



The Federation of Bedenham & Holbrook Primary Schools

Minutes of the Bedenham School Improvement Committee Meeting

11th December 2017

6pm

Held at Bedenham Primary School

Present:

T Potter (EHT)	Executive Head teacher (left at 7.28pm)
C Wood (HoS)	HOS Bedenham Associate Member
A Williams (AW)	Co-opted Governor (chair)
C Landon (CL)	Co-opted Governor (vice chair)
S Reed (SR)	Co-opted Governor
K Lethbridge (KL)	Local Authority Governor
R. Dickson (RD)	Co-opted Governor

In attendance: C Harman (CH) Local Authority Clerk
T Scantlebury (TS) Prospective new parent Governor

Apologies: None

Absent: None

GOVERNORS KEY ROLES: Support and Challenge

Quorum: Present:3 required

Agenda		ACTION POINTS
1	Welcome and Apologies for Absence: The chair opened the meeting at 6.03pm. The chair introduced TS to the board as a potential new parent Governor. TS will be shadowing the SIC and will be attending the next FGB in January.	
2.	Declarations of Pecuniary Interests: None	
3.	Agree Any Urgent Business: None	
4. 4.1	Head Teacher written report: attachment b	

Signed by Chair:

Date:11/12/2017



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Monitor progress against SIP

Attendance, exclusions, referrals- analysis by pupil group

HoS confirmed that all Governors had received the report before the meeting. She talked through the first page to Governors, explaining staff update, attendance, behaviour, health and safety and safeguarding.

When speaking about the staff update, EHT confirmed that the year 34 teacher maternity leave starts just before half term. Therefore, this is nicely timed with the return of a year 34 teacher after their maternity leave.

When discussing attendance, EHT asked has the HoS identified any patterns.

HoS explained that they have one child who is absent every Friday and some Mondays which they believe is coordinated with their parent's race day. The school does look for patterns. If it is persistent absence, one day here and there they check this and look for patterns.

Governor asked is the school in line with national for attendance?

HoS said that the national is 96% and the school regularly meet this.

In relation to Safeguarding Governor asked are these figures down from last year?

HoS said there is slightly more at this stage. It has been a difficult term already in relation to child protection.

HoS then went onto to discuss how the school was performing. She confirmed there has been lots of support but now it is time to embed what they have learnt. The only area the school needs further support with is guided reading and there will be further training on this.

CL confirmed that she had general chat with the Maths leads. She spoke to them about how robust the assessments are and the move from rapid action plans to targeted intervention plans.

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EHT confirmed that English leads are up and running and are doing well. However, the Maths leads need more support as leaders and managers.

HoS said that the middle leadership is strengthening.

HoS explained in relation to 1.2, that at the end of the previous school year the school did a baseline test which would be used for the next academic year. This was then done again in October to give again a base line. In some instances, it has been identified there has not been enough progress and in some cases the children had gone backwards. The LLP was concerned about this.

EHT explained the school was doing tests as well as teacher assessments. But there is some debate on whether the children work well with test papers. However, the school is much more confident of using that as a starting point. This way they can be clear about what it is the children need. Teachers are working on refining that teacher assessment process so that they improve. During Pupil progress meetings, the EHT and HoS will be training the teachers to better assess at apprentice level., querying if a child does not have a domain, could they get it by the end of the year. EHT said that the quality of this conversation is stronger.

Following LLPs feedback on teachers' assessments EHT contacted heads of similar schools and asked if they were doing anything different or in addition. The schools fed back that they were not doing much more and quite a few of them have the same discrepancies' in teacher assessments.

The school will continue to moderate with other similar schools and across the Federation.

HoS explained how she has supported teachers in not being too cautious. Some teachers want to show progress throughout the year, by showing blue in the autumn term to green in the summer term, but this is a misconception. She has had challenging discussions of what they should be seeing.

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There is now a centralised process and excel spreadsheet for pupil progress meetings. It covers what the needs of the child are, what needs to be done and the impact. It is kept current and up to date and can be accessed by all of the SLT and teachers.

EHT added that it enabled better conversations.

Governors were handed anonymised examples of this document.

Governors felt that would be very useful. KL commented that she could use it with her work with pupil premium advocates.

EHT and SR touched on a new way of assessing reading. Children would read a section of text and must answer questions. This would then give the teacher an idea of their reading age.

Governor asked is it realistic?

CL said it is not as accurate on inference but gives a good baseline.

Governor asked is the new document for pupil progress meetings used for performance management?

EHT said yes, and at times she may ask to see the books to assess.

