



The Federation of Bedenham & Holbrook Primary Schools

Minutes of the Bedenham School Improvement Committee Meeting

5th February 2018

6pm

Held at Bedenham Primary School

Present:

T Potter (EHT)	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)
S Reed (SR)	Co-opted Governor
K Lethbridge (KL)	Local Authority Governor
R. Dickson (RD)	Co-opted Governor
T Scantlebury (TS)	Parent Governor

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

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 6.15pm. This was a delayed start due the EGB before the SIC.</p> <p>There were no apologies or absences.</p> <p>The clerk declared a quorum.</p>	
2.	<p>Declarations of Pecuniary Interests: None</p>	
3.	<p>Agree Any Urgent Business: None</p>	

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<p>4.</p> <p>4.1</p>	<p>Head Teacher written report:</p> <p>Progress from OFSTED Reports</p> <p>HoS handed Governors an Ofsted Priorities SWOT analysis and started to talk through the strengths. HoS added that phase leaders are now much stronger and summative assessment is not yet consistent but is more regular. Formative assessment is strong. Teachers work hard to ensure assessment for learning is effective through good task design and individualised approach for every child.</p> <p>HoS then talked Governors through the weaknesses.</p> <p>Governor asked that it states Governor induction is a weakness. What is it lacking?</p> <p>HoS said that new Governors need to go on a number of courses to understand Governance and that takes time. It is just highlighting that when a new Governor starts it could be considered a weakness until they are fully fledged and up to speed on the status of the schools.</p> <p>HoS pointed out the PP advocate aspect on the SWOT analysis and the issues relating to using PP advocates for cover. EHT pointed out that in relation to the weakness for timetabling for PP children, although now more than 50% of their time is used for cover it will balance out over the year. But this is still better than using a cover teacher who does not know the children.</p> <p>A Governor was concerned that they would not catch up throughout the year and this would impact on the children. The Governor was concerned that it had been agreed that 50% of time would be used for PP. In fact, the money has come out of the PP Budget to pay for this, so it should therefore be going ahead. The Governor could understand that there is a need to do this cover, but she has to make sure that the PP children are receiving what they should be in order to develop and improve.</p> <p>EHT said they would review this again at Easter to see how much of their time was spent on cover. They could the make amendments before the end of the school year.</p> <p>The Governor felt that it was important to review this at Easter to see what was happening. Their concern was that the school could get to the end of the school year and have several hours of PP advocate time they could not do because of the need to cover.</p> <p>HoS then ran through opportunities and threats on the document.</p>	
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4.2	<p>Governor asked are there any concerns about staff wellbeing?</p> <p>EHT said that the staff were managing it well and they knew that there would be no let-up in the short while.</p> <p>HoS report including, MLD reports Vulnerable groups progress and achievement, monitor progress against SIP</p> <p>HoS then went through the HoS report, specifically the front page:</p> <p>Attendance:</p> <p>Current attendance is 96%.</p> <p>There are now 25 in Jan /30 in Nov/ 38 in Sept) children who have attendance under 90%.</p> <p>Behaviour:</p> <p>There have been 1 session of exclusion since November: damage to another child's property.</p> <p>There have been 0 violent incidents reported to county:</p> <p>There have been 0 racial incidences.</p> <p>There have been 0 incidents of bullying.</p> <p>Health and Safety:</p> <p>There has been 2 incident/accident reported this term and 0 near misses.</p> <p>Premises reviews monthly and most of the jobs have been completed.</p> <p>New staff toilets fitted after regular leaks and a flood in Sharks.</p> <p>Safe driving in cold weather advice given to staff by HoS.</p> <p>Safeguarding:</p> <p>There have been 19 referrals this year so far for 11 different families.</p> <ul style="list-style-type: none">• 9 to Children Service's• 3 school nurse referrals	
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- 1 CAMHs referral
- 1 police report
- 2 KIDZ young Carers
- 1 Supporting Families
- 2 saints (Helping impoverished families)

There were 14 referrals to Children's services last year for 12 families.

Governor asked is this figure a lot more than normal?

HoS said that last year they made referrals to 14 different families, so this figure is higher considering we are not at the end of the school year.

HoS pointed out in the HoS report that there was a lot of CPD support since September. She wanted the Governors to know that the amount of CPD would have an effect on the education of the children as teachers have been regularly out of class – this should improve this half term coming as CPD had been front loaded.

Governor pointed out that one of the Ofsted Priorities threats was teacher subject knowledge in Maths. How can that be with so much support?

HoS said that the data has yet to show the direct impact of the Maths CPD but that the teaching and learning of Maths is much stronger. Data outcomes need to back this up in March. The initial results from the Y6 Mock SATS show improvements in knowledge and skills which would relate to the CPD provision e.g., the Y6 project for Gosport.

Governor asked will the HoS be looking for improvements in Maths in observations?

HoS said yes of course.

Governor said that a lot of the courses are for the Maths leads; would it not be beneficial to send the teachers?

HoS said that the teachers have a lot of internal training and as there is a clear culture of honesty about subject knowledge and progression; teachers ask each other, SENCO, other colleagues, HoS and EHT as well as Maths leaders to support their teaching if they need to. If observations show weak teaching in Maths, CPD for individual teachers would be implemented.

EHT added that this learning is something that gets unpicked a bit at a time and it is not just down to attending a course. There are no concerns over teaching

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<p>4.3</p> <p>4.4</p>	<p>Maths subject knowledge now the CPD has taken place; we just need to see the results reflected in the data outcomes.</p> <p>Governor asked is the HoS seeing improvement in the children's books?</p> <p>HoS said that the HIAS advisors has seen some improvements but the task design is still not there yet especially for SEN on an individual basis. HoS also recognised that high achieving children still need more challenge across the whole school.</p> <p>Governor asked is the CPD level of support to continue?</p> <p>EHT said it shouldn't continue because the teachers now need to embed what they have learnt.</p> <p>HoS added that the staff are working very hard and the MLD meetings are often being held at 7.30am. Information is discussed concerning school improvement and is then disseminated down to other members of staff. Since the Ofsted in 2017, staff have returned from maternity leave and new staff have been well inducted such that the school is in a very different place and staff are motivated, keen to get the school back to 'good' and work hard every day to do so.</p> <p>Governors agreed that it did feel like a different school and things were moving forward.</p> <p>Governors were pleased with the HoS report and had no further questions.</p> <p>Update on 75-day plan</p> <p>HoS said that the 75-day plan was ongoing and is working well. It has been tweaked to reflect the current need for improvement based on book scrutinies, formative assessment and summative assessments. It's a non-static plan. The MOCK SAT data analysis will be reviewed and then the plan can be revised straight after half term.</p> <p>HoS said that she would do an Easter School this year, targeting key close to children.</p> <p>Early years SEF update</p> <p>HoS told Governors that early years is doing exceptionally well. They could even be outstanding. Results are always consistently above or close to national. The only area to further develop now, is writing and opportunities to mark make as a precursor to writing.</p>	<p>Send revised 75-day plan to Gobs - HoS</p>
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	<p>Governors were very happy about this.</p> <p>Governor asked what goes wrong in the other year groups?</p> <p>HoS explained that it was a different curriculum as you move in to KS1; it becomes more formal. The school needs to improve transition as part of ongoing school improvements.</p> <p>Governor suggested that if early years gives the children a good basis we should be building on that.</p> <p>HoS explained the books across the school are reflecting good work at ARE and being moderated as such, but the summative assessment not reflecting this.</p> <p>4.5 Case Studies</p> <p>HoS gave the Governors a safeguarding and an attendance case study and talked through the issues and highlighted the areas of regular concern at school regarding safeguarding.</p> <p>Governors were thankful of the insight but were shocked at the studies.</p> <p>Governor asked is there no one you can escalate this situation to?</p> <p>EHT said that she has been speaking with the Safeguarding Governor who is a member of the HSCB trust board to see if anything further could be done.</p> <p>4.6 Spelling championship</p> <p>HoS said that they have organised a spelling championship covering the NC common exception words. This will be held at Bridgemary School and several schools from Gosport will be taking part including Bedenham. Governors are welcome to attend next week. HoS has organised the event and hopes that it will be a successful annual event across Gosport.</p> <p>4.7 Impact of Pupil Premium and sports funding</p> <p>EHT confirmed that Governors had received the pupil premium report. She explained that the Finance Officer is looking into breaking down some of the information regarding spending on equality of opportunity i.e. how many children have been supported to attend trips etc</p> <p>EHT is currently responsible for this report but soon it will be handed over to the pupil premium lead to produce this on an ongoing basis.</p>	
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	<p>The sports premium report is a recommended national format</p> <p>Governor said that it seems all the money is going into sports when it is actually needed elsewhere.</p> <p>Governor asked could we use it for the outdoor classroom.</p> <p>EHT said no as it would need to be the whole school using it for sports.</p> <p>There were no further questions.</p>	
5	<p>LLP</p> <p>The new LLP has reviewed the SIP, SEF and Federation strategy plan. This LLP suggested to make sure that they are all focused and tight and that the language is mirrored across all of them.</p> <p>KL and AW had just completed a website check prior to the meeting; they raised that a lot of the items and documents on the website are in the wrong place or are duplicated. They offered to go in and amend the website themselves.</p> <p>EHT explained that the menu's and sub headings could not be changed easily. However, the contract is up for review shortly and she will be reviewing this.</p> <p>EHT handed Governors the updated SIP and explained that it links into the strategic plan and goals. She also gave Governors the end of year predications. Explaining black text is end of year, red text is last year. The handwritten notes are the gaps.</p> <p>EHT said she us happy with year 1's prediction of 78%. And overall the gaps are closing. Year 5 is a concern group. Year 6 data was based on tests.</p> <p>Governor asked is this data predictions not current position?</p> <p>EHT said yes.</p> <p>HoS said she had a strategy meeting with the Local Authority. The discussion talked at length about the quality of teaching and learning and where the school</p>	

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	<p>is at. But the key message was that it comes down to the SATS results; if the results this year do not show an improvement, quality of teaching must not be as good as we think.</p> <p>EHT told Governors that the LLP will be doing a monitoring visit this Friday. She is keen for them to see what the middle leaders are seeing. The data does seem positive now, but it is all down to outcomes.</p>	
6	<p>Data Review minutes from data working party</p> <p>There has been no data working party.</p> <p>Governor suggested that there needs to be one to review data from phase one. Any Governor could attend the data working party or submit questions if they are unable to attend.</p>	<p>Set data working party date - EHT</p>
7.	<p>Visits and monitoring Follow up actions</p> <p>JH has done a SEN visit. GC has completed a Safeguarding visit. RD is coming in on Fridays to visit the school.</p> <p>KL has completed her pupil premium spreadsheet and intends to visit and speak with the children.</p> <p>It was agreed that more monitoring was needed.</p> <p>AW suggested Governors review the document “questions to ask” to make sure they are using this appropriately. It was felt that this would also be good for new Governors.</p> <p>AW suggested that she look at the Feedback and Marking policy and see the impact across the school.</p>	<p>Send questions to ask doc to TS – AW</p> <p>Review impact of feedback</p>

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		and marking policy - AW																
8.	<p>Policies referred to in meeting</p> <p>Governors felt that listing the policies was not useful. HoS suggested that she signpost the policies in the HoS report. Governor said that the SIC needed to be more practical around this and seeing the impact in their visits.</p> <p>It was decided that this section would be removed next meeting.</p> <p>EHT said that in the Holbrook SIC the impact statements would go in the SIP not the HoS report to stop duplication of work. She suggested this SIC do that. HoS however likes the HoS report format and the Governors agreed.</p>																	
9.	<p>Minutes of Previous FGB Meeting 11th December 2017:</p> <p>EHT raised that at the bottom of page 2 it should say “rapid action plans to targeted intervention plans”</p> <p>With this amendment 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>13</td> <td>4.1</td> <td>Provide MLD reports for next SIC</td> <td>HoS - Complete</td> </tr> <tr> <td>14</td> <td>4.1</td> <td>Report back on the 75-day Maths plan at next SIC</td> <td>HoS - Complete</td> </tr> <tr> <td>15</td> <td>8</td> <td>Speak to other chairs and confirm do we need “impact on policies”</td> <td>Chair - Complete</td> </tr> </tbody> </table>	Action Number	Agenda reference	Action Required	Who By	13	4.1	Provide MLD reports for next SIC	HoS - Complete	14	4.1	Report back on the 75-day Maths plan at next SIC	HoS - Complete	15	8	Speak to other chairs and confirm do we need “impact on policies”	Chair - Complete	
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10.	<p>Any agreed urgent business</p> <p>None</p>																	
11.	<p>Items for Next Bedenham SIC meeting 30th April 2018 at Bedenham School 5pm:</p>	Send anonymised																

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	<p>Focus School improvement/ Phase 2 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 <p>Book scrutiny – year 5</p> <p>Discuss LLP visits</p> <p>Visits and monitoring</p> <p>The meeting closed at 8.00pm.</p>	<p>TIP for year 5 to Gobs - EHT</p>
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Agreed action points from the meeting

Action Number	Agenda reference	Action Required	Who By
16	4.3	Send 75-day plan to Gobs	HoS
17	6	Set data working party date	EHT
18	7	Send questions to ask doc to TS	AW
19	7	Review impact of feedback and marking policy	AW
20	11	Send anonymised TIP for year 5 to Gobs	EHT

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