

HAZELDOWN PRIMARY SCHOOL

Governing Body

SI Committee 24 th January 2018 6.30pm - Part 1 Minutes						
Date/Time	24 th January 2018	6.30pm	Location		Hazeldown Primary School	
Governors Present	Capacity	Time arrived/ departed	Governors Present	Capacity	Time arrived/ departed	
Lee Goodenough	Associate (Deputy Head)	6.30- 8.00pm	Sandra Reynolds	Co-Opt	6.30pm- 8.30pm	
Sarah Leaman	LA	6.30- 8.00pm	Kirsty Prentice	Co-Opt	6.30pm- 8.30pm	
Christopher Tribble	Associate (Deputy Head)	6.30- 8.00pm	Luke Prentice	Staff	6.30pm- 8.30pm	
Dave Dawson	Co-Opt	6.30- 8.00pm				
Stuart Ludford	Associate (Head Teacher)	6.30- 8.00pm				

Apologies	Initial	Reason (Category of Governor)
Parfitt	L	Illness

Absent without Apology	Initial

In Attendance	Initial	
Atkinson	M	Clerk

Minutes to
Attendees
Apologies

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	Agenda	Led by
1	Apologies from	Chair
2	Matters Arising from Previous Minutes	Chair
3	School Improvement SI updates from November (SL) Current Vacancies Review quality of T & L Review & interrogate external data Attendance Ofsted Update for Governors	Chair
5	Vulnerable pupils	GR
6	Community	KB
7	Curriculum	LP
8	Safeguarding	MS
9	SI Committee focus for next meeting	Chair
10	Portfolio holder reports due for Spring 2 (7 th March 2018)	Chair
11	Any Other Business	Chair
12	Meeting close	

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Ref	Action or Decision	Owner/ Decision	Date Raised	Date Due
1.	Apologies from KB, GR & LP	All Agreed		
2.	<p>Matters Arising</p> <p>SUMMARY OF DECISIONS/DISCUSSIONS</p> <ol style="list-style-type: none"> 1. LP will feedback to FGB from this meeting 2. Following policies are to be recommended to the FGB: Home School Agreement, Complaints and Safeguarding. 3. Discussion regarding section 5 of the SIP (strategic governance) which will be fed back to the FGB at the December meeting to check that they agree with the current gradings. 4. Single Central Record to be updated by end of Jan 2018 5. IDSR data discussed, governors must read this before the next data meeting on the 10th Jan 2018 <p>SLe advised that all of the actions had been addressed or are covered as part of the agenda.</p>			
3.	<p>School Improvement (Sle)</p> <ul style="list-style-type: none"> • Any SI updates from November (SL). • To move forward with SI focus upon strategic governance. Governors need to consider how current vacancies in portfolio holding are covered in order to ensure the complete cycle of business is covered. Review SI committee coverage and plan for shortcomings. <p>Need to make sure that the SIP vacancies are adequately filled - safeguarding, vulnerable pupils, potential cover for Laura in curriculum. SLe proposes that either the clerk or Chair write to GR regarding his attendance. SRC will chase up KB to find out if Wednesday's are convenient. DD advised that he will speak to GR. Suggestion to put on agenda about attendance. Thanks to KP & LP have stepped in at the last minute to make the committee meeting quorate. SRC will co-ordinate action to ensure that all new governors are assigned to portfolios and that the SI committee is fully staffed.</p> <p>Review the quality of teaching and learning (ELT)</p> <ul style="list-style-type: none"> • Update from ELT regarding the quality of teaching and 	<p style="text-align: center;">Chair</p> <p style="text-align: center;">SRC</p>	<p style="text-align: center;">24.1.18</p> <p style="text-align: center;">24.1.18</p>	

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	<p>learning in the different teams across the school - SL advised that the ELT have done some book scrutiny and monitoring. 94% of teaching is good and 25% outstanding.</p> <ul style="list-style-type: none"> • SLe asked about the current situation in YR2 SL advised that he has been in and out looking at the class and things have improved and that the quality of teaching and learning is good. DQ has also been in and out of the classroom to ensure high-quality. Sle asked if all of the NQT's are doing well? LG advised that they are well on track and no problems. Good progress of the RQT was also discussed - professionally growing a lot in this year and supporting the practise of one of the NQTs. SLe asked about the planned and unplanned release? SL advised that an advert is out for an NQT and Cover supervisor. Governors will shortly be asked to see if they can attend the interview scheduled for the 5th February. <p>Review and interrogate external data (SLe/SL)</p> <ul style="list-style-type: none"> • Feedback from the data meeting on 10.1.17 - SLe asked was the data meeting useful and do governors need more training? DD/SRC felt that it was very useful being able to discuss the data before the session with the staff and felt that it gave them a good understanding. Being able to talk through potential questions was also useful. SL advised that he has completed online ISDR training that governors can also do and he will share the link with them. • Timetable meeting for governors to review current data. Agreed that the next SI meeting will start at 6pm to allow the data/progress towards SIP to be carried out simultaneously. <p>Attendance (SL/CT)</p> <ul style="list-style-type: none"> • Review of attendance for the autumn term - CT advised that buying into the profile is really useful and advised that their data is more positive than the national data. A couple of families have left which will affect the data positively. There have been some 			

