ensure that all areas are covered appropriately and suitable training provided for staff to ensure that knowledge and skills are appropriate and up to date.

Welfare, health and safety of pupils – risk assessment [ISSR Part 3, paragraph 16; EYFS 3.64, 3.65]

- 2.13 The school meets the standard and the requirements.
- 2.14 A suitable risk assessment policy is in place and comprehensive arrangements are in place to ensure that risks are appropriately identified and action taken to reduce risk across the school. All staff who are involved in producing risk assessments for activities, trips off site, or areas of the school have received recent appropriate training.

Provision of information [ISSR Part 6, paragraph 32 (1)(c)]

- 2.15 The school meets the requirements for providing information relating to safeguarding to parents. Particulars of the arrangements for safeguarding are published on the school's website.

Quality of leadership and management [ISSR Part 8, paragraph 34]

- 2.16 The school meets the standard.
- 2.17 Senior leaders and governors demonstrate good skills and knowledge and fulfil their responsibilities effectively so that the independent school standards are met consistently and they actively promote pupils' well-being.

3. Regulatory action points

- 3.1 For the regulations which were the focus of this visit, the school meets all of the requirements of the Education (Independent School Standards) Regulations 2014 and requirements of the Early Years Statutory Framework, and no further action is required as a result of this visit.

4. Summary of evidence

Written materials

- Safeguarding policy
- Safeguarding records
- Arrangements to educate pupils about safeguarding, including e-safety; bullying; taking responsibility for their own behaviour and documentation for the PSHE programme.
- Code of conduct for staff
- Anti-bullying policy
- Bullying records and record of serious sanctions
- Health and safety policy
- Risk Assessment policy
- Risk assessments
- Health and safety action plan
- Sample schemes of work, including for PSHE
- Examples of lesson planning
- Governors meeting minutes including audits for health and safety and safeguarding.

Meetings with school personnel

- Introductory meeting with head, chair of governors and chair of Chapter – to discuss arrangements for the day and to provide initial thoughts on areas specified as focus for the visit
- Meeting with the DSL – to discuss implementation of safeguarding policy, training and induction of new staff
- Meeting with health and safety manager – to discuss health and safety arrangements and risk assessments
- Meeting with head and special educational needs co-ordinator regarding curriculum, teaching and assessment for pupils with SEND
- Meeting with head regarding bullying
- Meeting with a group of staff regarding safeguarding, health and safety, risk assessment and bullying
- Meeting with chair of governors and chair of chapter regarding governor's oversight

Activities on site

- Further scrutiny and evaluation of implementation of policies and documentation as detailed above
- Interviews with pupils, chosen by inspectors
- Meeting of inspectors
- Lesson observation
- Work scrutiny