



The Federation of Bedenham & Holbrook Primary Schools

Minutes of the Bedenham School Improvement Committee Meeting

4th February 2019
5pm

Held at Bedenham Primary School

Present:

C Wood (HoS)	HOS Bedenham Associate Member
J. Heath (JH)	Co-opted Governor (chair from 5;30pm)
C Landon (CL)	Co-opted Governor (chair left at 5:30pm)
R. Dickson (RD)	Co-opted Governor
T Scantlebury (TS)	Parent Governor
T Denton (TD)	Co-Opted Governor

In attendance: C Harman (CH)

Local Authority Clerk

Apologies: K Lethbridge (KL)
S Duffy (EHT)

Local Authority Governor
Interim Executive Head teacher

Absent: None

GOVERNORS KEY ROLES: Support and Challenge

Quorum: Present:3 required

Agenda		ACTION POINTS
1	<p>Welcome and Apologies for Absence: CL opened the meeting at 5pm. As June Goble the previous chair has resigned, CL is standing in as the chair.</p> <p>Apologies were received and accepted from KL and EHT SD.</p> <p>The clerk declared a quorum.</p>	
2.	<p>Declarations of Pecuniary Interests: None</p>	
3.	<p>Agree Any Urgent Business: JH would like to discuss her recent meeting with Governor Services and appoint</p>	

Signed by Chair:

Date:6 May 2019



	the new chair of the SIC.	
4	<p>SEN SENCo annual report (for 2017/18) Governors were sent the documents in advance and were invited to ask questions.</p> <p>Governor felt that the information that was provided was very clear. Governor asked what HEMPs were? It was confirmed by a Governor that these were Hampshire English and Maths Planning tools, known to the HoS as Tool kits.</p> <p>Governor asked why Sarah Keal, SENCo advisor comes to Bedenham and not Holbrook? HoS explained that when Bedenham had the Ofsted visit the SEN provision was not in a secure position as the SENCo was on maternity leave, whereas Holbrook were in a better position. Governor asked how long would she continue supporting Bedenham? HoS explained that currently she is monitoring and supporting the SENCo, and she has been encouraging the SENCo to liaise with the Holbrook SENCo.</p> <p>Governor asked if the Pupil Passports were just for SEN children? HoS said yes and included those on SEN action, which is children just on the border of SEN. These passports differ to IEPs because they are more bespoke, measurable and set SMART targets. They also cover the social, emotional and welfare aspects. Governors agreed that the passport is very clear as to what the child needs. Governor asked if Holbrook use these? Governor explained that these are similar to what Holbrook use. Governor asks whether the SENCo holds these passports? HoS said that all who need access to them can access them on the server. This passport is written with the pupil and the parents and the support plan is a working document. Governors were pleased that parents got the opportunity to be involved.</p> <p>Governor asked if some interventions were more effective than others? HoS explained that it does depend on the child. SENCo does review the intervention with the teacher and if it is believed not to be effective it is changed. The child receives quality first teaching first and foremost before interventions. Governor added that a base line assessment is done at the beginning and end of the intervention to see the impact.</p> <p>Governor asked how many LAC there were? HoS explained that they have just had another one join, so it is now 2 LACs.</p> <p>SEN provision review</p>	

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	<p>Governor said that Bedenham must be pleased with the success of the Resource Provision last year. Will this year have the same success? HoS said that there are two boys in year 5 who have moved to mainstream in some of their subjects. Year 6 children will make progress, but they may be unlikely to reach ARE.</p> <p>Governor asked as there are mixed year groups in the provision how is the curriculum taught? HoS explained that year groups are irrelevant because it is about the child's ability. The curriculum is therefore targeted for the child's need. If the child is working at their age group, they are encouraged to move to mainstream. Behaviour, emotional and social skills are taught above the academic curriculum. There is one year 5 child in the provision who is quite unsettled and has a place at Waterloo school in September. However, the HoS is hoping to get the child a place earlier.</p>	
5	<p>HoS verbal report to include:</p> <p>Staff update This part of the meeting is confidential and is recorded on confidential minutes.</p> <p>Health and safety Sue Dawson came to do her annual visit on 31/01/19 and said the school was in good order. The current issues are, tree roots and ceiling tiles which Sue is supporting the school in arranging to be fixed. HoS would like the internal doors replaced and Sue's suggestion was to do it area by area so as to be more cost effective. HoS is currently updating the maintenance plan with Mark Vernon. The site assistant is currently doing a very good job and is keeping on top of this plan.</p> <p>CL left the meeting at 5:30pm and JH took over as chair.</p> <p>Safeguarding This part of the meeting is confidential and is recorded on confidential minutes</p> <p>Attendance Attendance is at 96.5% which the school is pleased with. The other attendance figures are as follows: SEN – 93% Disadvantaged – 93%</p>	

