

Hazeldown School Governing Body

School Improvement Committee Meeting (Autumn Term 1) – Part 1 Minutes					
Date/Time	30 November 2022 at 6:30pm				
Location	Hazeldown Primary School				
Chaired by	Dave Dawson				
Attendees		Role	Attendees	Init	Role
Dave Dawson	DD	LA Chair	Paul Hamilton	PH	Parent
Stuart Ludford	SL	Headteacher	Kevin Gough	KG	Parent
Samantha Atkinson	SA	Co-opted	Laura Parfitt	LPar	Parent
Jasmine Banning	JB	Staff Governor			

In Attendance	Initials	Role
Lee Goodenough	LG	Associate Member
Kit Hardee	KHee	Associate Member
Tim Synge	TS	Clerk

Minutes to
Attendees
School website

Apologies	Initials	Role	Absent without apology	Initials	Role
Ruth Walters	RW	Co-opted Vice Chair			
Kirsty Prentice	KP	Parent			
Kelly Harnett	KHtt	Parent			

	Agenda	Led by
1	Apologies	Clerk
2	Declarations of Interest	Clerk
3	Minutes of previous meeting: 5 October 2022	Clerk
4	Matters arising from previous meeting: 5 October 2022	Chair
5	Headteacher's Report	SL
6	School Improvement Plan	SL
7	Review of Governance	DD
8	Parents' Evening questionnaire on home learning	SL
9	Portfolio report: Community and Parent Links	-
10	Portfolio report: Vulnerable Pupils	RW
11	Portfolio report: Curriculum	-
12	SI Committee focus for the next meeting	Chair
13	Next meeting	Chair
	AOB	

Item	Details of discussion		
1	<p>Apologies</p> <p>There were apologies received from RW, KP and KHtt. DD chaired the meeting.</p>		
2	<p>Declarations of Interest</p> <p>None declared.</p>		
3	<p>Minutes of previous meeting: 5 October 2022</p> <p>The minutes of the previous meeting held on 5 October 2022 were confirmed as a fair record of that meeting. A set was signed by the Chair.</p>		
4	<p>Matters arising from previous minutes: 5 October 2022</p>		
	SI 22/01	SL to circulate "School on a Page" detail to FGB once SLT have reviewed it.	SL confirmed that this had been added to OneDrive and was available in the "D1 Data" folder. He cautioned that DfE guidance currently was that schools should not focus on comparisons with their peers, as every school had taken a different trajectory through the pandemic and each had been affected in different ways.
	SI 22/02	Clerk to add Community & Parent Links portfolio report to the next agenda of FGB	Done; this was tabled at FGB on 19 October 2022
	SI 22/03	Clerk to amend portfolio grid to show Curriculum Portfolio at SIC2 each term.	Done (see table appended to the agenda for this meeting)
	SI 22/04	Clerk to amend portfolio grid to show Premises and H&S Portfolio at FGB2 each term.	Done (see table appended to the agenda for this meeting)

5	<p>Headteacher's Report</p> <p>SL reminded Governors that his full Headteacher's report for the second half of term would be tabled at FGB in two weeks. In the meantime, there were a couple of matters on which he wishes to brief Governors.</p> <p>As previously reported, a Year 3 teacher was leaving the School at Christmas. The School had recruited for a replacement but had been unable to find a suitable candidate. Therefore, SLT were in the process of contacting supply agencies to see whether a suitable replacement could be found for the remaining two terms of the year. Should this prove unsuccessful, various steps involving redeployment of existing staff would be take. This latter option was far from ideal, as it would involve utilising SLT and other time which would therefore be lost from some school improvement activities. However, SLT were adamant that they did not wish to employ any candidates who they did not consider to be of the desired standard and, in addition, this was a difficult time of year for teacher recruitment as most teachers were settled into their roles for 2022/23.</p> <p><i>LPar asked SL what the plan would be for September 2023.</i> SL responded that a decision on this would be made in the Spring Term once the outline financial budget for 2023/24 was in a more advanced state. It was unclear at present whether the role could be funded owing to budgetary pressures.</p>
6	<p>School Improvement Plan 2022/23</p> <p>SL turned to the School Improvement Plan. He drew attention to the new format which was welcomed by Governors. Annotations had been made in yellow where definitive progress had been made on actions and there was also a series of comments and notes reproduced in purple.</p> <p>In relation to Curriculum, SL drew attention to the learning journals which he anticipated would show useful evidence of subject specificity and rigour within subjects. The depth of subject knowledge required across the curriculum was high.</p> <p>In relation to Develop Early Years Practice, <i>DD asked for an explanation of the decision to give pupils time to settle in at the start of this term.</i> SL explained that this was necessary because pupils came from a range of feeder nurseries/schools and, although those who had come through from Hazeldown's own Early Years setting had good familiarity with many aspects of life at Hazeldown, others naturally took longer to get used to the School.</p> <p><i>KG asked why there were no actions marked as green, ie completed.</i> He wondered whether progress in some areas was more advanced than the annotated SIP indicated. LG responded that the introduction of the Cornerstones 22 curriculum would take at least a term and that SLT wished to gather more evidence through the present cycle before drawing conclusions on this.</p>

