

# HAZELDOWN PRIMARY SCHOOL

## Governing Body

SI Committee 9th May 2018 6.30pm - Part 1 Minutes						
Date/Time	9 <sup>th</sup> May 2018	6.30pm	Location		Hazeldown Primary School	
Governors Present	Capacity	Time arrived/ departed	Governors Present	Capacity	Time arrived/ departed	
Lee Goodenough	Associate (Deputy Head)	6.30pm-				
Sarah Leaman (SLe)	LA	6.30pm-	Kirsty Prentice	Co-Opt	6.30pm-	
Christopher Tribble	Associate (Deputy Head)	6.30pm-	Luke Pattison (LuP)	Staff	6.30pm-	
Dave Dawson	Co-Opt	6.30pm-				
Stuart Ludford	Associate (Head Teacher)	6.30pm-				

Apologies	Initial	Reason (Category of Governor)
Parfitt	L	

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	<p>Approval of minutes</p> <p>Matters Arising/Action Points</p> <ol style="list-style-type: none"> <li>1. DD to attend parents evening - other governors to sign up. <b>Actioned - co-ordination needs to be better next time. Doodle Poll?</b></li> <li>2. Key absence messages to be reinforced with parents to ensure that summer term attendance improves the overall figure for the year - <b>agenda item.</b></li> <li>3. Data and scrutiny and questions for R-YR6 - <b>ongoing scrutiny and agenda item for today.</b></li> <li>4. Parent questionnaire has been sent out - <b>agenda item.</b></li> </ol>	Chair
3	<p><b>School Improvement (SL/CT/LG)</b></p> <p>Summer 1 - to review the quality of teaching and learning and report back to the governing body. Evaluate the results from parent consultation and make recommendations to the FGB for action points</p> <p>Update on SIP - focus areas for this half term</p> <p>Update on the quality of teaching and learning.</p> <p>Results from recent questionnaire. Evaluate and identify actions.</p> <p>Update on recent data - any areas that governors need to be aware of? Actions being taken?</p> <p>Attendance (SL/CT/LG)</p> <p>Update on attendance figures for the end of the spring term.</p> <p>Discuss actions taken and those planned.</p>	Chair
5	<p>Vulnerable pupils (SRC/CT)</p> <p>No report scheduled</p> <p>Any matters arising</p>	GR
6	<p>Community (KP)</p> <p>Key areas arising from PH report</p> <p>Agree action points</p>	KP

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	Recent curriculum visits - feedback and actions arising	
7	Curriculum (LP) Key areas arising from PH report Agree action points Recent curriculum visits - feedback and actions arising	LP
8	Safeguarding (SLe/LuP) No report schedules Any matters arising	MS
9	SI Committee focus for next meeting To review and evaluate the success and impact of the SIP in conjunction with the head, SLT/subject leaders in accordance with the agreed formal monitoring arrangements. To identify areas for additional support/intervention and recommend allocation of resources, report to FGB	Chair
10	Portfolio holder reports due for Summer 2 Vulnerable pupils - how do we ensure that this gets completed? Curriculum visits - who is due to complete them?	Chair
11	Any Other Business SATs - governor to oversee the tests	Chair
12	Meeting close	

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1.	Apologies from Laura	All Agreed		
2.	Matters Arising <ol style="list-style-type: none"> <li>1. Parents Evening</li> <li>2. Absence</li> <li>3. Data Scrutiny</li> <li>4. Parent questionnaire</li> </ol>			
3.	<p><b>School Improvement (Sle)</b> SL ran through the data headlines with governors.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center;"><b>Current Data Headlines (BASED ON THE DATA DROP AT THE END OF MARCH)</b></p> <ul style="list-style-type: none"> <li>• Children in the foundation stage are on track to achieve an overall 'good' level of development target of 83%</li> <li>• Attainment in Year One phonics is on track with 74% currently at the standard to pass the screening check.</li> <li>• 50% of Year Two children re-taking the phonics screening check are on track to pass the screening check. (95% overall)</li> <li>• In Year Two, outcomes are being maintained:               <ul style="list-style-type: none"> <li>○ Combined RWM: 67%, with a target of 80%</li> <li>○ ARE+ reading 72%, writing 90%, maths 76%, EGPS 77%</li> <li>○ Higher than Expected/GD: reading 15%, writing 17%, maths 45%, EGPS 57%</li> </ul> </li> <li>• In Key Stage Two, outcomes for current year six pupils are very positive:               <ul style="list-style-type: none"> <li>○ Combined RWM: 66% ,with a target of 81%</li> <li>○ ARE+: reading 77%, writing 72%, maths 83%, EGPS 79%</li> <li>○ Higher than Expected/GD: reading 25%, writing 12%, maths 30%, EGPS 28%</li> </ul> </li> </ul> </div> <p><b>Update on T &amp; L</b> - SL advised that he has done observations, some along with another headteacher. SLe asked about the 17<sup>th</sup></p>			