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	<p>Service children – 95% Young carers – 90%</p> <p>There are currently 20 persistently absent children whom the school checks on daily and follow up quickly. The schools have made 5 journeys this term to collect children whose parents have been unable to bring them to school for a variety of reasons.</p> <p>2 families have been issued penalty notices and all previous penalty notices have been paid. HoS talked through the situations for the families and the committee were supportive of HoS's actions.</p> <p>The school has a rigorous process for absence. A1 letters are sent to alert parents if attendance is below 95%. A2 letters are sent to parents inviting them to come into school to discuss absence; most have taken place but there have been some no shows. The school offers support as the first step to resolve the absence. There has been an ALP referral for one family with persistent absence. It is possible they may be moving to a new home.</p> <p>Exclusions There have been 27 sessions from 4 children. Governor asked if they were from children in the Resource Provision? HoS said 2 from RP.</p> <p>HoS gave Governors a case study which gave details regarding an anonymous child and how their attendance dipped then improved.</p> <p>Review Performance data and Pupil Progress (ASP/FFT) HoS talked Governors through the primary inspection data summary report and the FFT report.</p> <p>New Governor asked why there was such a change from 2016 results to 2018? HoS said it was for a variety of reasons but mainly that the school was now targeting the right children. The school looked at interventions and reviewed the impact of these. There also needed to be consistent quality first teaching which was strong and reliable. Third Space Learning also helped which was bespoke targeting for Maths. 95% of the children who used this got to ARE. The school also organised booster sessions and invited children to the Easter club. Governor agreed and said the school was much more forensic, therefore creating an individual package.</p>	
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HoS added that the school does the SATs in two sittings now which takes a lot of organisation. They will be doing this for the mock stats, considering rooms, staff, who has extra time but there are no more than 8 children in a room. Once SATs are over the year 6 teacher will start to get to know the year 5s and introducing them to the year 6 curriculum to prepare them.

Governor also pointed out that 2016 when the results were not that good, there was a high amount of staff on maternity.

Governor asked if the children who can easily make ARE are neglected? HoS said no, if good enough they are pushed to greater depth. Last year some of the KS2 did not convert to GDS which meant their progress scores dropped. When reviewing the data there was one child who was an anomaly, who was never in school but took the SATs. Governor said that this was discussed at the Holbrook SIC and Steve Summerton suggested taking anomalies out of the data before presenting it to Ofsted. It would be worthwhile HoS speaking to Holbrook to see the outcome of this.

Early years update

In early years there is currently a cohort of 32 children.

- 4 out of the 32 are above typical – 13%
- 17 out of the 32 are typical – 53%
- 7 out of the 32 are below typical – 22%
- 4 out of the 32 are well below typical – 13% - 2 children are ASD 1:1 children)

Bedenham baseline is close to the national apart from Literacy which was 7% below national. However, Maths was 16% above the typical national, which is a very good start.

For those children below; interventions are being used such as chit chat groups and the bucket for ASD children. There is lots of talk for learning, good use of continuous provision for English, writing and Maths. The latest observation by EHT SD showed that the continuous provision of Maths needed further improving but she is pleased with the provision generally. Observation showed strong teaching in phonics.

Impact of Pupil Premium and sports funding

Pupil Premium update is not available for this meeting and HoS will send to Governors.

