

HAZELDOWN PRIMARY SCHOOL

Governing Body

SI Committee 3 rd October 2018 6.30pm - Part 1 Minutes						
Date/Time	3 rd October 2018	6.30pm	Location		Hazeldown Primary School	
Governors Present	Capacity	Time arrived/ departed	Governors Present	Capacity	Time arrived/ departed	
Sarah Leaman	LA	6.30-8.10pm	Lee Goodenough	Associate (Deputy Head)	6.30-8.10pm	
Stuart Ludford	Governor (Head Teacher)	6.30-8.10pm	Sandra Reynolds	Parent (Co-Chair)	6.30-8.10pm	
Laura Parfitt	Parent	6.30-8.10pm				

Apologies	Initial	Reason (Category of Governor)
Prentice	K	Co-Opt
Dawson	D	Co-Opt (Co-Chair)
Pattison	L	Staff

Absent without Apology	Initial

In Attendance	Initial	
Atkinson	M	Clerk

Minutes to
Attendees
Apologies

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	Agenda	Led by
1	<ul style="list-style-type: none"> i. SIP committee ii. Review/Agree Terms of Reference - iii. Elect a Chair/Vice Chair Apologies -	Chair
2	i. School Improvement Portfolio	
3.	Vulnerable Pupils	
4.	Community	
5.	Curriculum	
6.	Safeguarding	
7.	Committee focus for the next meeting <ul style="list-style-type: none"> i. School Improvement Plan - ELT to present update. Governors to review areas for additional support/monitoring arrangements ii. Review external data - ELT to distribute external data to all governors as soon as possible. Governors to review in preparation for planned data meeting. 	
8.	Other portfolio holder reports due by November meeting: Safeguarding, Vulnerable Pupils.	
9.	Meeting close	

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1.	<p>ii. Review/Agree Terms of Reference Terms of reference were agreed at the FGB on 12th Sept</p> <p>iii Elect a Chair/Vice Chair SL nominated SLe this was seconded by LP and agreed by all. Vice Chair - it was agreed that this would be LP.</p> <p>Apologies Apologies received from LPa, KP, and DD these were sanctioned by the governors.</p> <p>Agree minutes from previous meeting Minutes of 4th July were agreed as a true record and signed Matters arising - SLe advised that a vulnerable pupil/ curriculum visit has not been done yet. SL said that a governor is needed for the school business manager interviews, SR confirmed that she will sit on this panel and also come in to do a governor visit, LP will liaise with SR to accompany her on this. SL will email out an invitation to all governors to seek an additional member of the panel. KP previously said that she wanted staff to read the SEND policy has this happened? SL advised not yet it needs to be done.</p>	Agreed	3.10.18	
2.	<p>i. School Improvement Portfolio</p> <p style="padding-left: 20px;">a. School Improvement Plan 2018/19 - ELT to run through key priorities for this academic year. School Improvement Plan 2018/19 - ELT to run through key priorities for this academic year.</p> <p>The SIP was handed round to governors, SL pointed out that it is currently a work in progress. Key strands:</p> <ol style="list-style-type: none"> 1. Improve progress and attainment in READING across the school. LP asked would there be pressure on one particular member of staff solely to make these improvements? SL said no this will not happen it will be the responsibility of all staff to make these improvements. 2. Increase the percentage of middle and high ability pupils achieving above 'nationally expected'. LP asked about the defined high ability in KS1 is this reviewed in KS2 SL said yes they will be judged about where they were, but it's about individual teachers 			

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	<p>assessing and keeping track.</p> <p>3. Improve the quality of teaching and learning to be excellent, enabling pupils to make the best progress they can.</p> <p>4. Further develop leadership at all levels and its impact across the school (to improve the quality of teaching and learning). Extend distributed leadership further across the staff team and continue to develop strategic governance.</p> <p>SR said if Ofsted was to ask governors how teachers keep track of these children what would they answer? SL said teachers are not expected to assess on a daily basis. SR said in the new structure agreed in Sept with the TLR how does this work SL said that it is not always done in a particular way, but ELT go into classes to observe teaching and then suggestions are made for improvement. LG said that ultimately it comes down to high expectations for all. LP asked how the ELT make sure the classroom teachers are working on progressing pupils from one box to another? LG said with the use of pupil progress meetings each half term, book monitoring and observations the ELT make of team leaders.</p> <p>The SIP will be taken back to the FGB meeting.</p> <p>SLe said her worry is that if the SIP is a 'to do list' effectively, then what happens if you find you are going down the wrong track? SL said that you could revisit a particular item and rethink, it is not necessarily a tick list it can be changed. SL will tidy up the SIP and put it on the Google Drive.</p> <p>SLe said that DD has looked at the Governor Mark and she will meet with him and bring it back to the FGB. LP asked will all the points be the same as last year? SLe said a lot of the points were around evidence and this has now been achieved so possibly not.</p>			

