



The Federation of Bedenham & Holbrook Primary Schools

Minutes of the Bedenham School Improvement Committee Meeting

15th October 2018

5pm

Held at Bedenham Primary School

Present:

S Duffy (EHT)	Interim Executive Head teacher
C Wood (HoS)	HOS Bedenham Associate Member
A Williams (AW)	Co-opted Governor (chair)
C Landon (CL)	Co-opted Governor (vice chair)
R. Dickson (RD)	Co-opted Governor
T Scantlebury (TS)	Parent Governor
J Goble (JG)	Co-opted Governor
K Lethbridge (KL)	Local Authority Governor

In attendance: C Harman (CH) Local Authority Clerk

Apologies: None

Absent: None

GOVERNORS KEY ROLES: Support and Challenge

Quorum: Present:3 required

Agenda		ACTION POINTS
1	<p>Welcome and Apologies for Absence: The chair opened the meeting at 5.05pm.</p> <p>There were no apologies or absences.</p> <p>The clerk declared a quorum.</p>	

Signed by Chair:

Date:10 December 2018



	<p>Discuss chair of SIC vacancy</p> <p>AW told the committee that she has handed in her resignation and this will be her last meeting. She has other work commitments that she needs to attend to and is also giving up her other Governing role at another school. She said she enjoyed her time with the Federation and it was a good experience for her.</p> <p>JH thanked AW for all she has done for the school and the body. AW joined the body at a difficult time and has done a huge amount as a Governor including her chair on the SIC and her role as DTG.</p> <p>CW thanked AW for her support and challenge, and that AW had taught her a lot.</p> <p>JG was unanimously voted in as new chair of the SIC.</p> <p>JH will take over the DTG role temporarily.</p> <p>AW will be handing all documentation that she has back to the school as per GDPR.</p>	
2.	<p>Declarations of Pecuniary Interests: None</p>	
3.	<p>Agree Any Urgent Business: The clerk raised that the pay policy needed to be approved.</p> <p>EHT explained that the MOP policy has just been released and it was agreed that the body could approve this policy in principle. The body unanimously approved this policy in principle and agreed that the working party will localise it and bring it to FGB.</p>	
4.	<p>HoS report</p> <p>Review Performance data/ Vulnerable groups progress and achievement</p> <p>EHT handed Governors the data for the last school year. There was an action from the last FGB that this end of year data should be analysed further. Therefore, the EHT presented to Governors EYFS, Year 1 Phonics, KS1 and KS2 data. She explained that overall the results are positive and there is a marked improvement. The EHT and HoS are looking at what led to this positive data as they need to show that the school is sustaining this data, with quality first teaching and quality learning journeys.</p> <p>When looking at EYFS data the national figure has not been released yet but she expects it to be 71/72%. The EHT is currently looking at how the school supports children to reach national. EHT highlighted that the school is above</p>	

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national for number, including SEN and disadvantaged. When reviewing the data for boys and girls in number the boys have a higher percentage, but the number of boys has impacted this. There are 12 boys and one boy would count for a larger percentage. However, it is important that the school keeps an eye on the data for girls in number to ensure this figure doesn't drop any more.

For writing in EYFS the data is 68% which is just slightly behind the national at 73%. Reading is in line with national and boys are doing well. However, girls are a lower percentage at 70 and you would expect them to do well in reading and writing.

Governor agreed that it is unusual to see girls not do as well with reading.

EHT explained that this could be to do with the numbers as there is nearly double the number of girls than boys. Or it could be to do with the curriculum design. HoS explained that in that group there are 2 selective mute girls and more girls in the SEN group which could explain it. EHT told Governors that this is an area that the school will be monitoring.

With Phonics data there is a considerable drop from 81% 2016-17 to 67% 2017-18. Last year the school was just around the national, 2017-18 showed results significantly below the national average. EHT will be looking carefully into why this happened but assured Governors that this forms part of the SIP targets.

Governor asked if it could be explained why there was a drop?