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With regards sports funding, the school has an Olympian visit on 28/01/19. The sports coach continues to support the school well and sports achievements are discussed in assemblies. Inclusion day (rainbow) is approaching and the school is planning to get wheelchairs to support children's understanding of disabilities. A speaker with dwarfism who did the BBC cycle Rickshaw challenge will be spending time talking to the children. The Federation football team is also doing well and are 4th in the league. The school also continues to offer clubs including hockey, cheer leading, football, as well as Makaton Choir, art club, spectacular science, board games, Rocksteady and tuition for year 5s.

Progress against SIP and to good Ofsted

Priority 1: Effectiveness of leadership and management

- Recent inset on curriculum where both HoSs presented the TASC wheel and went over the curriculum principles. This gave staff time to share strengths, ideas and create future opportunities.
- Curriculum display shows the extent of the broad curriculum.
- Rethinking visits as the school cannot charge for transport so voluntary contribution reduced and this means more cost to the school.
- New subject leaders were given time last Wednesday to prepare and organise subject leader folders, ask questions about resource requirements and prepare an action plan. They will liaise with the Federation and share best practice.
- CPD plan in place to ensure that those who require further training can get this internally or through courses. JH asked that this is sent to her to complete her monitoring schedule.
- 10 out of 12 classes have high expectations now. The senior leadership team are very vigilant and supportive and are holding teaching staff to account. A growth mindset is well embedded.

Priority 2: Improving quality of teaching and learning assessment

- Currently undertaking formal observations 12 out of 14 teachers are good or better. 2 teachers are being supported currently in Maths.
- Chris Cheal has monitored English assessment in January and agreed with teacher's assessment at phase 1. There are standardisation opportunities for English.
- Cluster moderation is planned in.
- Teachers are far more confident in assessing against the HAM.

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	<ul style="list-style-type: none"> - Assessments are being developed for subject leadership in foundation subjects. - Interventions in place for those children who need extra support, taking place in afternoons to repair misunderstanding for the next session. - Senior Leadership Team, middle leaders and SENCo agree that the variation is much stronger across the school. Children are getting tasks appropriate for their abilities with challenge. - There is a whole school focus on the importance of vocabulary in speech. <p>Priority 3: Securing outstanding personal development and welfare</p> <ul style="list-style-type: none"> - Attendance already discussed remains a high priority. - The school is just struggling with the behaviour of just 3 children. - There is low level disruption in classes, and it is acted upon quickly. - Corridor behaviour has improved with the introduction of silent areas e.g. by the office. - Teachers are more accountable and responsible in helping each other rather than always asking the Senior Leadership Team. - HoS is on the PBS steering committee and SEMH panel. <p>Priority 4: Improving outcomes for all pupils</p> <p>HoS will be able to provide an update at the next SIC as she will have the data from the data drop. But the school is aiming for:</p> <p>70% GLD</p> <p>82% Phonics</p> <p>65% KS1</p> <p>All these figures around national.</p> <p>70% at KS2 which will be above national.</p> <ul style="list-style-type: none"> - The school is about to hold the next round of pupil progress meetings which Governor Graham Cull will monitor. - Mock SATS happening on wb 11/02/19. This will give the school a good idea of what the school needs to do to prepare the children. The whole curriculum has been taught and there is a revision plan in progress. This revision plan is on display, so children know the plan leading up to SATS. 	<p>Send CPD plan to JH - HoS</p>
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	<ul style="list-style-type: none"> - Recent spelling monitoring showed excellent implementation and development across the school. 	
6	<p>LLPR Governors felt that the report from the LLP was very positive.</p> <p>HoS said that the LLP identified that the year 6s have not covered all the genres yet, but these are planned in. LLP said that the school needs to make sure that the children know what to expect of the SATs and be specifically shown what they need to do to get through the test, which the HoS is planning to do.</p>	
7	<p>Governance: Visits and monitoring / Follow up actions/Impact of Policies</p> <p>Graham Cull and TS have submitted a safeguarding visit. JH queried whether there were any follow up actions. TS explained that the follow up is to do another visit and JH asked if this could be added. HoS explained to Governors what CPOMs was and how it was used and told them about the Helping Hands scheme to buy children presents, who wouldn't get any at Christmas.</p> <p>JH explained that she is currently looking at impact of policies at Governor visits with Zoe Dudley. JH would like standard questions that a Governor could ask of the children to reflect that policies are being followed.</p> <p>TS explained that when she attended the EHT interviews a candidate spoke to the children about being safe and what they liked about Bedenham. Children did say they felt safe at the school. One child said it was "practically perfect". TS will document this in a visit form.</p> <p>JH has started to complete a monitoring plan. She has already recorded what has been done this academic year for both schools, as well as adding in Safeguarding and SEN visits. She intends then to see what is left to be done and allocate it. JH will be arranging for the two new governors to go on visits with experienced Governors to gain experience. JH has asked Governors if they have dates of visits to email her with the information.</p>	<p>Amend visit to add follow up – TS</p> <p>Do visit form for EHT interviews – TS</p> <p>Send dates of visits to JH – All Govs</p>
8	<p>Minutes of Previous SIC Meeting 17th December 2018.</p> <p>Governor said that some of the attendees needed to be amended as one was an error and one was missing. With this amendment the minutes were unanimously approved by the committee and the clerk will re print and get the chair to sign.</p>	<p>Amend minutes, re print and get chair to sign - Clerk</p>