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	<ul style="list-style-type: none"> i. Governors to check that School Improvement Plan addresses OFSTED development points b. OFSTED Report <ul style="list-style-type: none"> i. Ensure that OFSTED report is on website - SL confirmed that this is on the website. ii. Update from ELT on progress towards development points - SL has uploaded a document which governors have been sent. <p>LP said I don't think all the children's books always show that these think pinks have been responded to and actioned. sometimes a teacher poses a question in their feedback and children have not always been able to go back and respond to the question or do their corrections.</p> iii. SLe said a good Ofsted question be to take to FGB could be 'are we outstanding now and if not why not'? c. Review the quality of teaching and learning <ul style="list-style-type: none"> i. ELT to present current standards of Teaching & Learning from early monitoring - SL said that a round of observations has almost finished, the school is currently running at 22% Outstanding and 100% Good, a few are not quite there yet. This is based on 18 teachers. SLe asked if there is any performance that governors need to be concerned about? SL said not at the moment. LP asked if any of these not quite there yet are new staff? LG said not all of them. d. Recommend annual targets for pupil progression and attainment to the FGB. <ul style="list-style-type: none"> i. Update from the ELT as to targets and 			

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	<p>rationale behind them. - SL advised that they had a big target setting session and handed round the targets set to governors. There have been a lot of conversations and justifications.</p> <p>LP said when pupils are only in one box does that mean they are low? SL said not necessarily, FFT data is taken into account. SLe asked how do you ensure that no children drop through the loop? LG said perhaps during the 2nd phase it might be an idea to have the previous year's teachers represent. LP said a teacher used to do a morning session for children to move into higher attainment maths is that still happening? SL said not at the moment, but it could happen again.</p> <p>LP said if some pupil's names on this document don't appear at all does that mean that won't have any focus groups? SL said they will all have what they need to move on especially pupils at a risk of making slow progress. SLe said the children sitting in the middle bit might be a dynamic list over the year? SL yes there is movement especially following data drops. LG said excellent outcomes for all children is a very important statement.</p> <p>LP just has concerns that teachers have a lot going on with targets. SR pointed out that the document is just a snapshot and a moment in time and can change. SLe asked if the names on this document could be taken off before being given to the FGB, this was agreed.</p> <p>SLe said that the targets show increased percentages at ARE and greater depth and it is evident that the school has taken into account FFT information to ensure aspiration and an</p>			

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	<p style="text-align: center;">upward trajectory.</p> <p>e. Attendance</p> <p>Governors to consider end of year attendance information, including the Year End Disadvantaged Pupil Attendance Tracker Document.</p> <p>SL confirmed that the school is above the National Data in all year groups, 96.5% whole school attendance, some persistent absences are due to medical reasons.</p>			
3.	<p>Vulnerable Pupils</p> <p>i. No report scheduled</p> <p>ii. Any matters arising</p> <p>LG advised governors that the school can no longer meet the needs of two pupils and that parents are in talks about them attending a different setting.</p> <p>There are 2 children on part time timetables. LG has challenged the 0-25 team on EHCP process after failing to follow it correctly. A landmark exclusion case over the summer holidays has led to some issues - parents suggesting 'unlawful' exclusion. LG began SENCO award this week.</p>			
4.	<p>Community (KB)</p> <p>i. Key areas arising from PH report</p> <p>KP has filed her report, there were 2 matters arising which she felt they were not appropriate for the report so she was going to follow up with the line manager. SL will look into this.</p> <p>It was also noted in the report that she was going to organise governor representation at parents evening, SLe suggested governors be there gathering thoughts about homework? It was suggested that a white board could be put up, and parents can stick post it notes to it with their thoughts on.</p>			
5.	<p>Curriculum</p> <p>i. Key areas arising from PH report - LP advised that she will do her report in the second half of the term, and pointed out that she has emailed questions to staff over a week ago and has not heard back? SL</p>			

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	<p>said staff felt she wanted a long reply and they didn't have time and that sometimes when questions come in a bit later than expected, it is hard for staff to respond in good time. LP said she would like some sort of response even just to acknowledge receipt of the email. LG suggested an automatic reply on his email to say he will respond in a certain amount of time, and perhaps make it clear somewhere that if it is really urgent phone the office suggestion to put this in the newsletter. SL and LG will discuss this further.</p>			
6.	<p>Safeguarding</p> <ul style="list-style-type: none"> i. No report scheduled ii. Any matters arising <p>SL advised that there will be safeguarding audit on the 30th November.</p> <p>SR said that she mentioned during the sex education session she attended, about families who may have two mums or two dads and perhaps it needs to be talked about in more detail about discussing alternative family set ups with the pupils.</p>			
7.	<p>Committee focus for the next meeting (SLe)</p> <ul style="list-style-type: none"> i. School Improvement Plan - ELT to present update. Governors to review areas for additional support/monitoring arrangements. <p>Review external data - ELT to distribute external data to all governors as soon as possible. Governors to review in preparation for planned data meeting.</p>			
8.	<p>Other portfolio holder reports due by November meeting: Safeguarding, Vulnerable Pupils.</p>			
9.	<p>Meeting Close 20.10pm</p>			
Meeting Ends:		20.10pm		
Detail of next meeting:		5 th December 2018	Date/Time	

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SUMMARY OF DECISIONS/DISCUSSIONS				
<ol style="list-style-type: none"> 1. Election of Chair and Vice Chair 2. SR to sit on Business Manager interview panel 3. SIP reviewed and discussed 4. Governor representation at parents evening discussed 5. 				
<p>These minutes are agreed by those present as being a true record.</p>				
Signed: (Chair of Committee)		Date:		