6	<p>School Improvement Plan (continued)</p> <p>SL advised Governors that an extra line had been added to the Plan covering Pupil Premium. SLT wanted to add some focus on this and would do so following a forthcoming strategy seminar. He asked Governors to confirm that they were content with changes and additions being made to the SIP during the year. Governors confirmed that they saw this as a living document and were content with this approach, which also gave scope to link it to the following year's budget as the year progressed. It was assumed that any changes would be reported to FGB through these termly reviews.</p> <p>DD commented on the Governance section of the Plan. The review of FGB effectiveness had taken place on the previous Friday and oral feedback had been given by the reviewer. He had received the follow-up written report about an hour before this meeting and had not had time to digest it fully. Overall, in the context of a very positive report, there were three areas which the reviewer had suggested should be themes for FGB to focus on. [The review is covered further at Agenda item 7.]</p> <p>DD explained that, alongside these three challenges, the reviewer had indicated that it was important that FGB worked on Governor interaction with, and visibility among, parents and staff. DD intended to make this an area of focus in the context of the School Improvement Plan.</p>
---	---

7	<p>Review of Governor effectiveness</p> <p>DD reported that there were three areas which the reviewer had suggested as offering challenges for FGB.</p> <ol style="list-style-type: none"> 1. How do we get ourselves 'fit'/ready/prepared/primed for making the best long term decision for the School's future in the current climate? 2. How do we maintain the strong leadership of the Board with an appropriate succession plan? 3. How do we further develop the Board in its questioning/accountability role? <p>Brief discussion ensued on each of these. On the first point, the suggestion from the reviewer was that all maintained schools would likely be required to join a multi-academy trust ("MAT") at some point and it was better to be prepared for this rather than to defer research into options. It was unclear whether this was a formal DES position. On the second, DD acknowledged that, in parallel with the formal responsibilities of the role of Chair, he engaged in a lot of additional activities as a Governor; it was important that these two strands could be separated so that anyone who might be interested in taking over the Chair role understood clearly what that role entailed. On the third, there were some suggestions for achieving this contained in the full report.</p> <p>DD said that he would circulate the written report.</p> <p>Action: DD to circulate written report on governor effectiveness to FGB.</p> <p>He suggested that it may be appropriate for a subcommittee to form to develop the Action Plan resulting from this review.</p>
---	---

	<p>Action: DD to consider most effective way of developing an action plan following the review of governor effectiveness, perhaps by forming a subcommittee for this purpose.</p>
8	<p>Feedback from Parents' Evening on Home Learning</p> <p>DD reported that he had attended one-and-a-half of the two sessions. He had not discerned any single message or any strong criticism of the School. Inevitably, as the collated feedback demonstrated, different families had different wishes and aspirations.</p> <p>SL turned to the feedback and addressed this. He intended to provide more information back to parents in relation to home learning.</p> <p>SA asked whether SLT had considered using School Spider to poll parents. The feedback received reflected only 5% of the parent population and the School Spider platform made interaction with parents very easy and might encourage them to provide views. SL felt that this would not necessarily be a worthwhile exercise when the topic under discussion was not perceived as a major issue. Any programme of sending questionnaires to the parent body needed to be carefully planned and he was not sure that this represented a suitable opportunity to engage parents in this way.</p> <p>LPar asked why the School utilised "must" in relation to some instructions rather than "should" or "may". KHee explained that some pupils were keener to tackle the practical and sometimes less "academic" tasks set and this was intended to ensure that they took a suitably balanced approach.</p>
9	<p>Portfolio Report: Community and Parent Links</p> <p>There was no report due on this portfolio at this meeting and no matters were raised.</p> <p>LPar suggested that, in relation to reports generally, she would find it useful to be given a series of question prompts which could be applied in order to evidence that governor challenge was taking place. A discussion ensued and it was suggested that questions such as "How do you know this ... ?" and "Where can I see this in School ... ?" offered useful formulations.</p> <p>Action: Governors to draw up a list of suitable prompts to utilise in demonstrating challenge.</p>
10	<p>Portfolio Report: Vulnerable pupils</p> <p>A portfolio report had been prepared and circulated in advance of the meeting by RW.</p> <p>DD noted that he had raised a question which had been prompted by an interaction at Parents' Evening. He felt that KP's response was excellent.</p> <p>DD asked: The excellent support available to SEND children and their parents is very evident from this report. Is there any support available with Home Learning for SEND children? KP responded by saying that "this was a good question and demonstrates the importance of strong relationships between teachers, parents and children. Parents can discuss difficulties/</p>

