



The Federation of Bedenham & Holbrook Primary Schools

**Minutes of the Holbrook School Improvement Committee
Meeting
23rd April 2018
6pm
Held at Holbrook Primary School**

Present:

T Potter (EHT)	Executive Head teacher (left 6:22pm returned 6:233pm)
Z Dudley (HoS)	HOS Holbrook Associate
J Heath (JH)	Co-opted Governor (Vice chair)
G Cull (GC)	Co-opted Governor (Chair)
S. Lloyd (SL)	Staff Governor
J. Goble	Co-Opted Governor

In attendance:

C Harman (CH)	Local Authority Clerk
---------------	-----------------------

Apologies: None

Absent: None

Quorum: Present:3 required

GOVERNORS KEY ROLES: Support and Challenge

Agenda		ACTION POINTS
1	<p>Welcome and Apologies for Absence: The chair opened the meeting at 6:04pm.</p> <p>There were no apologies and no absences. The clerk declared a quorum.</p>	
2.	<p>Declarations of Pecuniary Interests: None.</p>	
3.	<p>Agree Any Urgent Business:</p>	

Approved at SIC on 25/06//2018

Signed by Chair:



	None	
4	<p>Head Teacher written report:</p> <ul style="list-style-type: none">• Review Performance data• Vulnerable groups progress and achievement• Early years update <p>Governor said that they found the report useful and easy to understand.</p> <p>Governor explained that she is doing some work to produce a Governor action plan which will be a useful document for Governors for the next school year. Unlike the HoS report which aligns with the Holbrook SIP, it will align with the Ofsted order. It's all the same just the order is different. Governor felt that it can sometimes be confusing with the SIPs for each school and the Federation strategic plan.</p> <p>EHT explained that next year it will be clearer as the SIP and the strategic plan will align.</p> <p>Governor challenged the HoS as they felt that the HoS report gave lots of positives but that they were not sure how confident the HoS was of achieving ARE in year 6. Governors need to be assured that the school is going to achieve the results predicted.</p> <p>HoS explained that she was not prepared to assure Governors of the results because there are so many variables that could impact the data. The schools has done all they can this year but ultimately it will be down to the results. There have been some changes to SATs this year as well which could impact. The teachers and children have worked hard this year but ultimately it is down to how the children perform on the day in the tests.</p> <p>EHT said that the prediction for ARE is currently 60%. The mocks which took place in March were marked using the highest possible pass rates so that there was a realistic set of results to base end of year predictions on. HoS reassured Governors that the changes this year to Year 6 should have some positive impact on the results in July.</p> <p>Governor explained that she recently had a very useful meeting with EHT which looked at vigorous and robust monitoring of all strands. This Governor was impressed by the work that has gone into planning and drilling down into the</p>	



The Federation of Bedenham & Holbrook Primary Schools

areas which need to be developed further. It was evident that the school knew the children's strengths and weaknesses well.

HoS said that they have done extensively more work than the school did last year regarding the provision in Year 6. She emphasised that this year the Local Authority have stressed that maladministration of the SATs was something they are taking very seriously. A Governor expressed concern that the amount of additional administration may offer additional burden to school leaders. HoS explained that this was unavoidable.

EHT told Governors that the LLP and English advisor and Maths Inspector had visited and made some positive comments about what they had seen, although the comments are not always repeated in their written reports. She feels that the work the school is producing is good and the English advisor has photographed children's books to share with the county as best practice. Governors felt that this was fantastic news and reflects well on the school if people want to share the work as good practice.

Governor said that the year 6 teachers should be congratulated for the work they have put in, especially at this most difficult time with a lot of pressure.

Governor also agreed it had been a tough year and she had seen this happen at a similar school who were also at RI.

Governor said that it would be good to hear that the LLP was committing to the progress that Holbrook has made. The school needs to know they are heading in the right direction and deserve that pat on the back.

Governor asked how does the school validate the teacher's judgements of assessments?

HoS explained that if you look at year 2 and 6 the following has been put in place to validate the teachers judgements:

- Teachers attend standardisation meetings where they are trained by county moderators. During this teachers from Holbrook and Bedenham choose to sit apart and are encouraged to gain best practice from good and outstanding schools.
- Teachers attend cluster moderation. This is less about validation of books and ARE but gives opportunity for teachers to share best practice and this feeds into their reflectiveness and professional dialogue following the meetings.