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	<p>teacher has that been confirmed? SLe said that this information has not gone out to parents yet. 100% of teaching is good and 25% outstanding. Lots of the feedback conversations are around elements from the outstanding descriptor for teaching and learning, looking at the difference in language used and how to achieve the higher level of practice..</p> <p><b>Parent Questionnaire</b> - SLe handed round a summary of outcomes.</p> <p><b><u>Parents and Carers Views of the School – May 2018</u></b>  <b><u>% of Parents who Agree or Strongly Agree, Including ‘Don’t Know’ as a positive</u></b>  <b>97% of parents would recommend this school to another parent.</b>  <b>90-100% of Parents returned a positive response to the following questions:</b>  <i>My child is happy at this school. (95%)</i>  <i>My child feels safe at this school. (98%)</i>  <i>My child makes good progress at this school. (99%)</i>  <i>My child is well looked after at this school. (96%)</i>  <i>My child is taught well at this school. (99%)</i>  <i>This school makes sure its pupils are well behaved. (94%)</i>  <i>This school deals effectively with bullying. (92.5%)</i>  <i>The school is well led and managed. (95%)</i>  <i>The school responds well to any concerns I raise. (93.5)</i>  <i>I receive valuable information from the school about my child’s progress. (90.5)</i>  <i>My child receives appropriate homework for their age. (81%)</i></p> <p><b>80-90% of Parents returned a positive response to the following questions:</b></p> <p>The information now needs to be put on Parent View, SL will also put the figures on a newsletter this week. <b>Regarding the views on homework SLe asked does SL plan to delve into this any deeper? SL will look into this more. DD asked what the number of returns was? SL confirmed 43.5%.</b></p> <p><b>Update on Data</b> - SL advised that YR 6 are busy getting prepared for SATS and there has been a lot of focus work. CT said it was good to talk with DD yesterday during his visit to discuss progress. SL commented on the current phonics outcomes, 74% at the standard currently and a few just near to this. SL advised that YR2 normally get 100% and only 50% are on track at the moment.</p> <p><b>Attendance</b> - The latest attendance document has been</p>			

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	<p>uploaded to Google Drive. Al advised that the whole school attendance is down to 96.7%. <b>Sle asked is the school flagging up to parents that there is a drop-in attendance?</b> SL said yes he is and will be putting the matter in the newsletter tomorrow again. <b>SLe said if a family rings in to say that their child is sick and it is known they are not are they challenged?</b> SL said yes the EWO sends and letter and will also make phone calls. <b>DD asked are Devon fining for unauthorised absence?</b> SL said no he doesn't think they are. <b>SLe said children in SEN support it looks like their attendance is falling below national average why?</b> SL advised that it is actually just one child affecting this data. <b>SLe said is the reason for lower attendance in YR 4 and 6 due to particular children, some of whom have now left the school?</b> SL said yes this is the case.</p> <p><b>SLe said the persistent absence in YR 4 is it specific children?</b> SL said yes it is specific children and there are individual reasons for their absence. <b>SLe asked about authorising holiday what level of attendance would you expect before authorising?</b> SL said they haven't set a figure and it would depend on what the absence is for. SLe advised that in her school absence requests will go to the head for approval if below 96% and if refused can be appealed by going to the board of governors. Governors like this idea and it is suggested to bring this proposal to FGB for further discussion.</p>			
5.	<p><b>Vulnerable Pupils (SRC/CT) -</b>  <b>No report scheduled -</b>  <b>Matters arising -</b> LG commented on a child in YR 6 with low attendance and how this will affect the SATS results. It was advised that this may have an impact.</p>			
6.	<p><b>Community (KP)</b>            KP advised that she looked at the last report and had an email discussion with SL about the extended services. CT and Lorraine went to visit another breakfast club recently and advised that pp children were free to attend and others charged £1, this club had a teacher present who would teach the pp children and he was not sure this was the right approach for a breakfast club. CT felt there is a lot more care at Hazeldown. KP will look at the notes from</p>			