EHT said she has spoken to staff openly about this and they said too little was done too late and they were not able to close the gap that had opened. There also was a high percentage of SEN in that group. But EHT has explained that this is not an excuse as other schools with the same amount of SEN have performed better. It was a case of the school didn't do enough for these SEN children.

Governor agreed that the school needs to change expectations for SEN.

HoS said that the beginning of last year there was poor teaching in that year group. The teacher was on capability, went off on long term sick and then left. Therefore an HLTA was teaching the class and it wasn't as good as a teacher. An ex student was then employed from Christmas but played catch up. She had to deal with organisation and management issues in order to get children in the right place for learning. Behaviour management was much stronger but this set of changes meant that the children lost a term's teaching.

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Date:10 December 2018



Governor asked was there 35 children in one class?

HoS confirmed it was two classes.

Boys and girl's data are in line with national for phonics. SEN figure doubled and was in line with national and the disadvantaged also did well.

EHT said when looking at the year 2 phonics resits the data improved but is still far off national. The EHT has already started to make changes in how phonics is taught, staff have had Read, Write, Inc training and assessments have been put in place. This has also been linked to performance management to ensure triangulation. She reassured Governors that action had been taken to close the gap.

KS1 data is above national in all area. She talked the Governors through the data and explained that these were a strong set of results.

Governors were very pleased with the results

In the GDS figures it shows a marked improvement. This area was targeted and used the right systems showing consistency and good leadership.

EHT went through the groups KS1 data, highlighting that the gap between disadvantaged and non-disadvantaged is just 5% gap. There are some gaps in the data and she said it is important that year on the year the school needs to be diminishing this gap.

Governor asked how many children does 5% equate to?

EHT said 1 or 2 children. EHT explained that when setting targets with teachers it is important to pin point children instead of giving a percentage. It makes it more workable by breaking it down and adding it to the high impacted teacher plans.

With KS2 data the school did very well. The progress measures can be celebrated.

Governors agreed that this was a massive improvement.

EHT explained what the average standardised score was and the confidence indicator. She talked through the data and explained that writing was not tested

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Date:10 December 2018



but moderated. The school is above the national average standardised score and close to greater depth.

Governor asked was the group a strong cohort?

HoS said that they started lower than the cohort the previous year. HoS attended a Maximising Outcome for Year 6 course and this got the school to focus on specific children to get them to ARE.

EHT then explained progress measures to the Governors. She said that the overall progress score for Bedenham is:

- Reading +2.4
- Maths +2.7
- Writing -3.5

The writing score is above the floor, but the school must be mindful of this which is why this is a target in the SIP. EHT believes that is why there were no GDS in writing as they didn't make enough progress.

Governor asked why this was?

HoS said that there was a group of 8 children that they hoped they could get to GD but only one made it. The school gave extra booster sessions and had GD groups but the children quickly stagnated and lost motivation, even stopped coming to the after-school clubs. HoS believes this is to do with their attitude and that the school may have pushed them too hard. The majority of these 8 were boys.

Governor asked did the school give the boys work to engage with?

HoS said yes but she believes that the time allotted was not enough time to do a bigger piece of writing. It would be much better to sustain it in class.

Governor asked if the school was trying anything new as this would be a good opportunity?

EHT explained that this is a target In the SIP and is a primary target in performance management.

Governor asked if it was because of the children's attitude or the fact that they had stagnated?

HoS said both, they were hard to motivate. She explained that a lot was to do with fluency, most of these children were not natural readers. The school used