	<p>barriers regarding Home Learning with class teachers and alternative arrangements can and have been made to support parents and children with this. Home Learning can and has also been adapted to meet the needs of the child and specifically focus on an area that they need to work on. For example, a child that needs to focus on fine motor skills will not be asked to produce a lengthy piece of writing. With Home Learning available online, we also provide paper versions for those that do not have access to devices or limited internet usage at home.</p> <p>“There is an element of understanding needed regarding specific needs, such as a child with Autism refusing to complete Home Learning as they separate home from school but there are ways to support this through social stories/ comic strips and discussions held around the importance of additional learning and how that prepares the child for secondary school and then adult life.</p> <p>“There could be further discussion, with our After School Club leader, regarding whether we reintroduce Home Learning Club.”</p> <p>DD thanked RW, in her absence, for an informative and useful report.</p>
11	<p>Portfolio Report: Curriculum</p> <p>No report was due at this meeting and no additional matters were raised.</p>
12	<p>SI Committee focus for the next meeting</p> <p>The next meeting would consider the December 2022 data drop.</p>
13	<p>Next Meeting(s)</p> <p>Following the FGB meeting on 14 December, the Spring Term meetings are as follows:</p> <ul style="list-style-type: none"> • SIC – Weds 25 Jan 2023 • FGB – Weds 8 Feb 2023 • SIC – Weds 15 March 2023 • FGB – Weds 29 March 2023
14	<p>AOB</p> <p>Policies</p> <p>SL reported that he would be making some changes to the Policy Review Schedule to reflect the underlying status of various policies.</p> <p>The Emergency Management Plan had now been finalised and this would be available for review and approval at FGB.</p> <p>The SEND Policy, which was due for Governor approval in the Spring Term, had already been updated. It was an important policy, including in the context of the School Improvement Plan.</p> <p>There were changes to several of the data protection and GDPR policies and documents.</p>

	<ul style="list-style-type: none"> • The Privacy Policy had been redesigned for two separate readerships: the workforce and parents, and had therefore become two separate documents. • The Privacy Standard had been rebadged as the Data Protection Policy. • The IT Policy (which should not be confused with the curricular “Computing Policy”) had also received updates. • Several documents did not have the status of policies and could be removed from the schedule, for example the Breach and Escalation Policy, the Information Sharing Policy and the Cookies Policy. <p>SL would amend the policy review schedule on OneDrive accordingly.</p> <p>Action: Clerk to ensure all documents (eg agendas) which referred to the policy review schedule are updated to reflect the policy changes.</p> <p>After brief discussion, it was agreed that SL was best placed to lead on governor review of the various data protection and GDPR policies as he had a good working knowledge of them. He would update the schedule to reflect this.</p> <p>Press coverage LG advised that he had circulated to Governors a link to a press article reporting on a visit to the School by Teignmouth Rotary Club in connection with “Book Buzz”.</p>
	The meeting ended at 7:50pm.

Summary of decisions and proposed actions		
SI 22/05	DD to circulate written report on governor effectiveness to FGB.	DD
SI 22/06	DD to consider most effective way of developing an action plan following the review of governor effectiveness, perhaps by forming a subcommittee for this purpose.	DD
SI 22/07	Governors to draw up a list of suitable prompts to utilise in demonstrating challenge.	All
SI 22/08	Clerk to ensure all documents (eg agendas) which referred to the policy review schedule are updated to reflect the policy changes.	Clerk

These minutes are agreed by those present as being a true record.	
Signed (Chair of Committee)	Date:

Name:	
-------	--