

Hazeldown School Governing Body

.School Improvement Committee Meeting (Spring Term) – Part 1 Minutes					
Date/Time	9 October 2024 at 6:00pm				
Location	Hazeldown Primary School				
Chaired by	Ruth Walters				
Attendees		Role	Attendees	Init	Role
Ruth Walters	RW	Co-opted Vice Chair	Kelly Harnett	KHtt	Parent
Stuart Ludford	SL	Headteacher	Cloudi Lewis	CL	Parent
Ruth Doughty	RD	Co-opted			
Jasmine Garswood	JG	Staff Governor			

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

Apologies	Initials	Role	Absent without apology	Initials	Role
Dave Dawson	DD	LA Chair	Matt Hallett	MH	Parent
Samantha Atkinson	SA	Co-opted			
Paul Hamilton	PH	Parent			
Tony Leney	TL	Parent			

	Agenda	Led by
1	Apologies	Clerk
2	Declarations of Interest	Chair
3	Minutes of previous meeting: 8 May 2024	Chair
4	Matters arising from previous meeting: 8 May 2024	Chair
5	Headteacher's Report on data drop	SL
6	Draft School Improvement Plan 2024/25	SL
7	Governor Visits 2024/25	SL
8	Self Evaluation Form	SL
9	Impact from this meeting	Chair
10	SI Committee focus for the next meeting	Chair
11	Next meeting	Clerk
12	AOB	Chair

Item	Details of discussion
1	<p>Apologies</p> <p>There were apologies received from DD, SA, PH and TL. MH was also unable to attend.</p> <p>RW chaired the meeting.</p> <p>RW started by congratulating SL, the Senior Leadership Team and all staff on a very positive set of Ofsted inspection outcomes. Preliminary findings and outcomes from the inspection, which had taken place over the preceding two days, had been reported orally to the Senior Leadership Team and to Governors in the Ofsted feedback session earlier in the afternoon and they should all be extremely pleased with the findings and outcomes (there is no longer a single overall effectiveness judgement). Governors thanked SL and Khee for their work and asked them to pass these thanks on to all staff.</p> <p>Sharing of the findings and outcomes was largely embargoed (subject to specific exceptions) until the final written report was received following Ofsted's standard internal QA and moderation process. SL would consider how best to disseminate findings and outcomes internally among staff without breaching Ofsted's rules on not making these public or sharing with parents. Similarly, RW would brief Governors on the findings and outcomes.</p> <p>In view of the intensity of the inspection visit over the previous two days, it was agreed that this meeting of the School Improvement Committee would be shortened; some items would be deferred to the next FGB meeting (in two weeks' time) and some to the next available meeting date of 4 December 2024. It was also agreed that the meeting would be brought forward by 30 minutes and start at 6:00pm.</p>
2	<p>Declarations of Interest</p> <p>None declared.</p> <p>Action: Clerk to follow up outstanding declarations of interest for 2024/25.</p>
3	<p>Minutes of previous meeting: 8 May 2024</p> <p>The minutes of the previous meeting held on 8 May 2024 were confirmed as a fair record of that meeting. A set was signed by the Chair.</p>

4	Matters arising from previous minutes: 8 May 2024 There were three matters arising from the last meeting.		
	SI 23/07	Clerk to carry forward Matter Arising regarding School response to recommendations made in website review. The Senior Leadership Team will clear some remaining actions in response to the internal review of the website.	Next internal review of website is due to be carried out by RD in Oct 2024 once final updates for new school year are completed.
	SI 23/08	Clerk to ask Governors to review redrafted Governance section of SIP 2023/24 and to feed back and comments or questions to DD prior to next FGB meeting.	Done by email on 9 May 2024.
	SI 23/09	Clerk to send details of arrangements for Subject Leader conversations to the two new Parent Governors.	Done by email on 9 May 2024.
5	Headteacher's Report on the July 2024 data drop SL introduced his report on the July 2024 data drop. It was suggested and agreed that a detailed review of this should be deferred to the 4 December meeting (which would no longer be a single-purpose meeting to review the SEF). SL reflected on the approach taken by Ofsted to performance data during the inspection. Inspectors had access to the Inspection Data Summary Report ("IDSR") and were likely to have reviewed performance data contained in this, but they did not routinely look at a school's internal data. Performance data was no longer an area of primary focus for inspections unless there were specific issues. Data had received very little attention over the previous two days.		
6	Draft School Improvement Plan 2024/25 SL introduced the draft School Improvement Plan 2024/25 which had been uploaded to OneDrive. He reminded Governors that this was still a work in progress. Some of the content would be tweaked to reflect findings and feedback received during the inspection. Governor comments on this draft would also be reflected in the continuing development of the Plan. <i>In relation to Curriculum, RD drew attention to the difference between reading and writing and the acknowledged intention to improve outcomes in writing across the School. Should there be some more detailed content on writing; this would enable improved monitoring of progress? RD also asked whether there was sufficient emphasis on oracy.</i> KHee acknowledged this and pointed to the focus on modelling and scaffolding to support better outcomes in writing; RD's comments would be taken into account in further work on the Plan. In relation to behaviour, SL explained to Governors the way in which the School was working towards supporting an intrinsic approach to behaviour rather than an approach which was reward or compliance driven.		