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	<p>text drivers to engage with boys and they were interested but were not reading beyond that. They enjoyed the selection rich texts.</p> <p>EHT said that the school had good practise in KS1 that will be transferred to KS2. The lead for KS1 will support KS2.</p> <p>With KS2 GDS EGPS the figure is behind national. Writing is the real issue that lead to the progress score.</p> <p>Governor pointed out the combined score is 0% which is different children in different areas. Not one child who could reach GD in all areas.</p> <p>EHT said when reviewing the groups for KS2 Governors can see similar trends.</p> <p>HoS said that if you look at the SEN group, children in this group had EHCPs for behaviour not academic. Two children managed to achieve GD for all areas except writing. They did very well to integrate into the mainstream school.</p> <p>Governor pointed out that boys didn't do as well as girls.</p> <p>HoS said that when you break down the children you can see that some children have bought down the progress score due to poor attendance despite improvements over time.</p> <p>Governor said that parents should be made aware that their child's poor attendance has this impact.</p> <p>Staff Governor said that it is always rolled out to parents when their children start in year R.</p> <p>It was pointed out by a Governor that the parent doesn't care if their child comes to school so wouldn't care about the results.</p> <p>The school agrees that the mindset around attendance needs to change and parents need to be educated in understanding the detrimental effect of poor attendance or lates.</p> <p>HoS said that particular children are always late, and this means it impacts their phonics teaching at 9 – 9.30.</p> <p>Governor suggested if it was a large number of children coming in late to move the phonics start time.</p>	
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Signed by Chair:

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	<p>HoS said it was a handful of children but that children needed to do phonics at this time because this is when children are ready to start learning.</p> <p>HoS report</p> <p>HoS gave Governors the update from her HoS report which covered attendance, health and safety, safeguarding and behaviour. She added that there has been an additional two and half day's seclusion as well.</p> <p>Impact of Pupil Premium and sports funding</p> <p>EHT said this strategy was written in consultation with LLPR</p> <p>Governor asked what impact does the rock steady band have as the funding is used from pupil premium?</p> <p>HoS said that the school is funding 9 children, 8 which are from the resource centre. These children have formed a Rocksteady band, and this is a real confidence boost. She recommends for all Governors to come to the concert. The Rocksteady coach has commented that this is his favourite school as the children are a pleasure to work with. HoS will ask Sarah Davies to add the dates of the concerts to the calendar for Governors.</p> <p>Governor said that on the pupil premium strategy document it needs to be more detailed as to the impact of the band.</p> <p>HoS school agreed and will make amendments.</p> <p>Governors were pleased that the percentage of time staff spend on pupil premium has been removed. EHT said that she was told by LLP this was not necessary as it wasn't a good measure of time.</p> <p>HoS has yet to complete the sports funding and this will be available at the next SIC.</p> <p>SIP review</p> <p>HoS said that this was written over the summer but with advice from the new interim EHTs it was re written and now is in a format which links to the Ofsted</p>	<p>Ask SD to add dates of band concert onto school calendar - HoS</p> <p>Add in impact of rock steady band to p/prem report - HoS</p>
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priorities. The new version assures that the school is monitored well and assessed well, making sure everything is being taught with cross curricular writing. This will mean that the new curriculum policy will need to be re written.

Governor asked how will the school be empowering subject leaders to deliver this?

EHT explained that performance targets will be linked to this. HoS added that some staff are new to this subject lead role and will be supported.

Governor asked will it form part of CPD?

EHT said yes it will form part of the CPD plan.

Governor suggested that it also forms part of the monitoring plan.

EHT explained that all the areas that need to be improved that have been covered in this meeting are targets in the SIP. They have success indicators that link to monitoring, it's all linked up, so it can be triangulated.

HoS said that staff are now starting to see the golden threads coming together. EHT said that herself and the HoS are looking for high expectations and regularly walk the school. There are however still some inconsistencies in year 3 / 4 and year 5, which they are focusing on. HoS said that year 5, is the two classes in one big classroom that needs improving.

Governor asked why?

HoS said that there was one teacher, teaching the whole two classes and it was very noisy. Now they have been told to be creative and mix the classes into groups.

EHT said that the LLP had noticed in this class that children were behaving inappropriately, and it was not being picked up by the staff. Therefore, it needed to be changed.

Governor asked how the group of girls, that has been discussed before, are coping?

HoS said that there hasn't been a problem and that it was working.

Governor asked are there 2 or 3 priorities for next term which are the focus?