HoS explained that some teachers feel that the child was not as secure as the previous teacher assessed. However, this would have been moderated. Therefore, HoS will be encouraging teachers to moderate with the prior teacher and to challenge each other. This is planned for July 4th. Teachers can then discuss children on the cusp and agree if they are ARE or not. Then there will be no disagreements and no one to blame.

CL explained that in the first term you track back to the teaching from the last term of the previous year. Therefore, if children have gone back this should be a performance issues with the teacher.

HoS said that they will be doing staff meetings covering moderating and misconceptions.

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	<p>EHT added that this will be across the Federation.</p> <p>Governor asked could they have a report from the MLD meetings?</p> <p>HoS said that she could ask them for a report for the next meeting.</p> <p>AW confirmed that she would be attending another meeting at the beginning of the next term with the phase leaders.</p> <p>EHT said that the biggest impact is that the teachers know what planning to do. Phase leaders are meeting, there are action plans and targeted intervention plans.</p> <p>Governor asked in relation to 2.1 what is the 75-day plan?</p> <p>HoS explained that when the tests were done to monitor year 6 progress certain aspects of the test had not been taught to the children. Therefore, it was unfair to test them. There was a strategy meeting two weeks ago and it was agreed to put in place a plan for Maths which shows what should be taught and when. HoS explained the 45 day plan which is a power point which can be put around the room to allow pupils and teachers to know what is currently being taught and what will be taught next week. It also allows children to see how long until MOCK and SAT tests.</p> <p>Governors liked this plan and would like an update on this next SIC meeting.</p> <p>HoS added that it is expected that reading be put on the same plan.</p> <p>CL suggested doing it in year 5 as well in order to make sure they are on track for year 6.</p> <p>HoS said that they need to make sure that the pace is kept up.</p> <p>EHT explained that she is trying to align the GLD with ARE more and the work starts on this in April.</p>	<p>Provide MLD reports for next SIC – HoS</p>
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<p>4.2</p>	<p>Governor asked will this be for Holbrook as well?</p> <p>EHT said yes.</p> <p>Governors said that they would be interested in receiving the documentation used at pupil progress meetings for some of their work.</p> <p>EHT said it could be sent electronically and would be anonymised.</p> <p>HoS said to give a weeks' notice for requests.</p> <p>The chair agreed that the HoS could move forward to discuss data.</p> <p>Data</p> <p>Governors said that they liked the layout of the data and found it easy to read.</p> <p>HoS explained the report to Governors.</p> <p>Governor asked do you have a target for closing the gap?</p> <p>HoS said that there was not a target just needed to close the gap.</p> <p>Governor asked what are the figures in brackets?</p> <p>HoS said that these were the number of children exceeding across the board.</p> <p>Governor asked is there SEN in both disadvantaged and non-disadvantaged?</p> <p>EHT said yes.</p> <p>Governor said that the data was not very good for year 5 and what has been done about this?</p>	<p>Report back on the 75 day Maths plan at next SIC - HoS</p>
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HoS said she has had a conversation with the teacher about the data and hopes to see improvement.

Governor asked is 67% still achievable?

HoS said she was seeing progress and good progress in books. But this doesn't reflect in the teacher assessments. EHT added that they have had big conversations with year 5. Children will be doing more tests throughout the year.

HoS said that all the pupil premium children are in one class with additional support. However, the children do not have the resilience for tests yet.

Governor asked is it that group bringing the data down?

EHT said no. HoS said that they are doing mindset work with the children. Teaching them it is okay to make mistakes but also it is good to persevere.

Governor said that both year 2 and year 6 look very positive.

HoS said yes in year 6 61% are on track to get ARE. EHT added that year 6 are looking hopeful. Maths is the weakest area in tests but with right targeting and interventions the school can get them to ARE.

HoS said that they are not taking any chances this SATs and hope to make sure every child who needs one has a reader.

Governor asked in year 3 Maths there is a gap of 47%, which is not good. Is this being discussed in pupil progress meetings.

HoS said yes, some pupil progress meetings are just finishing off, as they have taken longer than expected.

Governor asked if there could be extra figures on how many of the children are SEN?

