

HAZELDOWN PRIMARY SCHOOL

Governing Body

SI Committee 4 th July 2018 6.30pm - Part 1 Minutes						
Date/Time	4 th July 2018	6.30pm	Location		Hazeldown Primary School	
Governors Present	Capacity	Time arrived/ departed	Governors Present	Capacity	Time arrived/ departed	
Sarah Leaman	LA	6.30-7.45pm	Kirsty Prentice	Co-Opt	6.30pm-7.45pm	
Dave Dawson	Co-Opt	6.30-7.45pm	Lee Goodenough	Associate (Deputy Head)	6.30pm - 7.45pm	
Stuart Ludford	Associate (Head Teacher)	6.30-7.45pm	Luke Pattison	Staff	6.30-7.45pm	

Apologies	Initial	Reason (Category of Governor)
Parfitt	L	Maternity
Tribble	C	Other Commitments

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	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 CT this was sanctioned by all	All Agreed	4.7.18			
2.	<p>Approval of minutes - approved with the amendment of LP surname.</p> <p>Matters Arising/Action Points</p> <ol style="list-style-type: none"> 1. Governors to oversee SATS tests (actioned and completed) 2. Pupil absence request procedure to be taken to next FGB (actioned and completed) <p>Next FGB to look at more Ofsted questions (actioned and completed)</p> <p>SLe advised that all of the objectives above have been met.</p>	Agreed	4.7.18			
3.	<p>School Improvement (SL/CT/LG)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; background-color: #e0e0e0; text-align: center;">Summer 2</td> <td> <p>To review and evaluate the success and impact of the School Improvement Plan in conjunction with the head, senior leadership team and/or subject leaders, in accordance with the agreed formal monitoring arrangements. To identify areas for additional support/intervention and recommend allocation of resources, report to full governing body.</p> <p>To review and interrogate the external data available for the school and report/explain key messages, including benchmarking information, to the governing body. Ensure that governors involved with data analysis have current valid training to support their role.</p> </td> </tr> </table> <ul style="list-style-type: none"> - Update on the quality of teaching and learning. - This is included in the HT report and available to read. - Update on SIP- SL advised that he is still waiting for a bit more data. More able and talented across the learning community, there has been low response from other schools to join in and perhaps there needs to be hubs for teachers to meet up together and work on this. A parent maths session did not take place and will need to happen after the summer. TA appraisal system needs to be a focus next year. Views of parent's staff and children - still deciding whether to use the parent view system. <p>SL asked about next year? SL said they are slightly behind with the staff restructuring and he has a long list too go through.</p>	Summer 2	<p>To review and evaluate the success and impact of the School Improvement Plan in conjunction with the head, senior leadership team and/or subject leaders, in accordance with the agreed formal monitoring arrangements. To identify areas for additional support/intervention and recommend allocation of resources, report to full governing body.</p> <p>To review and interrogate the external data available for the school and report/explain key messages, including benchmarking information, to the governing body. Ensure that governors involved with data analysis have current valid training to support their role.</p>			
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	<ul style="list-style-type: none"> • TA Appraisal process • Develop and refine team leadership and subject leadership going back to responsibility and skills. • Subject leadership - more accountability and reporting to governors. • Outcomes - KS1 need to get back to higher figures. • High numbers of greater depth - need to keep pushing this. • Key things list - reiterating where everyone is and are they working in the same direction. Focus on the skills hour and reviewing. Need to source a new school lunch provider and revamp the lunchtime experience. More prior attainment analysis is needed and a focus on arithmetic. <p>Times Table Rock Stars will be used and this will be trialled next year. The school has invested in Spelladrome. DD said links can also be made to governor questioning and governor challenging along with portfolio reports. LG said that there will be another push on growth mindset with the new parents, getting them on board.</p> <p>Outline potential areas of focus for 2018-19 - Discuss staffing structure/decisions behind the deployment of personnel - SL handed round the structure to governors for discussion. DD asked if there has been any feedback from parents? SL said no and children had reacted very positively. LG advised that a decision was made to make sure that there is an experienced teacher on each team, who has the knowledge and skills to support colleagues. SLe asked if the teachers were happy to move into these roles? LG advised that they were happy to do this.</p>			

