

Hazeldown School Governing Body

School Improvement Committee Meeting (Summer Term 1) – Part 1 Minutes					
Date/Time	10 May 2023 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	Kirsty Prentice	KP	Parent
Jasmine Banning	JB	Staff Governor	Laura Parfitt	LP	Parent
Samantha Atkinson	SA	Co-opted	Kevin Gough	KG	Parent

In Attendance	Initials	Role	Minutes to
Kit Hardee	KHee	Associate Member	Attendees
Lee Goodenough	LG	Associate Member	School website
Tim Synge	TS	Clerk	

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

	Agenda	Led by
1	Apologies	Clerk
2	Declarations of Interest	Clerk
3	Minutes of previous meeting: 15 March 2023	Clerk
4	Matters arising from previous meeting: 15 March 2023	Chair
5	Headteacher's Report	SL
6	Data drop – March 2023	SL
7	Portfolio report: Community and Parent Links	KP
8	Portfolio report: Vulnerable Pupils	-
9	Portfolio report: Curriculum	-
10	SI Committee focus for the next meeting	Chair
11	Impact from this meeting	Chair
12	Next meeting	Chair
13	AOB	

Item	Details of discussion														
1	<p>Apologies</p> <p>There were apologies received from RW and KHtt. DD chaired the meeting.</p> <p>The Clerk advised Governors that he was following recommended best practice for minute taking in recording absences either as "Apologies" (ie with advance notification given) or as "Absent without Apology" (ie where the absence is unannounced/unexpected). Inevitably there may be situations when a Governor is unable to attend at short notice and is prevented from making contact with Chair or Clerk in advance and this is understood, however the Absent without Apology record could prove useful in the event that a Governor fails to engage with the Governing Body over a prolonged period of time.</p>														
2	<p>Declarations of Interest</p> <p>None declared.</p>														
3	<p>Minutes of previous meeting: 15 March 2023</p> <p>The minutes of the previous meeting held on 15 March 2023 were confirmed as a fair record of that meeting. A set was signed by the Chair.</p>														
4	<p>Matters arising from previous minutes: 15 March 2023</p> <p>The following were the matters arising from the last meeting.</p> <table border="1"> <tr> <td>SI 22/09</td><td>Given his expertise in project management fabric matters, DD to contact Associate Member JH to establish his availability for the kitchen project working party.</td><td>Closed (moved to FGB agenda on 29 March).</td></tr> <tr> <td>SI 22/10</td><td>Clerk to add formation of the kitchen project working party to the agenda for FGB on 29 March 2023.</td><td>Closed (moved to FGB agenda on 29 March).</td></tr> <tr> <td>SI 22/11</td><td>PH to liaise with RW over Governor review of areas of financial commitment including Pupil Premium and Sports Grant to ensure that Governor focus is not duplicated.</td><td>Acknowledged and closed.</td></tr> <tr> <td></td><td></td><td></td></tr> </table>			SI 22/09	Given his expertise in project management fabric matters, DD to contact Associate Member JH to establish his availability for the kitchen project working party.	Closed (moved to FGB agenda on 29 March).	SI 22/10	Clerk to add formation of the kitchen project working party to the agenda for FGB on 29 March 2023.	Closed (moved to FGB agenda on 29 March).	SI 22/11	PH to liaise with RW over Governor review of areas of financial commitment including Pupil Premium and Sports Grant to ensure that Governor focus is not duplicated.	Acknowledged and closed.			
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5	<p>Headteacher's Report</p> <p>The next Headteacher's Report will be tabled at the forthcoming meeting of FGB on 24 May 2023. In the meantime, SL reported on some specific matters before turning his attention to the March 2023 data drop.</p> <p>SATS week</p> <p>SATS tests were taking place this week. SL thanked those Governors who had attended during the week and acknowledged their assistance in supporting the integrity of the testing process.</p> <p>SL noted that SATS were not easy and that they were not designed to enable every child to attain 100%; they were an important part of enabling differentiation.</p> <p>DD observed that, on the mornings when he had visited the School, children had been well briefed, appeared well prepared and settled in well at the start of the day. KG agreed that behaviour had been really good.</p> <p>SL described the status of the tests and the papers which were still to be tackled. KHee reported that the School's "mock" SATS week had evidently proved very useful in preparing pupils for the real thing.</p>
6	<p>March 2023 data drop</p> <p>SL referred to his written report on the March 2023 data drop. He re-iterated the School's approach of ensuring that the School teaches children properly, giving due time and attention to learning rather than trying to jump through a data hoop, leaving the children with no substance underneath.</p> <p>He also noted the questions raised by Governors on the written report and his responses.</p> <p>Regarding Foundation Stage, DD had asked: "<i>The last of the Points to consider states - "Identified issues with previous judgements in Ash Class following staff absence and challenging quality of T&L". Does this suggest that the initial Teacher Assessment of September 2022 might not be as accurate as we would like it to be?</i>" The response from SL was: "Unfortunately, the Initial Teacher Assessment that was carried out in September 2022 was found to be lacking in accuracy following further assessments that took place after the member of staff was absent. These have now been addressed and the FS team are working with these children to bridge gaps. JB met with the Ash Class parents before the Easter break and informed many of them where their children were in terms of age-related expectations. This has meant that parents are also addressing gaps at home."</p>

