



The Federation of Bedenham & Holbrook Primary Schools

Minutes of the Bedenham School Improvement Committee Meeting

17th December 2018

5pm

Held at Bedenham Primary School

Present:

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| S Duffy (EHT) | Interim Executive Head teacher |
| C Wood (HoS) | HOS Bedenham Associate Member |
| J. Heath (JH) | Co-opted Governor |
| C Landon (CL) | Co-opted Governor (vice chair) |
| R. Dickson (RD) | Co-opted Governor |
| T Scantlebury (TS) | Parent Governor (left 6:13pm, returns 6:16pm) |
| J Goble (JG) | Co-opted Governor (Chair) |
| K Lethbridge (KL) | Local Authority Governor |

In attendance: C Harman (CH) Local Authority Clerk

Apologies: T Denton(TD) Co-Opted Governor

Absent: None

GOVERNORS KEY ROLES: Support and Challenge

Quorum: Present:3 required

| Agenda | | ACTION POINTS |
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| 1 | <p>Welcome and Apologies for Absence: JG opened the meeting at 5.05pm. She asked everyone to arrive on time for meetings as she was aware that the teaching staff have already done a long day at school.</p> <p>Apologies were received and accepted from TD.</p> | |

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| | <p>The clerk declared a quorum.</p> <p>JG also was concerned that there is a lot of paperwork for governors to read in preparation for the meeting. She was therefore working with the HoS to ensure that all documentation is sent to the clerk 7 days before a meeting, so it could be sent in good time to governors.</p> <p>JG also wanted to trial approving the minutes of the last meeting at point 3 of the agenda instead of point 9. This way the last meeting is approved and concluded before the next one begins. Governor said that she believed it was always at point 9 of the agenda because this was a directive from governor services. They felt that GB's were spending too long on approving minutes and discussing the actions and this meant other elements of the FGB were being missed out as they would run out of time. The GB agreed to trial this way at this SIC meeting.</p> | |
| 2. | <p>Declarations of Pecuniary Interests: None</p> | |
| 3. | <p>Agree Any Urgent Business: HoS wanted to discuss the Admissions policy and it was agreed to be added into AOB.</p> | |

| 4. | <p>Minutes of Previous SIC Meeting 15th October 2018.</p> <p>Governor felt that on page 5 the sentence about a governor being concerned that parents are not interested in their child's attendance should change to "the parents who do not make good attendance a priority"</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>24</td> <td>6</td> <td>Look further into impact of policies on visit forms</td> <td>JG – carry forward</td> </tr> <tr> <td>1</td> <td>4</td> <td>Ask SD to add dates of band concert onto school calendar</td> <td>HoS - Complete</td> </tr> <tr> <td>2</td> <td>4</td> <td>Add in impact of rock steady band to p/prem report</td> <td>HoS - Complete</td> </tr> <tr> <td>3</td> <td>4</td> <td>Send last page of SIP to Govs</td> <td>HoS - Complete</td> </tr> </tbody> </table> | Action Number | Agenda reference | Action Required | Who By | 24 | 6 | Look further into impact of policies on visit forms | JG – carry forward | 1 | 4 | Ask SD to add dates of band concert onto school calendar | HoS - Complete | 2 | 4 | Add in impact of rock steady band to p/prem report | HoS - Complete | 3 | 4 | Send last page of SIP to Govs | HoS - Complete | |
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| 24 | 6 | Look further into impact of policies on visit forms | JG – carry forward | | | | | | | | | | | | | | | | | | | |
| 1 | 4 | Ask SD to add dates of band concert onto school calendar | HoS - Complete | | | | | | | | | | | | | | | | | | | |
| 2 | 4 | Add in impact of rock steady band to p/prem report | HoS - Complete | | | | | | | | | | | | | | | | | | | |
| 3 | 4 | Send last page of SIP to Govs | HoS - Complete | | | | | | | | | | | | | | | | | | | |

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| | 4 | 4 | Look into one staff member responsible for website changes | HoS – Complete | | |
| | 5 | 5 | Put LLPR on Govs website | HoS - Complete | | |
| | 6 | 5 | Investigate into drop on KS2 p/prem predictions | EHT – Complete | | |
| 5 | <p>HoS Report</p> <p>HoS explained that she has up to date figures for the safeguarding sections. They are:</p> <ul style="list-style-type: none"> 0 school nurse referral 7 CAMHs referral report 3 Children’s Services for two girls 1 KIDZ young Carers 1 Supporting Families 1 specialist nurse referral 1 saints (Helping impoverished families) 3 PBS referral for behaviour 1 On attending the Nurture programme 2 families referred to the EHH. <p>Exclusions also needs to be updated from 1 session to 22 sessions involving 4 children. 2 of these children are in the Resource Provision. One of the children is not in the right placement and the school is trying to get them into a specialist provision. This child destroys school property and is violent and they have been excluded for their own safety. Governor asked if it was one day exclusions? HoS explained it was a mixture of half days, full days and a day and a half. Governor asked if it was the same year group as they may be influencing each other? HoS said the children were in different year groups.</p> <p>EHT explained that Simon Lloyd has written to the Local Authority asking for one specific child to be supported further because of their behaviour. EHT also supported this with her perspective and the impact the behaviour was having on school</p> <p>Governor asked could the 1:1’s staff pre-empt the behaviour, or help in some way? HoS explained they do all they can. When a child is excluded the HoS looks at what the child is being offered and reviews that. However, it’s not all a bad picture, there are just three children in the school who have extreme behaviours, and all have 1:1s. Governor asked has this been escalating or the same throughout? HoS said that it has escalated in the Resource Provision, it</p> | | | | | |

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has been a difficult 6 months as Simon Lloyd was off for a period of time and the relationship for one child with the 1:1 had broken down. However, this child's parents are looking for a specialist school for the child. EHT added that the child does have extreme behaviours and she needs to consider the other children and the wellbeing of staff as well as what is right for the child. Governors will be kept informed of the situation.

HoS said the attendance figure of 95.6% will improve as there were 2 children on roll who were not attending the school, but they have now moved schools. They were impacting the SEN and pupil premium attendance figures as well.

Governor noted the GDPR issue and ask if this was sorted? HoS said it was ongoing, was not resolved completely and had to be handled very carefully. HoS was glad for the EHTs support with this.

Governor asked about PREVENT training. HoS reminded the governor this was discussed at the FGB and governors who had not completed the e learning must do it. She will be sending out the link. HoS said she also added the information about the rocksteady band as requested and reminded governors the concert was tomorrow at 10am.

Governors discussed the amount of paperwork they all had to print off and that the GB should consider going paperless.

Review Performance data

EHT explained that she looked at cutting out aspects of data for the FGB, however on reflection she felt all of it is useful to help understand the whole school picture. Therefore, as advised by the LLP, she and the HoS produced a document called a summary cohort that explained the strength and weaknesses of all year groups as well as issues for improvement. Governors would be able to keep this document and track as they move through the phases.

Governor said it was interesting to see in year 2 pupil premium children were doing better than non-pupil premium. They asked why that was?

EHT explained that it is due to quality first teaching that the children didn't have last year. Some of the children should have been ARE at the end of last year. But in year 2 they now have two very strong teachers who have raised expectations. The LLP are inviting teachers from the IOW to see the best practice from these teachers. **Governor asked if there was anything the school could do to share best practice within school?** HoS said that the teachers are

Send out prevent link - HoS

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having a dramatic impact across the school from the work they have done in year 2. Governor would like this noted for when they are due to be awarded a pay award. EHT added that the teachers have so much potential to share with the rest of the school, however they work 3 days a week and she needs to consider their own well-being.

EHT said that from the data, years 3, 4 and 5 are the weaker areas. 3 and 4 have however made more progress than year 5. **Governors noted the large gap between pupil premium and non-pupil premium in some year groups. The biggest gap in year 6. Governor asked if the pupil premium children are making progress?** EHT explained that this data for pupil premium shows no close to children. 4 children are on the edge of ARE. EHT and HOS will show close to children for disadvantaged as well as whole school.

Governor asked whether there was a problem with year 5 last year? HoS said there was as one teacher was RI, which is why some of year 6 are behind. But the year 6 teachers are working hard to catch them up. The biggest concern with year 5 is the lower expectations for the children and some are not fulfilling their full potential. EHT assured governors that they are putting help into year 5 to resolve this. **Governor asked how long will the EHT leave the situation before formal performance management begins?** EHT reassured governors she would not wait another term. **Governor asked whether the GB would be receiving the performance data they saw last year.** EHT explained that this data is just a snapshot, it could be the teaching is good but it's the expectations that could be lacking which makes this misleading. Overall performance management should be considered which takes into account what's in the books and what progress has been made. EHT said in the case of year 5 she had a meeting last week and they are being supported by Maths and English leads, book scrutunies and drop ins from HoS and EHT. EHT will be expecting an improvement and will review two weeks after Christmas. Year 5 was one large class but has now been separated to 2 classes, with one teacher and HLTA teaching one and 2 teachers job sharing teaching the other class.