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	<p>unauthorised holidays, SLe asked are they getting a fine? SL advised that yes they are. SLe asked if a child is excluded does this affect the data? LG advised that they would be educated off site and this code would be used for attendance.</p> <p>SLe said that we would need to timetable a review of IDSR attendance data when it is released.</p> <p>OFSTED Update for Governors (SLe/SL)</p> <p>SLe asked if there are any questions from governors after watching the clips that were sent through?</p> <p>SLe advised that SL will get a call midday from Ofsted for a visit the next day and governors will be needed without much notice. SL wondered if it is worth him putting a script together for governors. SRC commented that she liked the little book. SRC/SLe to liaise about taking key questions which OFSTED may ask and allowing governors to rehearse an answer in the FGB meetings and creating an aide memoire. SL had recorded key questions from the video and these will be used as a basis for us to start working on.</p> <p>DD commented that he is not aware of any issues regarding bullying etc and would like to have this information made available. SL felt that we may need to review the information in portfolios/Headteacher's Report to ensure that all of the essential information made it to all governors.</p>			
5.	<p>Vulnerable Pupils</p> <ul style="list-style-type: none"> • No report scheduled • Any matters arising - CT advised that he has put out feelers to parents regarding signing up to pupil premium. SLe asked whether they are anticipating any change to PP. CT and KP have been getting the word out there at local nurseries. LG advised that they have been trialling a nurture unit to support the SEND children. They think they can make it work on a larger scale. It was advised that a couple of SEND children are close to permanent exclusion and governors may be needed to attend a meeting. 			

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	<ul style="list-style-type: none"> SLe asked CT to co-write the next portfolio report with the new vulnerable pupils portfolio holder with a new to the governor slowly taking on the role. The committee discussed how daunting it can be to write the first report. 			
6.	<p>Community</p> <ul style="list-style-type: none"> Key areas arising from PH report- SLe advised that she needs to go back to KB and clarify a couple of things on her report. - Which aspect of the portfolio is being covered when she meets with Maxine and from which term's action points? - Were the school meeting all of the reporting and recoding requirements? 			
7.	<p>Curriculum</p> <ul style="list-style-type: none"> Key areas arising from PH report - DD had some questions which he has already sent to SLe. One question was - Are we getting value from staff going out to see new parents? SL advised that the school prides themselves on these visits and you get a good sense of the families by visiting. It is very important to the families and very useful for the staff. The school continues to heavily invest time into this when other schools have stopped doing it. Question - YR 2 should we consider any extra visits? SL agreed yes there should be special visits. DD asked about the possibility of having too much leadership capacity? SL advised that they are mindful of that and are looking at solutions as to how to maintain for next year and whether the current arrangements are sustainable. <p>Laura requested that we look at Luke's system of showing curriculum coverage in SOLE books at the FGB and she would like to make a suggestion about focusing upon subject leaders as part of governor curriculum visits.</p>			
8.	<p>Safeguarding</p> <ul style="list-style-type: none"> No report scheduled The single central record/personnel files need to be check by governors. SLe to liaise with SRC to drop in and carry this out after half-term. 	LPr	24.1.18	

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	LuP will take over this portfolio alongside SLe. SLe will support during the next portfolio visit/report.			
9.	<p>SI Committee focus for the next meeting</p> <ul style="list-style-type: none"> • Review success/impact of SIP - this will also cover the current data across the school. • Identify areas of need for additional resources/support. • Review external data and governor training. • Ensure that the DfE tables are linked from the website. It was confirmed that they are on the website and are also having an external review. 			
10.	Portfolio holder reports due for Spring 2 (7 th March 2018): Vulnerable Pupils, Safeguarding.			
11.	<p>AOB</p> <p>SL advised that the pre-school hub was really successful.</p> <p>SLe said that school money have launched an app for parents.</p> <p>Luke Pattison pointed out that he has the same initial as Laura Parfitt which may cause some confusion.</p> <p>DD said should it be brought to FGB about getting more funding in for the school.</p>			
12	Meeting Close - 8.00pm			
Meeting Ends:				
Detail of next meeting:		14 th March 2018	Date/Time	
SUMMARY OF DECISIONS/DISCUSSIONS				
<ol style="list-style-type: none"> 1. SCR to co-ordinate action regarding assigning new governors to portfolios and ensuring the SI committee is fully staffed. 2. DD/SCR to contact GR/KB to discuss whether they are able to commit to governors meetings. 3. SL to seek governor representation on forthcoming Cover Supervisor interviews. 4. SL to share details of online IDSR training for governors. 5. The next SI meeting will commence at 6pm so that the current data can be considered alongside the SIP. 6. SLe to ensure that the attendance data on the IDSR is reviewed. 7. SRC/SLe/DD to liaise over the inclusion of OFSTED questions into the FGB meetings as rehearsal for the event. 				

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	8. CT to co-write the next vulnerable pupils portfolio with the new portfolio holder. 9. SLe to follow up queries around the Community report. 10. LuP to talk about subject symbols in SOLE books at the FGB. 11. LP to talk about governors checking subject leader files during curriculum visits at the FGB. 12. SLe/SRC to drop in a check the SCR and personnel files.			
These minutes are agreed by those present as being a true record.				
Signed: (Chair of Committee)		Date:		