Approved at SIC on 25/06//2018

Signed by Chair:



The Federation of Bedenham & Holbrook Primary Schools

	<ul style="list-style-type: none">- HIAS English advisor and Maths Inspector working with teachers in Year 2 and 6 to review progress so far and offer suggestions for future work to get the best out of the children.- Year 2 and 6 moderators are brought in from county. For the cost of an afternoon's supply, it is beneficial at ensuring moderation and the sharing of best practice. <p>EHT said that English and Maths advisors are working with teachers and identifying gaps. The intention is to use the advisors for transition time to work with both receiving and current teachers to plan for the new school unit.</p> <p>Governors were reassured by this and felt that the teachers were getting enough to ensure validation.</p> <p>Governor asked how individual teachers take to the English and Maths advisors?</p> <p>HoS said they are of great help to the teachers with whom they work. Both offer great experience to the school, despite one being recently within the classroom and the other having left the classroom a long time ago.</p> <p>Governor challenged HoS and said would the school consider a different advisor who had recent classroom experience?</p> <p>HoS said she felt the advisor with the extensive experience embodies teaching and learning and is very good at challenging.</p> <p>HoS then discussed the quality of teaching with Governors, explaining that 11 out of 14 teachers (78%) have been monitored and seen as good or better. The three who were not seen as good or better are as follows: 1 teacher was on managerial support and is now consequently leaving. Two other teachers are receiving informal support and are being monitored with the aim that they achieve good or better in subsequent observations.</p> <p>Governor showed the body a report that EHT had produced. It shows the number of terms and the quality of teaching and learning. She points out that one teacher remains as consistently not good for several terms and challenges the EHT as to why this was left to go on so long. She is concerned about the impact that this has had on the children.</p> <p>EHT explained at the time it was difficult to gather sufficient evidence around this teacher, but that circumstances were changed so that this no longer became an issue.</p>	<p>Include quality of teaching and learning table in HoS report - HoS</p>
--	--	---

Approved at SIC on 25/06//2018

Signed by Chair:



The Federation of Bedenham & Holbrook Primary Schools

Governors were concerned that it was hard to gather evidence as this teacher was being covered by other staff. They feel it's important for that teacher to receive the support.

Governor pointed out that one teacher was consistently not good and then moved to good, so it shows that the managerial support does work. This is what the Governors want to see more of.

EHT agreed and pointed out to Governors that one teacher was found to be inadequate and therefore was removed from the school. Therefore, she wants to assure Governors that the school will not tolerate poor performance.

Governors found this useful and want this updated every SIC and added with the HoS report. That way it can be tracked.

HoS gave an early year's update and first explained what GLD is and what it stands for. Good level of development.

Governor asked do the ones with physical needs require an accessibility plan?

HoS said at the moment the needs are manageable.

Governors felt that the percentages needed number of children added so they could understand the data further.

Governor asked is there a change in the standard of children at entry?

HoS says that this does fluctuate, but speech and language has always been a concern.

Governor asked are we getting a better response from reading with children?

HoS says that the impact of this is not about the parent's response but about the tenacity of the teacher to see reading as a crucial part of Early Years development.

Governor asked are the speech and language problems linked with certain nurseries and could we approach them to resolve the problem?

HoS said that it is Gosport wide and they receive children from approximately 14 nurseries. Badger's pre-school on site is very good and joins in training with the school on speech and language.

Approved at SIC on 25/06//2018

Signed by Chair:



	<p>There were no further questions for the HoS report.</p> <p>Governors thanked HoS for an extensive report which gave them valuable information.</p>	
5 and 6	<p>Monitor progress of SIP and progress from Ofsted reports</p> <p>Governors felt that this had been covered in the HoS report.</p>	
7	<p>LLPR</p> <ul style="list-style-type: none"> • Follow ups from previous reports – strategy group • Concerns and issues arising <p>Governors had already discussed this in the HoS report but EHT added that the next strategy group meeting is on 1st May and the Holbrook review is 11th June.</p> <p>In the strategy meeting the school will be setting the agenda which will cover:</p> <ul style="list-style-type: none"> - Predicted outcomes - English and Maths advisors feedback on year 6 - Quality of teaching and learning. - Governance - Leadership roles - Significant member of leadership team on maternity leave next year. - Curriculum - Success of reduction in PAN. <p>The chair of the SIC will be attending the strategy group meeting and review.</p>	
8	<p>Governance:</p> <p>Visits and monitoring / Follow up actions/Impact of Policies</p> <p>Governor explained that there hasn't been a monitoring plan for Holbrook SIC due to the lack of Governors on the committee.</p>	

Approved at SIC on 25/06//2018

Signed by Chair:



The Federation of Bedenham & Holbrook Primary Schools

	<p>Governor explained that she is looking at the review of governance and is formulating an improvement plan which focuses on teaching and learning. There is a plan in preparation for 18/19 for both schools.</p> <p>Governor suggested doing a SELF evaluation that feeds into this plan.</p> <p>It was decided that JH and JG get together to discuss this plan.</p> <p>Governor handed the body a rough draft of her visit, explaining that it is in Ofsted order and is colour coded to the individual schools. But she has yet to receive a visit form or protocol.</p> <p>GC has submitted several reports which were sent out with this meeting's documents.</p> <p>Several Governors commented that the behaviour of the children in the rainbow assembly was exceptional.</p>	<p>Meet to discuss monitoring plan – JH and JG</p> <p>Send visit form and protocol to JG - Clerk</p>
<p>9</p>	<p>Review policies referenced during meeting</p> <p>Governors debated the benefit of this section and suggested it be changed to what has been the impact of this meeting. It was decided:</p> <ul style="list-style-type: none"> - Governors would be moving forward and creating a robust monitoring plan for the new school year. - Governors are better informed as to the quality of teaching and learning - Governors now have an idea of teacher performance and will be able to track this. - Governors have an understanding of where the school is now in respect of pupil achievement. - Governors have expressed concern and offered challenge in respect of the staff restructure plan. - Governors have a better understanding of how teachers are readied and prepared to make assessments of pupil progress and how these judgements are moderated. - Governors are better informed as to Early Years development and how progress in the Early Years is assessed. <p>EHT said that herself and HoS have started to draft priorities for next year. They are:</p> <ul style="list-style-type: none"> - Continue to ensure consistency of quality of teaching and learning. - Outcomes, especially for key groups - Covering the key leadership role - Assessment of foundation subjects - Develop middle leadership. 	

Approved at SIC on 25/06//2018

Signed by Chair:



	<p>EHT explained she wanted to start looking at the wider curriculum and assessing this.</p> <p>Governors were still concerned about the restructure and the removal of some of the support staff. A Governor commented that on a visit she observed children getting it wrong and making common mistakes, but there were not enough adults to go around to correct this. Governor is worried about the situation where even more staff are reduced and this will impact the children.</p> <p>Governors will be monitoring the data and the impact the restructure has on teaching and learning as well as on the children.</p>																					
10	<p>Minutes of Previous SIC Meeting 4th December 2017 and 29th January 2018: Approval</p> <p>Both set of minutes were unanimously approved by the body.</p> <p>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>10</td> <td>4</td> <td>Feedback to EHT regarding sports premium strategy</td> <td>All Govs – Carry Forward</td> </tr> <tr> <td>11</td> <td>4</td> <td>Remove red point from SIP as it has been postponed</td> <td>HoS - Complete</td> </tr> <tr> <td>12</td> <td>9</td> <td>Send previous SIC minutes to HoS</td> <td>Clerk – Complete</td> </tr> <tr> <td>13</td> <td>9</td> <td>HoS to review last meetings minutes</td> <td>HoS - Complete</td> </tr> </tbody> </table>	Action Number	Agenda reference	Action Required	Who By	10	4	Feedback to EHT regarding sports premium strategy	All Govs – Carry Forward	11	4	Remove red point from SIP as it has been postponed	HoS - Complete	12	9	Send previous SIC minutes to HoS	Clerk – Complete	13	9	HoS to review last meetings minutes	HoS - Complete	
Action Number	Agenda reference	Action Required	Who By																			
10	4	Feedback to EHT regarding sports premium strategy	All Govs – Carry Forward																			
11	4	Remove red point from SIP as it has been postponed	HoS - Complete																			
12	9	Send previous SIC minutes to HoS	Clerk – Complete																			
13	9	HoS to review last meetings minutes	HoS - Complete																			
11	<p>Any agreed urgent business</p> <p>None</p>																					
121.	<p>Items for Next SIC meeting 25th June 2018 at Holbrook School 6pm:</p> <p>Focus: School improvement / Interim Phase 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 																					

Approved at SIC on 25/06//2018

Signed by Chair:



The Federation of Bedenham & Holbrook Primary Schools

	<p>Progress against SIP and to good Ofsted.</p> <ul style="list-style-type: none">• Discuss LLP review• Visits and monitoring• Impact of this meeting. <p>The meeting closed at 7:45pm</p>	
--	--	--

Agreed action points from the meeting

Action Number	Agenda reference	Action Required	Who By
14	4	Include quality of teaching and learning table in HoS report	HoS
15	8	Meet to discuss monitoring plan	JH and JG
16	8	Send visit form and protocol to JG	Clerk

Approved at SIC on 25/06//2018

Signed by Chair: