



The Federation of Bedenham & Holbrook Primary Schools

Minutes of the Bedenham School Improvement Committee Meeting

30th April 2018
6pm

Held at Bedenham Primary School

Present:

T Potter (EHT)	Executive Head teacher (left at 7:17pm , returned 7:20pm)
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
T Scantlebury (TS)	Parent Governor

In attendance: C Harman (CH) Local Authority Clerk
J Heath (JH) Co-opted Governor
J Goble (JG) Co-opted Governor

Apologies: None

Absent: R. Dickson (RD) Co-opted Governor

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 6.00pm.</p> <p>RD was absent from the meeting.</p> <p>The clerk declared a quorum.</p>	
2.	<p>Declarations of Pecuniary Interests: None</p>	

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3.	Agree Any Urgent Business: None	
4.	Head Teacher written report HoS talked through the main points on the first page of the HoS report. Attendance Current attendance for the school is 96%. There has been a gradual decrease in children who have attendance under 90% The school continues to be rigorous about attendance. Penalty notices continue to go out to parents. A penalty notice was given to two families in April who took a week's holiday each. The school has sent letters highlighting lates and issues with overall attendance, invites for meetings and followed up. The school is also sending out encouragement letters to those parents with children who have good attendance. Governors were very pleased about the encouragement letters. Governor asked has all of the penalty notices been paid on time? HoS said that one penalty has not been paid on time and this has now been escalated to the county who have sent a letter to the parents. Parents asked if we could reconsider PN but HoS said it was out of our hands once the process has begun. Safeguarding There have been 21 referrals this year so far for 15 different families. (36 by this time last year). The referrals have been made to: 13 Children Services 4 School nurse referrals 1 CAMHs referral report	

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	<p>1 KIDZ young Carers</p> <p>1 Supporting Families</p> <p>1 All Saints (Helping impoverished families)</p> <p>There were 14 referrals to Children's services last year for 12 families.</p> <p>Graham Cull, Safeguarding Governor has met with the HoS to discuss a safeguarding questionnaire. This survey has gone out to staff to complete and already some have come back in. These will be passed to Graham who will give an update to FGB.</p> <p>Governor asked what the situation was like when school finishes with regards to problems with parents parking on zig zag lines?</p> <p>HoS says this has improved slightly but they believe this is the best it will get.</p> <p>EHT added that the school has done all they can by photographing the cars parked there and sending them to the police. Staff who have tried to stand outside school to deter parents can receive a lot of abuse from parents.</p> <p>Governor suggested that one school put out police cones to deter parents from parking.</p> <p>EHT said this could be something the school considers but is worried they will just get moved.</p> <p>Health and safety</p> <p>There has been 2 incident/accident reported this term and 0 near misses.</p> <p>Premises reviews are carried out monthly and most of the jobs have been completed.</p> <p>Since this report was written there has been a further leak in a classroom, from the pipe in the ceiling, wetting books. This required an emergency repair.</p> <p>EHT told Governors that the site manager has now produced a maintenance plan which list the jobs needed to be done and these are</p>	
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RAG rated. This is a move in the right direction. The site staff were tasked in clearing some of the corridor displays and this has been done very efficiently.

Governors gave a big well done to the site staff and commented how responsive they were.

Behaviour

There have been 21 sessions of exclusion since September from 6 different children.

There have been 2 violent incidents which have been reported to county: There have been 0 racial incidences.

There have been 0 incidents of bullying.

Behaviour in the school continues to improve. There are two children who struggle with playing competitive sports and therefore go home for lunch as this provides a calmer afternoon. Since this report was written one of them now stays through lunch.

Makaton choir is now fully embedded in school. Chris Plow, Sports Coach is teaching this, and the choir have provided some very memorable emotional performances already. Well done Chris from the Governors. The school is also having staff training on the use of Makaton.

The school recently celebrated the Rainbow day alongside Holbrook which is all about inclusion. There was an amazing turn out of cakes from parents and children.

The school has a Rocksteady rock band which will hopefully help to improve behaviour. Parents need to pay for a space on the band but there are a few subsidised places that the school has been able to allocate.

SIP

HoS explained that she had updated the SIP for Governors.

Governor asked is a lot of it now completed?



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HoS explained that there are some complete but there is still a number outstanding, but this is because the school is only two thirds through the year.

Governor asked HoS to explain the one coloured red.

HoS said that the school was investigating into using Dragon Teaching, which is a voice activated writing tool. The Senco has been tasked to investigate this. Therefore, this is still ongoing.

Staff Governor said that this was something used at Holbrook and was very effective.

Governor asked is it expensive?

HoS didn't know and will inform Governors when it has been looked into.

Governor asked does the school have the hardware to support?

HoS said yes and it would be installed on laptops that could move around the school.

HoS said that with regards to 1.1, to improve attainment and progress across the school, the school is doing a lot of work with year 5 and 6. Staff are attending the optimising outcomes project to help year 6. The school is now looking at year 5 and will be starting to plan and resource this to ensure quality in teaching and learning.

HoS explained that the year 5 teacher has resigned and will leave in July. The aim is to focus on the quality of teaching and learning for year 5. Therefore, HoS said she would be teaching Maths for year 5 up until 24th May. From this date the year 6 teaching will teach year 5 Maths and HoS will move to year 6 to support them.

Governors were very concerned that this extra teaching would take the HoS away from her managerial role.

EHT said that they have spent time looking into a solution and it was decided it was better for HoS to do it than getting in a supply.

Governors wanted to know how the gap in HoS' managerial role was being filled.

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HoS said there is not a gap at the moment. She is enjoying being back in the classroom and this is just a short-term measure.

Governor was concerned about the work on pedagogy and the need to do learning walks every day. They felt that was not being done due to the time to focus on teaching Maths to year 5. Governors were also concerned for HoS' own welfare and ask could some of the work not be delegated?

HoS said that she has delegated some of the work to other staff.

Governor commented that what they are seeing is credibility of pedagogy as HoS is teaching in the classroom

HoS said this was a temporary, emergency measure.

HoS said still in relation to 1.1 big improvements have been made to guided reading books. English advisors are helping support English Leads to get what they want out of the books. Even the English advisor was taking photographs of the guided reading books to share with other schools as best practise. It was felt if the English Advisor felt they were good to share then the school must be doing a good job.

The body decided at this point to review the year 5 books as it fitted in nicely here. They reviewed guided reading books from year 5.

Governors commented that it was good to see the marking follow the marking and feedback expected in the books. She compared it to last year and recognised the huge progress made in improving attainment.

HoS said that she wants teachers to be quality marking all books She is looking for high quality writing not just in English books but produced to that level elsewhere. Teachers are indeed setting higher expectations and children are producing increasingly improved standards of writing for cross curricular work.

HoS has also seen the confidence of middle leaders growing as they become confident leading.

EHT said that time was also an issue with the work middle leaders are doing. It's not ideal to release teachers during the school day but they



	<p>school has to balance this so normally Wednesday afternoon is the time for leaders to have leadership time.</p> <p>HoS said she felt that the school was ready for the SATs and needed to maintain their composure and confidence right to the end. Performance data suggests 60% plus for year 6 outcomes.</p> <p>Governor agreed that the children appeared to be ready commented on the school's preparation advice given to children to do the parts they felt most confident with first.. Governors are very confident that the school is supporting the children well.</p> <p>Governor asked what the expectations of the county were?</p> <p>HoS said that Naomi Carter had agreed that Bedenham needed to reach national levels in order to not be coasting. Each time the school has advisers in, they have encouraged them to look at books; county have backed up their teacher assessments through moderation.</p> <p>EHT went on to inform Governors of the Pioneer Grant which was available to Bedenham. It has some advantages and good quality CPD, but the school already has lots of this booked in. Ultimately though the grant will mean having more teachers out of the classroom. Therefore, at the strategy meeting she will ask for this grant to be postponed for a year or for a part attendance.</p> <p>Quality of teaching and learning</p> <p>One of the Governors asked EHT to produce a document that covered quality of teaching and learning. This was passed around.</p> <p>This document can be reviewed by Governors on a regular basis and shows how teachers are and have been performing. It was pointed out that one staff member joined the school, but their performance was not good at all and they were gone by the next term. This shows that senior leaders are proactive and if there is not good quality of teaching it is addressed. The document showed teachers also who received managerial support and improved.</p> <p>Governors were very pleased with this document.</p>	
5	LLPR	

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	<p>EHT told Governors that she found the LLP to be very approachable, astute and the appropriate balance between support and challenge. There is a review in June and a strategy meeting tomorrow to prepare for this.</p> <p>Governor asked do the teachers now feel more confident around the LLP?</p> <p>HoS said that the staff are confident that Ross is both supportive and challenging. They feel at ease with LLP. EHT added that teachers are used to visitors now. HoS said that both Holbrook and Bedenham have very strong teams who are on the journey together.</p>	
<p>6.</p>	<p>Visits and monitoring Follow up actions</p> <p>It was identified that the monitoring plan needed more work and the new Governor JG was asked to look at this, as she had experience in Governance before.</p> <p>EHT left the meeting at 7:17</p> <p>JG handed Governors an action plan for developing Governors core responsibilities. This was in the context of the Ofsted headings and gave Governors suggested next steps.</p> <p>EHT returned at 7:20</p> <p>It was suggested that:</p> <ul style="list-style-type: none"> - A working party is put together to develop quality of teaching and learning outcomes and targets for the governing body. - An action plan is prepared with SMART targets - 6x termly visits are carried out at each school on the main areas such as SEN and pupil premium. 	<p>Show Governors action plan to county in strategy meeting – EHT</p>

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	<p>- A sample group is identified across specific years to observe throughout their journey through school.</p> <p>By the end of June JG will have an action plan which will be aligned with the Federation plan. It is envisaged that this plan will start in September.</p> <p>EHT will be showing this to county tomorrow at the strategy meeting.</p> <p>Governors were very pleased with this and were keen to have SMART targets and specific actions.</p> <p>Governor raised that there was a suggestion of a bespoke whole governor body training on holding leaders to account. This should now be booked in and it was decided the autumn term would be a good time to hold this.</p>	<p>Review action plan and come up with comprehensive timetable – JH and JG</p> <p>Book in bespoke WGBT - AW</p>																								
<p>7.</p>	<p>Minutes of Previous FGB Meeting 5th February 2018</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" data-bbox="279 1254 1189 1859"> <thead> <tr> <th>Action Number</th> <th>Agenda reference</th> <th>Action Required</th> <th>Who By</th> </tr> </thead> <tbody> <tr> <td>16</td> <td>4.3</td> <td>Send 75-day plan to Govs</td> <td>HoS - Complete</td> </tr> <tr> <td>17</td> <td>6</td> <td>Set data working party date</td> <td>EHT – Carry forward</td> </tr> <tr> <td>18</td> <td>7</td> <td>Send questions to ask doc to TS</td> <td>AW - Complete</td> </tr> <tr> <td>19</td> <td>7</td> <td>Review impact of feedback and marking policy</td> <td>AW – Carry forward – changed to JG</td> </tr> <tr> <td>20</td> <td>11</td> <td>Send anonymised TIP for year 5 to Govs</td> <td>EHT – Carry forward</td> </tr> </tbody> </table>	Action Number	Agenda reference	Action Required	Who By	16	4.3	Send 75-day plan to Govs	HoS - Complete	17	6	Set data working party date	EHT – Carry forward	18	7	Send questions to ask doc to TS	AW - Complete	19	7	Review impact of feedback and marking policy	AW – Carry forward – changed to JG	20	11	Send anonymised TIP for year 5 to Govs	EHT – Carry forward	
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	<p>At the Holbrook meeting the Governors added a new section called what was the impact of the meeting, it was suggested this could be added to the Bedenham agenda. Governors agreed and said the impact of tonight's meeting was:</p> <ul style="list-style-type: none"> - Plan of a vigorous monitoring plan by July 2018 - Seen good evidence of feedback and marking - Plan to do a sample group/case study overview of progress including homegrown children. 	
8.	<p>Any agreed urgent business</p> <p>None</p>	
9.	<p>Items for Next Bedenham SIC meeting 2nd July 2018 at Bedenham School <u>5pm</u>:</p> <p>Focus: improvement/ Phase 3 data</p> <ul style="list-style-type: none"> • HoS report to include: <ul style="list-style-type: none"> Review Performance data Impact of Pupil Premium and sports funding Vulnerable groups progress and achievement Early years update Monitor progress against SIP Progress from OFSTED Reports • Discuss LLP visits • Visits and monitoring <ul style="list-style-type: none"> Impact of policies <p>Impact of the meeting</p> <p>The meeting closed at 8.00pm.</p>	

Agreed action points from the meeting

Action Number	Agenda reference	Action Required	Who By
21	6	Show Governors action plan to county in strategy meeting	EHT
22	6	Review action plan and come up with comprehensive timetable	JH and JG

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23	6	Book in bespoke WGBT	AW
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