6	<p>March 2023 data drop (continued)</p> <p>DD had also asked regarding Y5: “Although “a substantive teacher” is now in place in Y5, given that there is only one term left to focus on catching up is there any consideration to increase support for at least some of this group in the early part of the next academic year?” SL had responded: “There is an additional TA budgeted for from September. This post will be focused on year five, working in a similar way to a TA in year six. They will teach a group of children for an hour of literacy and an hour of maths every morning, having had time to read through and adapt planning during the very first part of the day. This gives the opportunity to split the children three ways, effectively teaching smaller classes. Ideally a TA with a teaching qualification would take on this role, like we are fortunate to have in year six.”</p> <p>Once KS2 SATs are over this term, support from year six will be moving to focus on year five for the remainder of the summer term.”</p> <p>DD had also asked: “Attainment / Assessment tables show opposing swings in subject performance between classes in some year groups, e.g. Y3 (Attainment) Cherry class have a greater %age at ARE or above in reading than Oak but a lesser %age at ARE or above in Spelling. As part of the lesson planning process do individual class teachers get opportunities to share best practice and “this works for me” ideas?”</p> <p>SL’s response was as follows: “Class teachers have time to plan together for PPA and additional opportunities after the teaching day is finished. Moderating outcomes on a regular basis in terms of work produced e.g. by sitting and marking books together is actively encouraged as well as at data points, with pupil progress meetings taking place as year groups. Data may be different at different times because the nature of the children in each class is different.”</p> <p>JB noted that the overall position since COVID-19 was lower than it would have been without the pandemic; she had attended a moderation meeting with representatives from other schools on the previous day and the view was that the position was lower than it had ever been. The September 2023 cohort could also be weak; children of this age were exhibiting little by way of entrepreneurial spirit and appeared to face social, emotional and mental health challenges to a greater extent than previous cohorts.</p> <p>SA enquired how the School was managing the transition from Foundation Stage to Year 1 and what support was being given. JB replied that this was already under review and plans were being formulated. The School was prepared to be frank with parents where progress was slow in some areas. DD noted that Governors acknowledged that a lot of effort was being put in in Foundation Stage.</p> <p>PH asked how the School was able to establish whether the less satisfactory results were as a result of COVID-19 or whether they indicated additional needs. JB responded that this could be very difficult to discern and it was an iterative process.</p> <p>SL said that it was usually ideal for one of the two teachers in a year group to move up with the advancing cohort to aid continuity. This had not always been possible in recent years and he would like to reintroduce the practice.</p>
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6	<p>March 2023 data drop (continued)</p> <p>DD was encouraged by the progress made with vulnerable pupils. LG explained that there were now 91 children in receipt of Pupil Premium. Previous forecasts prepared by the School had suggested that there may be as many as 50 and this was above those forecasts.</p> <p>SL referred to “Learning By Questions”, a new IT-based system which the School had trialled with year six and was now rolling out to the whole of key stage two. It enables children to learn more independently through tackling test questions.</p> <p>SL briefed Governors on the recent closure of a childcare facility in Newton Abbot and the question of whether the School could accommodate more children and extend hours to cover 50 or 51 weeks a year. At present this would not be possible on account of physical capacity limits, however expansion may be possible if an extension were to be constructed. This would of course require suitable funding. It may be that increased space would be needed by 2025/26 in any case and FGB should look at this topic at a suitable time.</p> <p><i>DD wondered whether taking on such a project would delay the School’s capacity to consider options in relation to MATs.</i> SL felt that the next priorities were a successful conclusion of the expected Ofsted inspection and then a review of the landscape following the next General Election. It would be logical to undertake a full strategic review after this.</p> <p>DD thanked SL for his report.</p>
7	<p>Portfolio Report: Community and Parent Links</p> <p>DD thanked KP for an excellent report. <i>He noted that there had been some parent disquiet expressed on social media over aspects of extra-curricular provision.</i> KP explained that this was primarily a result of issues with the online SchoolPay system which was used by parents to book after-school clubs etc. There had been issues with courses appearing to be fully subscribed and with the ability of parents’ to book sessions for their children. These had presented problems for a weekend.</p>
8	<p>Portfolio Report: Vulnerable pupils</p> <p>No report was due at this meeting.</p> <p>SL reported that LG and he had registered to attend a series of further workshop sessions on developing Pupil Premium provision.</p> <p>KP reported that 11 pupils currently had Education and Health Care Plans (“EHCPs”) and it was possible that this figure could rise to 18 on conclusion of the current review in progress.</p>

9	<p>Portfolio Report: Curriculum</p> <p>No report was due at this meeting and no additional matters were raised.</p> <p>LG briefed Governors on subject leader presentations which were due to be made on Thursday 15 June and Friday 16 June. As in previous years, Governors were warmly invited to attend as many presentations as they could and he would issue a detailed timetable shortly.</p> <p>DD suggested that it might be possible to link visits on these days to some activity to assist Governor readiness for inspection and SL agreed to consider this. LPar suggested that Governors could accompany staff to look at aspects of their practice in action. LG will incorporate the suggestions into his planning of the days.</p>
10	<p>SI Committee focus for the next meeting</p> <p>The next meeting will consider progress against the School Improvement Plan 2022/23.</p>
11	<p>Impact of this meeting</p> <p>DD summarised by saying that FGB had been given a thorough insight into the latest data and clear explanations on the School's responses and actions. Governors had seen good evidence of progress on this.</p>
12	<p>Next Meeting(s)</p> <p>Remaining Summer Term meetings are as follows:</p> <ul style="list-style-type: none"> • Full Governing Body – Wednesday 24 May 2023 • School Improvement Committee – Wednesday 5 July 2023 • Full Governing Body – Wednesday 19 July 2023 <p>DD reported that the kitchen project working party would convene on the afternoon of 24 May and that an oral report would be made at FGB that evening.</p>
13	<p>AOB</p> <p>SL reported that a Year 2 teacher continued to be closely involved with the Torbay and Devon Civic Awards scheme and that Hazeldown would be represented at this year's ceremony on 30 June.</p> <p>There was no other AOB.</p>
	<p>The meeting ended at 7:45pm.</p>

Summary of decisions and proposed actions		
	None.	

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