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<p>4.3</p> <p>4.4</p>	<p>EHT suggested that this is done in the data working party. HoS said she can just add the numbers onto the data for Governor as well.</p> <p>Impact of Pupil Premium and sports funding and Discuss ASP (RoL)</p> <p>EHT said that she has yet to finish the sports funding impact strategy. There is a new format and is becomes increasingly hard to decide what to use it for. The money has to be used for new sports, so this has become difficult.</p> <p>Governor suggested a sports week in the Easter holidays.</p> <p>EHT left the meeting at 7.28.</p> <p>Revisit Domain trackers for SEN (see minutes of SIC mtg 19 Jun 17)</p> <p>As EHT had to leave this item was deferred to the next FGB.</p>	
<p>5</p>	<p>LLPR</p> <p>Follow ups from previous reports, Concerns and issues arising</p> <p>Not all Governors had received the report from LLP. HoS read the main feedback points from LLP to Governors.</p> <p>The LLP met with middle leaders and taught them how to have 'fierce conversations' with their phase colleagues to ensure good progress. There is now a new LLP monitoring plan in place and the school remains a high priority.</p> <p>Governor asked even though the books were monitored?</p> <p>HoS said yes and even though teachers were positive about their assessments.</p>	

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	<p>Governors pointed out that they could see in the HoS report that there was lots of training happening.</p> <p>HoS said that there is a balance between teaching and training. Teachers should be going out in the afternoons instead of mornings to less impact the day.</p> <p>Governor asked is the school making sure what the impact of the course has had when they return?</p> <p>HoS said that the teacher is asked to share their notes with the rest of the staff.</p>	
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6.	<p>Governance: Governance Review action plan</p> <p>AW said that she has created a monitoring plan. When a Governor does a report, she ticks off when it is done. She said it should be reviewed every SIC meeting.</p>	
7.	<p>Visits and monitoring</p>	

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	Follow up actions No visits to discuss.																													
8.	<p>Impact of policies</p> <p>The clerk queried this point as the SIC at Holbrook made a list of all policies they had impacted.</p> <p>The chair believes it should be merged with visits and monitoring. She will speak to the other chairs and confirm.</p>	Speak to other chairs and confirm do we need “impact on policies” - Chair																												
9..	<p>Minutes of Previous FGB Meeting 16th October 2017:</p> <p>The minutes for the last SIC meeting was unanimously approved and signed by the chair.</p> <p>a) Matters Arising and Actions Agreed</p> <table border="1"> <thead> <tr> <th>Action Number</th> <th>Agenda reference</th> <th>Action Required</th> <th>Who By</th> </tr> </thead> <tbody> <tr> <td>7</td> <td>4.1</td> <td>Send reviewed rapid action plans to Governors</td> <td>HoS – Complete</td> </tr> <tr> <td>8</td> <td>4.1</td> <td>EHT to ask JH to follow up SEN progress</td> <td>EHT – Complete</td> </tr> <tr> <td>9</td> <td>4.1</td> <td>Add H&S replacement to FGB agenda</td> <td>Clerk – Complete</td> </tr> <tr> <td>10</td> <td>5</td> <td>Start report and then send to other attendees to amend</td> <td>CW – Complete</td> </tr> <tr> <td>11</td> <td>8</td> <td>Email schedule of visits to Governors</td> <td>AW – Complete</td> </tr> <tr> <td>12</td> <td>11</td> <td>Reduction in pan and managed moves to be added to agenda</td> <td>Clerk – Complete</td> </tr> </tbody> </table>	Action Number	Agenda reference	Action Required	Who By	7	4.1	Send reviewed rapid action plans to Governors	HoS – Complete	8	4.1	EHT to ask JH to follow up SEN progress	EHT – Complete	9	4.1	Add H&S replacement to FGB agenda	Clerk – Complete	10	5	Start report and then send to other attendees to amend	CW – Complete	11	8	Email schedule of visits to Governors	AW – Complete	12	11	Reduction in pan and managed moves to be added to agenda	Clerk – Complete	
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10.	Any agreed urgent business																													

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	None	
11.	<p>Items for Next Bedenham SIC meeting 5th February 2018 at Bedenham School 6pm:</p> <p>Focus School improvement</p> <p>Review Performance data, phase 1 including:</p> <ul style="list-style-type: none">• Vulnerable groups progress and achievement• Early years update• HoS report to include:<ul style="list-style-type: none">Review Performance dataImpact of Pupil Premium and sports fundingVulnerable groups progress and achievementEarly years SEF updateMonitor progress against SIPMLD reportsUpdate on 75 day plan <p>LLPR</p> <p>Data</p> <ul style="list-style-type: none">- Review minutes from data working party. <p>Visits and monitoring Follow up actions</p> <p>Impact of policies</p>	

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	The meeting closed at 8.00pm.	
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Agreed action points from the meeting

Action Number	Agenda reference	Action Required	Who By
13	4.1	Provide MLD reports for next SIC	HoS
14	4.1	Report back on the 75 day Maths plan at next SIC	HoS
15	8	Speak to other chairs and confirm do we need "impact on policies"	Chair

Signed by Chair:

Date:11/12/2017