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a) Matters Arising and Actions Agreed			
Action Number	Agenda reference	Action Required	Who By
24	6	Look further into impact of policies on visit forms	JG – Complete
7	5	Send out prevent e learning link to Govs	HoS - Complete
8	7	Write up monitoring plan for Bedenham	HoS - Complete
9	9	Send Admissions policy to clerk to send out	HoS - Complete
9	<p>Any agreed urgent business</p> <p>JH explained that she had a meeting with Jo Pryce-Jones, and RD also attended. They discussed the issue with having 4 Governor vacancies and the problems that the GB have filling them. They discussed re-constituting, as the GB has never had a full GB and have a high turnover of Governors. It is also very unlikely the GB will be able to fill 4 vacancies. The other suggestion was to combine the SICs into one, but JH believes at the moment that is not the right time. HoS said it was unfortunate that the EHT must attend both SICs and the FGBs, she suggested a 3 hour SIC with slots for both schools. Governor felt that a 3hour meeting was too long for staff who had been at work all day. JH explained that she would be discussing this further at the next FGB.</p> <p>Since June Goble has resigned the chair for the SIC needs to be filled. JH did think it could be CL, however after consulting with Governor Services they felt it was not best practice for a Governor, who was also a member of staff, to chair. Therefore, RD has put himself forward and the committee unanimously voted RD as the new chair of the Bedenham SIC.</p> <p>HoS said that she has received a congratulations letter from Caroline Dineage, complimenting the school on making an increase of 38% progress on last year. Governors were pleased to see this recognition.</p>		
10.	<p>Items for Next Bedenham SIC meeting 13th May 2019 at 6pm at Bedenham School.</p>		

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	<p>Focus School Improvement, End of phase 2 data</p> <p>HoS written report to include:</p> <ul style="list-style-type: none">• Review outcomes in reaching school improvement, pupil progress and attainment targets• Consider headline SATs and end of Key Stage results• Early years update• Impact of Pupil Premium and sports funding• Vulnerable groups progress and achievement• Progress against SIP and to good Ofsted <p>LLPR</p> <p>Follow ups from previous reports</p> <p>Concerns and issues arising</p> <p>Governance</p> <p>Visits and monitoring</p> <p>Follow up actions</p> <p>Impact of policies</p> <p>The meeting finished at 18:55pm.</p>	
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Agreed action points from the meeting

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Action Number	Agenda reference	Action Required	Who By
10	5	Send CPD plan to JH	HoS
11	7	Amend visit to add follow up	TS
12	7	Do visit form for EHT interviews	TS
13	7	Send dates of visits to JH	All Govs
14	8	Amend minutes, re print and get chair to sign	Clerk

Signed by Chair:

Date:6 May 2019