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	this visit.			
7.	<p><b>Curriculum (LP)</b></p> <p>DD has undertaken two visits and advised that there are a couple of policies that did not appear to have any dates on following review. SL said that he is waiting for an update from the DFE on the Sex and Relationships Policy.. DD advised that there is lots of evidence to show what is going on in the everyday work environment in school and it is great to see what the school is doing. LuP commented on the civic award, DD said that this will happen on the 21st June and will be taken to FGB for any other volunteers. SL confirmed that the Equality policy was agreed on the 28<sup>th</sup> March.</p> <p><b>DD leaves the meeting 19.23pm</b></p>			
8.	<p><b>Safeguarding (SLe/LuP)</b></p> <p>No report scheduled</p> <p>Matter arising - SL advised that there have been a couple of complaints about the schools use of a NSPCC video shown to children for an assembly and its content. SL advised that he has responded to two of the complaints himself one other was sent to the chair of governors.</p> <p>DD said that it is a difficult matter and when he was talking earlier to a teacher she said that sex education will next year be brought down to KS1. SLe said that she viewed the footage last night and as a parent she would have liked to have known it was going to be shown but also understands that there are issues in school that need to be addressed. A letter has been drafted to one parent who wrote to the chair and DD will be happy to sign it and send out. CT has since sent a letter out to all parents following the showing of the video. KP said next time there is an incident of this type in school, would it be an idea to get parents of that year group to come in? SL doesn't think this would be a good idea. SLe said perhaps ask parents next time if they would be happy and send out links referencing what might be used next term? DD and SLe will follow up the letter with the parents.</p> <p>KP advised that the most recent extended service update she can find is dated 2012. It was pointed out that there have been changes to the extracurricular clubs and there is a wide variety</p>			

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	<p>on offer.</p> <p>Home School agreement - these are not always returned and there needs to be a process to chase these up, should these be sent out at the start of each year? <b>SLe wondered if this document could include information regarding attendance?</b> <b>SL said that it does mention attendance/attending school regularly.</b> KP has done a questionnaire regarding social bonds and learning values which she will take to parents. Parents Voice is not needed any more but KP suggested perhaps a coffee morning which would be less formal, it was suggested that this could happen in Sept with the new intake.</p>			
9.	<p><b>SI Committee focus for the next meeting</b></p> <p>SLe advised that the governor section of the SIP will go on the next agenda. Teacher assessment could be looked at.</p>			
10.	<p><b>Portfolio holder reports due for Summer 2</b></p> <p><b>Vulnerable pupils- how to make sure this gets completed?</b></p> <p>SLe will phone GR to get a definitive answer on the portfolio otherwise it will be LG, CT and KP, SLe will look at her diary and see if she has time to help with this.</p> <p><b>Curriculum visits</b> - SLe will check who is due to do them.</p> <p>Safeguarding report is due Summer 2</p>			
11.	<p><b>AOB</b></p> <p><b>SATS</b> - governor to oversee the tests - SLe will liaise with KH and DD on this.</p> <p>Next FGB need to look at more Ofsted questions, SL suggests EYFS, Middle Leaders or Management and Leadership? SLe suggested parents and how their views are gathered.</p>			
12	Meeting Close - 19.55pm			
Meeting Ends:				
Detail of next meeting:		Date/Time		
<b>SUMMARY OF DECISIONS/DISCUSSIONS</b>				
<ol style="list-style-type: none"> <li>1. Governors discussed the data headlines</li> <li>2. Parent questionnaire was discussed</li> </ol>				



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	3. <i>Governors to oversee SATS tests</i> 4. <i>Pupil absence request procedure to be taken to next FGB</i> 5. <i>Next FGB to look at more Ofsted questions</i> 6.			
These minutes are agreed by those present as being a true record.				
Signed: (Chair of Committee)		Date:		