



The Federation of Bedenham & Holbrook Primary Schools

**MINUTES OF THE SCHOOL IMPROVEMENT COMMITTEE MEETING OF THE FEDERATION
OF BEDENHAM AND HOLBROOK PRIMARY SCHOOLS
HELD ON MONDAY 29TH FEBRUARY 2016 AT 6PM**
Held at Bedenham Primary School

Present:

Z Dudley (ZD)	HoS Holbrook Associate Member s
C Wood (CW)	HoS Bedenham Associate Member s
T Potter (EHT)	Executive Headteacher s
S Reed (SR)	Co-opted Governor s
G Cull (GC)	Authority Governor (Acting Chair)
L Newman (LN)	Co-opted Governor (arrived 6.05pm)
C Landon (CL)	Co-opted Governor s (arrived 6.08pm)
L Dovell (LD)	Co-opted Governor
C Storey (CS)	Parent Governor

In attendance:

J Dunn (Clerk)	Local Authority Clerk
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Apologies: J Heath (JH) Co-opted Governor

Quorum Present (3 required)

AGENDA NUMBER		ACTION POINTS
1.	<p>Welcome and Apologies for Absence: G Cull welcomed everyone and explained that he would be chairing the meeting as J Heath was unable to attend tonight. GC started the meeting at 6pm and confirmed that apologies had been received and accepted from J Heath. It was noted that LN and CL would be arriving shortly.</p> <p>The clerk confirmed that a quorum was present.</p>	
2.	<p>Declarations of Pecuniary Interests: No additional declarations were declared.</p>	
3.	<p>Agree Any Urgent Business: The EHT asked to cover a matter on assessment, this was agreed.</p>	
4.	<p>Phase 2 Data (Hampshire Assessment Model) (HAM): The EHT tabled data reports for each school and gave the governors time to read through them.</p> <p>The EHT explained that as expected and discussed in previous meetings the data had gone down due to those children who had previously been on track “with support”.</p> <p>Governor questions to the EHT:</p> <p>If we still counted in those children who are secure “with support”, would the data still be as good? Yes, but that is irrelevant</p>	

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	<p>in real terms.</p> <p>The EHT explained that the HoS' and senior teachers had attended various moderation sessions indicating that both the schools may have been too harsh in their judgements. Recent advice has indicted that understanding of "independent" work and assessment may not be consistent across all schools. Work will continue to ensure that appropriate judgements are made that ensure fairness to all pupils and that teacher assessments accurately reflect achievement in line with Hampshire guidelines.</p> <p>Do you feel that overall the judgements may have been too rigorous? Yes and all teachers felt that way at the sessions. The moderators are endeavouring to be scrupulously fair and say they will be trying to validate teacher assessments. We are still having conversations to see if we will be on track for the end of the year. We will unpick the data and use the information from all the meetings.</p> <p>LN arrived at 6.05pm.</p> <p>Who initiated this information? County. The information has changed again over the half term and the Government has changed the timelines. There are a lot of inconsistencies in the information we are being given.</p> <p>CL arrived at 6.08pm.</p> <p>The governors spent some time discussing the data.</p> <p>The EHT explained that she will sit down with each HoS and senior leadership teams to decide what they want to do for the next academic year and make sure the assessment tracking is fit for purpose, but they need to go through a whole year before being able to do that.</p> <p>Would you say that we are currently on track in reality? Phase 2 data is as predicted and lower than Phase 1, however we feel further work needs to be done in determining how to make best use of the HAM in order to ensure our judgments in future reflect whether a child is on track for age related expectations (ARE). We know that Year 2 and Year 6 data in particular will be more positive than the Phase 2 data suggests.</p> <p>There were no further questions from the governors and the chair thanked the EHT for her report.</p>	
<p>5.</p>	<p>Maths Mastery Task and Review of Year 6 Workbooks: The EHT explained that she had previously circulated a maths mastery task to show the different styles of questioning around "mastery".</p>	