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	<p>Governors to review 'governance' within the SIP ready to feed back to FGB. (SLe)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">5. To further develop strategic governance What will we do?</th> <th style="text-align: center;">Introduce</th> <th style="text-align: center;">Develop</th> <th style="text-align: center;">Embed</th> </tr> </thead> <tbody> <tr> <td>Ensure governor Portfolio Holder visits contain elements of challenge and robust questioning whilst developing the supportive aspects of the role to empower leaders at different levels to undertake their duties with measurable impact.</td> <td style="text-align: center;"> </td> <td style="text-align: center;"> </td> <td style="text-align: center;"> </td> </tr> <tr> <td>Ensure governor curriculum visits contain elements of challenge and robust questioning whilst developing the supportive aspects of the role to empower leaders at different levels to undertake their duties with measurable impact.</td> <td style="text-align: center;"> </td> <td style="text-align: center;"> </td> <td style="text-align: center;"> </td> </tr> <tr> <td>Ensure that the new structure for 2017-2018 enables full coverage of the annual governor business through timely reporting, accurate recording and internal monitoring.</td> <td style="text-align: center;"> </td> <td style="text-align: center;"> </td> <td style="text-align: center;"> </td> </tr> <tr> <td>Establish the School Improvement Committee as a routine element within the cycle of portfolio holder work, curriculum visits and FGB meetings, ensuring clear and appropriate delegation of duties and reporting to the FGB.</td> <td style="text-align: center;"> </td> <td style="text-align: center;"> </td> <td style="text-align: center;"> </td> </tr> <tr> <td>Focus on governor recruitment, using a skills identification model to inform proactive appointments of new governors.</td> <td style="text-align: center;"> </td> <td style="text-align: center;"> </td> <td style="text-align: center;"> </td> </tr> <tr> <td>Further develop use of The Governor Mark as a template for improvement and direction.</td> <td style="text-align: center;"> </td> <td style="text-align: center;"> </td> <td style="text-align: center;"> </td> </tr> </tbody> </table> <ol style="list-style-type: none"> 1. Embedded 2. Embedded 3. Embedded 4. Embedded 5. Embedded 6. Governor Mark this will be looked at again in the new year. DD will do an audit in the Autumn term. <p>Outcomes (SL)</p> <ul style="list-style-type: none"> - Discuss EYFS outcomes - Discuss KS1 outcomes - will see higher targets for this group of children for the end of YR3. - Discuss Y1/Y2 phonic outcomes - Good results taking into consideration the cohort. - Y6 TA outcomes - Strong results considering the National Figures. <p>Attendance (SL/CT/LG)</p> <ul style="list-style-type: none"> - Updates - no updates other than those in SL HT report <p>OFSTED (SLe)</p> <ul style="list-style-type: none"> - Decide on areas/questions for governors to discuss at the FGB. SL will email questions out for the FGB Agenda - Self-evaluation document. Any questions arising? - SLe recommends that the FGB reads this as soon as possible - DD asked why is the school not brave enough to go 	5. To further develop strategic governance What will we do?	Introduce	Develop	Embed	Ensure governor Portfolio Holder visits contain elements of challenge and robust questioning whilst developing the supportive aspects of the role to empower leaders at different levels to undertake their duties with measurable impact.				Ensure governor curriculum visits contain elements of challenge and robust questioning whilst developing the supportive aspects of the role to empower leaders at different levels to undertake their duties with measurable impact.				Ensure that the new structure for 2017-2018 enables full coverage of the annual governor business through timely reporting, accurate recording and internal monitoring.				Establish the School Improvement Committee as a routine element within the cycle of portfolio holder work, curriculum visits and FGB meetings, ensuring clear and appropriate delegation of duties and reporting to the FGB.				Focus on governor recruitment , using a skills identification model to inform proactive appointments of new governors.				Further develop use of The Governor Mark as a template for improvement and direction.						
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	<p>for outstanding? SL said that he will be pushing for outstanding features but not quite there at the moment. Sle asked how dynamic will this be in terms of the new team at the start of the year? SL said he will be constantly looking at the framework.</p> <ul style="list-style-type: none"> - Restructuring - SL said there are a few things that he may need to adjust. - Expect teachers to achieve this high standard? SL said he will set timeframes. 			
5.	<p>Vulnerable Pupils</p> <ul style="list-style-type: none"> • Key areas arising from PH report • Agree action points <p>SLe thanked KP and the team for doing the report. The SEND policy needs updating following changes to staffing structure and nurturing. All teachers need to read and sign the SEND policy. KP thought that some teachers may have lost their way a bit with regard to SEND, SL said that he needs to hold a SEND staff meeting, teachers can sign to say they have read the policy then. KP has gone through the behaviour policy with SL and changed some of the statements. It was pointed out that the SEND information report will not be relevant in September.</p>			
6.	<p>Community</p> <ul style="list-style-type: none"> • No report scheduled <p>Any matters arising - KP advised that she has managed to speak to some parents along with KH with regard to learning bonds and growth mind-set. She would like to develop the community board in the foyer. Some parents reported that it is difficult to get uniform and needs to be made easier, LG suggested that perhaps the school could hold some</p>			