6	<p>Draft School Improvement Plan 2024/25 (continued)</p> <p><i>In the area of Culture, RD reflected on the oral feedback from the inspection and suggested that, in relation to Fundamental British Values, there might be more to do on matters of culture and faith.</i> SL assessed this as good in parts, but agreed that it needed consistency. The introduction of the new Devon-agreed RE syllabus would also help in this area.</p> <p><i>In relation to Early Years, RD asked what a “strong focus on writing” might look like and suggested that there was scope to clarify this in the Plan.</i></p> <p>SL and KHee agreed to take these comments into account as they worked on the Plan in preparation for tabling it at FGB in two weeks’ time.</p> <p>RW thanked SL for this update on the draft School Improvement Plan.</p>
7	<p>Governor Visits 2024/25</p> <p>SL reported that he would draw up a list of suggested areas for focus during Governor Visits and forward this to SA for review so that the Visits schedule could be formalised for the year.</p>
8	<p>Introductory session on the Self Evaluation Form</p> <p>Now that the inspection had taken place, it was agreed that a detailed session on the Self Evaluation Form (“SEF”) would not be the best use of Governor time this term. The draft SEF which had been tabled for this meeting, and which had been shown to inspectors, was nevertheless agreed to have been an extremely valuable document in summarising the School’s own assessment and evaluation of its performance and progress.</p>
9	<p>Impact from this meeting</p> <p>RW referred to the draft School Improvement Plan; the opportunity for Governor review and discussion of the Plan had been really useful. This meeting had also provided an opportunity to reflect on a productive and successful inspection and the initial feedback received earlier in the day, all of which would strengthen the School’s effectiveness in providing the best possible education for its pupils.</p>
10	<p>SI Committee focus for the next meeting</p> <p>There will be an additional SIC meeting on Wednesday 4 December 2024. The agenda will include a review of the July 2024 data drop and a progress review of the School Improvement Plan 2024/25.</p>

11	<p>Next Meeting(s)</p> <p>The next meeting of FGB is on Wednesday 23 October. The following meetings are scheduled for the second half of term:</p> <ul style="list-style-type: none"> • School Improvement Committee: Weds 4 December 2024; • FGB: Weds 18 December 2024.
12	<p>AOB</p> <ul style="list-style-type: none"> • <i>Pay Committee</i> <p>SL provided an update on pay and the work of the School Teachers' Review Body ("STRB"). It looked as if a meeting of the School's Pay Committee would be required after all. This could not be arranged until further progress had been made at a national level, however it was likely to be required later this term.</p> <p>Action: Clerk to write to all Governors to notify them of the status of pay arrangements in preparation for the activation of the Pay Committee.</p> <ul style="list-style-type: none"> • <i>Term dates 2025/26</i> <p>SL described proposals for setting term dates for 2025/26. These included arrangements for non-pupil days and for staff training/CPD sessions.</p> <p>Decision: Governors approved term dates 2025/26.</p> <ul style="list-style-type: none"> • <i>Attendance</i> <p>SL illustrated some of the challenges involved in authorising pupil absences during term time by reference to a recent example. There were sometimes potential issues around consistency and perceptions of fair treatment. He explained the approach which the School wished to take; this was due to be incorporated into the next version of the School's Attendance Policy which Governors would review at FGB later in the month.</p> <p>Governors agreed with SL's proposals for the amended policy (which would bring rules for pupils in line with those already in place for staff).</p> <ul style="list-style-type: none"> • <i>Minutes</i> <p>SL shared feedback from the Ofsted inspectors to the effect that they had found the minutes of Governors' meetings to be very helpful in enabling them to make an assessment of the work of the Governing Body, including the passion of Governors for the School and their understanding of the intent and impact of actions by senior leaders. It was evident from the minutes that Governor challenge was robust. SL and Governors thanked the Clerk for his work on the minutes.</p>
	<p>The meeting ended at 06:45pm.</p>

Summary of proposed actions		
SI 24/01	Clerk to follow up outstanding declarations of interest for 2024/25	

SI 24/02	Clerk to write to all Governors to notify them of the status of pay arrangements in preparation for the activation of the Pay Committee.	Done on 11 October 2024

Summary of decisions		
Item 12	Governors approved term dates 2025/26.	

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