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	<p>The governors spent some time discussing the task and the strategies for children achieving “mastery”.</p> <p>Governor questions:</p> <p>How secure are the teachers in teaching for “mastery”? Initially it looked deceptively easy however in reality it had raised the requirement for teachers to use more questions and probe more. This is demonstrated in a video clip. The EHT confirmed that some teachers will struggle with some elements of Maths and English and will be expected to carry out their own research.</p> <p>ZD showed the governors two video sessions with children demonstrating how conversations are used to validate how secure they are in their maths knowledge, following initial assessment. The EHT explained that this evidence was felt to be more useful to governors that presenting work books, at this time. The governors spent some time discussing what they had seen. ZD explained that they have found that it is necessary to have conversations with the children and this can be done within groups as well as one to one. The EHT said that expectations have risen and the children need to be able to talk about their reasoning and understanding. Vocabulary starts to become more important as they progress, rather than accuracy.</p> <p>We have expectations that teachers are more secure in their teaching of maths and “mastery”, how secure do you think the Teaching Assistants (TAs) are? A staff governor said that it varies and this is partly down to confidence as it covers such a wide area. The EHT said it can be difficult for them as the answers are not always “black and white”. CW confirmed that support staff need time to prepare before lessons and think about it before working with the children and they have professional support from the class teacher available.</p> <p>Do the TA’s require any further support? A staff governor said yes, in some ways, but TAs also need to carry out their own research.</p> <p>There were no further questions from the governors and the chair thanked the EHT and ZD for preparing the session.</p>	
<p>6.</p>	<p>Governor Monitoring of the School Improvement Plan: Visit report forms had been previously circulated for:</p> <ul style="list-style-type: none"> • KL 18/11/15 Pupil Premium for the Gifted and Talented. • JH and LD 12/02/2016 Spelling. • LN 23/2/2016 Lesson Monitoring; to obtain an understanding of what makes a lesson outstanding. • LN 24/02/2016 Parent Evening Holbrook. <p>LD confirmed that she had attended a mentoring meeting at Holbrook and a report form will be distributed shortly.</p>	

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	<p>The chair confirmed that the updated governor termly monitoring plan had been previously circulated and the governors discussed and agreed monitoring of the school improvement plan (SIP) for the summer term. The chair said he will circulate the updated plan through the clerk.</p> <p>The governors agreed that the committee will look at:</p> <ol style="list-style-type: none"> 1. Year 6 writing moderation - Summer 1, 2016. Work samples, key performance indicators and “tick sheets”, to be circulated in advance. 2. Pupil premium and Special Educational Needs (SEN) for Year 1 and Year 5 – Summer 2, 2016. <p>The chair thanked the governors for their reports.</p>	<p>Circulate updated governor monitoring plan (GC)</p> <p>Send Y6 work samples and tick sheets etc. to committee members before next meeting (EHT)</p>
7.	Minutes of the Previous Meeting 25th January 2016: Previously circulated.	
7.a	Approval: The minutes were unanimously approved as a true record and signed by the chair.	
7.b	Matters Arising: Action 16, agenda item 7: The chair confirmed that the updated governor monitoring plan had been previously circulated. Action 17, agenda item 8.b: The chair confirmed that the prevent duty e learning had been discussed at FGB as requested. Action 18, agenda item 9: The EHT confirmed that the annual Looked After Children (LAC) designated teacher reports for both schools had been circulated to all governors, as requested. Action 19, agenda item 9: The EHT explained that she had decided not to request a county review of LAC at Holbrook, but will be discussing this within the strategy meeting being held on the 1 st March 2016, instead. There were no further matters arising from the minutes, not already covered on the agenda.	
8.	Any Other Agreed Urgent Business: The EHT said that both schools had been selected to perform early admission of Key Stage 1 tests. This should be shortly after Easter and these will be used to inform national benchmarks. As teacher assessment informs the judgement and these children will be tested much earlier than expected, the DfE have confirmed that there will be an expectation that these children would have continued to improve by the end of June. This will therefore not impact on the schools’ data negatively.	
9.	Confirm Date of Next Meeting:	

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	The chair confirmed that the next meeting will be held at Holbrook School on the 25 th April 2016 at 6pm.	
10.	Items for Next Meeting: The committee agreed: <ul style="list-style-type: none">• Writing moderation task Year 6. The chair thanked the governors for their attendance and input and closed the meeting at 7.32pm.	

Agreed action points from the meeting

Action Number	Agenda item	Action Required	Responsibility	Completed
20	6	Circulate updated governor monitoring plan	GC	
21	6	Send Y6 work samples and tick sheets etc. to committee members before next meeting	EHT	

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