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	<p>stock? KP suggested having order forms in school for parents and perhaps once a term taking them all down to TCS.</p> <p>KP would like to make learning values a topic and celebrate these.</p>			
7.	<ul style="list-style-type: none"> • No report scheduled <p>Recent curriculum visits -</p> <p>DD came in to do a curriculum visit and advised that the school SEND policy needs to reflect what was discussed at FGB regarding pupil admissions with SEND needs. The school website mentions Thrive and needs amending. DD would like to take back to FGB a brief understanding of what alternatives will be suggested in place of Thrive, SLe suggests that the vulnerable pupil portfolio holder takes this on and reports back in Sept. SLe said it is very positive to hear reported back, following governor visits, about all the fantastic work is being done in school.</p>			
8.	<ul style="list-style-type: none"> • Key areas arising from PH report <p>LPa advised that he has reviewed the SCR and found that some newly appointed staff information needs updating, he will check this again. CPOMS - he asked how school uses this to get archive records when a child has left the school and was updated on how this works.</p> <p>Parent view responses need chasing up after they have been sent out.</p> <p>SLe advised that a response has been sent to the two parents who wrote to school, regarding their concerns over the NSPCC assembly.</p> <p>SLe asked about a letter sent home yesterday which mentioned consent for children to be filmed, she was concerned about the line that said a child may not be included if consent was not given. SL said this line should have been taken out and he will amend this.</p>			

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9.	<p>SI Committee Focus for the next meeting</p> <p>Autumn 1</p> <p>To contribute to strategic planning within the school and to recommend the School Improvement Plan to the full governing body. Ensure that in formulating the plan Ofsted judgements, the vision for the school, current statutory responsibilities and school action plans are incorporated.</p> <p>To ensure that the schools' most recent Ofsted report, or a link to it, is available on the school website. Ensure that the governing body is aware of the key findings of the most recent OFSTED report and monitor actions being taken and progress relating to areas for improvement.</p> <p>To review the quality of teaching and learning and report back to the governing body.</p> <p>Recommend annual targets for pupil progression and attainment to the governing body; monitor and evaluate progress towards these targets and identify areas which require intervention.</p>			
10.	<p>Any feedback on the committee structure for the FGB - LG said it is working very well and leaves more time in the FGB for strategy work.</p> <ul style="list-style-type: none"> • Make-up of portfolios in the committee is this working? LG advised that they are exactly what they need to be. She feels that if there is another person on the committee it perhaps should not be a staff member so that it is balanced. <p>Additional meeting beneficial? It was confirmed that it was, as it was to discuss staff restructuring.</p>			
11.	Any Other Business None			
12	Meeting Close - 19.45pm			

Meeting Ends:	19.45pm		
Detail of next meeting:		Date/Time	

SUMMARY OF DECISIONS/DISCUSSIONS

1. Governance within the SIP reviewed
2. SL will email Ofsted questions ready for the FGB
3. Discussion and review of SIP
4. Vulnerable pupil portfolio holder to look into Thrive alternative
5. Teachers to read the SEND policy and sign to say they have done so.
6. Governors to read the self-evaluation document
7. Discussion regarding the committee structure

These minutes are agreed by those present as being a true record.

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Signed: (Chair of Committee)		Date:		