Governor ask if the EHT had noticed an improvement already? EHT said that it was more settled and there was good behaviour. They however need to have high expectations of learning and behaviour. As there is an average of only 18 children in each class the EHT expects the children to show better than expected progress

EHT explained that when there is the next data drop it will be added to the strengths and weaknesses report. It will include all data sets which will mean it

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| | <p>will be trackable for governors. EHT said that building the report also helped prompt professional discussions between herself and HoS.</p> <p>HOS is pleased with the phonics data, The English leads will be working at promoting spelling across the school.</p> <p>Early years update</p> <p>Early years data is in line with national. As there is a single form entry in year R every child equates to 3% which impacts the data. Early years is a strong team with support from a supply on Thursday and Friday. However, the teacher is returning from maternity leave in February 2019 and will move into this position. EHT explained that early years has come in very strong in Maths. The school need to be aware of this as the children move through the curriculum, giving the children opportunity to get to GD. There are 2 severally autistic children in year R, and the EHT and HoS are very proud of how the transition went. Governors congratulated the EHT and HoS.</p> <p>Impact of Pupil Premium and sports funding</p> <p>EHT explained that some children have a cognitive need and there is a reason they are SEN. They are unlikely to get to ARE, however the school needs to show that they are making as much progress as they can. Simon Lloyd will be responsible for tracking the progress.</p> <p>Governor said that most of the pupil premium funds go on the teachers, do they have pupil premium objectives are they value for money? EHT explained that research says that quality first teaching is best for pupil premium children and make the real difference. Governor added that it used to be the TAs who would take the pupil premium children to do interventions but now it is the teachers and the TAs cover the class.</p> <p>Governor asked what the prediction was for KS2 outcomes? HoS said it is around 70%. The school is in a better position this year as there are not as many behaviour for learning issues.</p> <p>The school continues to be efficient with sports funding and offering unusual after school clubs. They have received the gold mark for their sports provision and now have a Federated football team.</p> <p>TS left the meeting at 6:13pm.</p> | |
| 6 | LLPR | |

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| | <p>Governors congratulated Bedenham on the positive comments in the LLPR report. The report suggests areas of development for the GB which they will take on board.</p> <p>TS returns at 6:16pm</p> | |
| 7 | <p>Governance:</p> <p>Visits and monitoring / Follow up actions/Impact of Policies</p> <p>Governors had a robust discussion regarding the monitoring calendar for Jan – July 2019 in the context of the SEF, SIP, HIAS and EHT/ HoS reports. It was agreed that:</p> <p>TS/JG will monitor cross curriculum writing, early years, GD in writing, phonics and spelling and behaviour safety and welfare, through class visits, pupil conferencing (GDS & others), Pupil Progress mtgs.</p> <p>KL will monitor policies and see if they have impacted, in relation to 1.2 of the SIP.</p> <p>Monitoring effectiveness of Safeguarding, Behaviour, Equality will form part of visits.</p> <p>Monitoring SEND, PP, Curriculum, Sport and Evaluation will continue as at present.</p> <p>Governors who are staff will be links between GB and staff re. process.</p> <p>JG will complete and circulate the calendar and a draft amended visit report for approval following the parallel discussion at Bedenham.</p> | <p>Write up monitoring plan for Bedenham - HoS</p> |
| 8 | <p>Evaluate impact of the meeting</p> <p>This section is not needed anymore.</p> | |
| 9 | <p>Any agreed urgent business</p> <p>HoS handed Governors the Admissions policy for Bedenham. Governor queried why this wasn't Federated? HoS explained that it had to be two separate policies because there are different details for each school depending on the PAN.</p> <p>Governors were happy to approve this and HoS will email to Governors.</p> | <p>Send Admissions policy to Gobs to clerk to send out - HoS</p> |

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| 10. | <p>Items for Next Bedenham SIC meeting 4th February 2019 at 5pm at Bedenham School.</p> <p>Focus School Improvement</p> <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> <p>The meeting finished at 18:55pm.</p> | |
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Agreed action points from the meeting

| Action Number | Agenda reference | Action Required | Who By |
|---------------|------------------|---|--------|
| 7 | 5 | Send out prevent e learning link to Govs | HoS |
| 8 | 7 | Write up monitoring plan for Bedenham | HoS |
| 9 | 9 | Send Admissions policy to clerk to send out to Govs | HoS |

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