Signed by Chair:

Date:10 December 2018



	<p>Years 3, 4 and 5 are still areas of concern and the school must ensure there is consistency. The school must also make sure that they are maintaining the results.</p> <p>Governor asked does Bedenham use windscreens like Holbrook?</p> <p>HoS said yes, they use the same practices.</p> <p>EHT said that LLPR saw lots of elements of good practise, with work still needed in KS2. But good work towards the target of good. EHT said that the school now needs to believe they can do it and work timelessly on expectations.</p> <p>Governor asked does the school still have a SEF?</p> <p>HoS said yes but she is currently amending it and re writing it. EHT added that HoS is trying to reduce the number of pages and make it more of a summary.</p> <p>Governor said that on this report the LLPR has not commented on the feedback and marking as they have done before, therefore has this got better?</p> <p>HoS said yes. The school's assessment was not credible last year but is now more positive. New teachers that have come on board now need support so that they can be confident about their assessments.</p> <p>HoS will share the LLP report on the secure part of the website for Governors.</p> <p>Governor said that it shows on predictions for end of KS2 that pupil premium combined shows a lower percentage of 45% why is that?</p> <p>EHT will investigate this further and get back to Governors.</p> <p>Governor pointed out that the end of KS1 predictions were challenging.</p> <p>HoS said they were but they have to be aspirational, as it worked last year.</p>	<p>Put LLPR on Govs website – HoS</p> <p>Investigate into drop on KS2 p/prem predictions - EHT</p>
<p>6.</p>	<p>Visits and Monitoring</p> <p>There were visits done by JG from the end of the last year sent out as these had not been seen by Governors. Discussion then took place about how monitoring should work and the time it takes to get them signed off. Governors agreed it could be improved as it was a statutory and legal role.</p> <p>Governors also discussed that monitoring should relate to policies, but that newer Governors will not know the policies to be able to link it.</p>	

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	This discussion will be taken to the next FGB.																					
7	<p>Evaluate impact of the meeting</p> <p>HoS said the impact was that Governors were up to date with priorities and understood the weaker areas.</p> <p>Governors felt this could be removed for next meeting as it was not needed.</p>																					
8	<p>Minutes of Previous SIC Meeting 30th April 2018 and 2nd July 2018</p> <p>Both sets of minutes were 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>17</td> <td>6</td> <td>Set data working party date</td> <td>EHT – Complete</td> </tr> <tr> <td>23</td> <td>6</td> <td>Book in bespoke WGBT</td> <td>AW - Complete</td> </tr> <tr> <td>24</td> <td>6</td> <td>Look further into impact of policies on visit forms</td> <td>JG- Carry forward</td> </tr> <tr> <td>25</td> <td>7</td> <td>Look in problem with minutes and add to next FGB for approval</td> <td>Clerk - Complete</td> </tr> </tbody> </table> <p>In relation to action number 17 Governors agreed that at this moment a working party was not needed as data was very clear but might be needed in the future.</p>	Action Number	Agenda reference	Action Required	Who By	17	6	Set data working party date	EHT – Complete	23	6	Book in bespoke WGBT	AW - Complete	24	6	Look further into impact of policies on visit forms	JG- Carry forward	25	7	Look in problem with minutes and add to next FGB for approval	Clerk - Complete	
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9	<p>Any agreed urgent business</p> <p>None</p>																					
10.	<p>Items for Next Bedenham SIC meeting 10th December 2018 at 5pm at Bedenham School.</p> <p>Focus End of Phase 1 data, Vulnerable groups, Pupil Premium</p>																					

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	<p>HoS written report to include:</p> <ul style="list-style-type: none"> • Review Performance data • 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>	
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Agreed action points from the meeting

Action Number	Agenda reference	Action Required	Who By
1	4	Ask SD to add dates of band concert onto school calendar	HoS
2	4	Add in impact of rock steady band to p/prem report	HoS
3	4	Send last page of SIP to Govs	HoS
4	4	Look into one staff member responsible for website changes	HoS
5	5	Put LLPR on Govs website	HoS
6	5	Investigate into drop on KS2 p/prem predictions	EHT

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