



The Federation of Bedenham & Holbrook Primary Schools

**Minutes of the Holbrook School Improvement Committee
Meeting
25th June 2018
6pm
Held at Holbrook Primary School**

Present:

T Potter (EHT)	Executive Head teacher (left 7:49pm returned 7:50pm)
Z Dudley (HoS)	HOS Holbrook Associate
J Heath (JH)	Co-opted Governor (Vice chair)
G Cull (GC)	Co-opted Governor (Chair)
J. Goble	Co-Opted Governor

In attendance:

C Harman (CH)	Local Authority Clerk
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Apologies: None

Absent: S. Lloyd (SL) Staff Governor

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 6:00pm.</p> <p>There were no apologies and one absence from SL</p> <p>The chair declared a quorum.</p>	
2.	<p>Declarations of Pecuniary Interests: None.</p>	
3.	<p>Agree Any Urgent Business:</p>	

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	<p>EHT wanted to discuss some staff changes and it was agreed to discuss this in the AOB section.</p>	
4.	<p>HoS verbal report</p> <p>Review Performance data</p> <p>HoS wanted to draw attention to the fact that the higher attainers data takes into account any child that is working beyond in 2 or 3 or more elements, which are greater depth. This has been explained to Governors previously and at a meeting with the LLP Governors backed up that they knew these details of the data.</p> <p>The data had been submitted in advance and Governors were invited to ask questions.</p> <p>Governor asked in year 1 writing the interim result is much lower than the end of year prediction, why is that?</p> <p>HoS explained that the interim data was lower not from lack of opportunities or tasks but because the teachers have been more cautious with assessing writing. Children need to have more opportunities to work independently in order to demonstrate that they are secure. When moderating writing it can be open to a lot of subjectivity, but it is expected to be in line with the other two areas for end of year data.</p> <p>Governor asked when the interim data was carried out and the teacher was cautious, did the books not show evidence of ARE?</p> <p>HOS said that the teacher wanted to have more opportunities to demonstrate that the children were reaching ARE and that led to her being more cautious at the interim data progress meeting. She has identified 8 more children who could secure ARE.</p> <p>Governor asked why there has been a decline in results for year 1 Maths?</p> <p>The way that the Ham document is structured is that more statements are added in Phase 2 and 3 from a wider range of domains including measurement and geometry. This can add extra pressure on teachers to ensure that all of the statements are covered.</p> <p>Governors agreed and discussed how Maths was no longer just about the number and included a lot of other different elements.</p>	

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	<p>EHT added that numeracy and fluency is a lot stronger in school. Children have the ability to answer questions and interpret connections. Some can see the answer instinctively where others still need to be guided.</p> <p>Governor said that Maths could be conceptual and it maybe one of the areas Governors could monitor the language of Maths.</p> <p>At present, teachers have to ensure that all of the statements in each domain are met (secure fit) rather than best fit which has occurred in previous years. HOS gave the example of the requirements for telling the time which can hold teachers back from agreeing that a child is secure fit.</p> <p>Governor said in relation to year 2 writing they are surprised it has gone down and asked why?</p> <p>HoS reminded Governors that this was interim data. Since then the SATs and final decision statements have been completed. It seems that at the time of the interim data the teacher was being cautious. HoS had some up to date figures that have been based on monitoring a moderating activity with a County Year 2 moderator.</p> <p>Year 2</p> <p>Writing – 62%</p> <p>Reading – 73% (27% GDS, that is 7 out of 26)</p> <p>Maths – 65% (23% GDS, rise of 23% since last year)</p> <p>HoS said that she has been supporting the Maths planning and since January they have been looking forensically at what the children need in order to achieve ARE and for more children to achieve GDS.</p> <p>The moderator worked with the year 2 teacher and they agreed on the capability of the children moderated. The year 2 teacher has also raised concerns with the HoS that she was aware that an over inflation of data in Year 2 in previous years had led to higher attainer children coasting in KS2 which led to difficulties in Year 6.</p> <p>The HoS and Governors agreed with this.</p> <p>Governor asked as a result of this data and the moderation has the gap of 33% in year 2 Reading reduced?</p>	<p>Feedback on gap for year 2 Reading – HoS</p>
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	<p>HoS didn't have this data and will feedback to Governors.</p> <p>Governors were keen to have this data to find out if it was closing because if it wasn't they would need to know what action the school is taking to close it.</p> <p>Governor said that they were concerned over the HoS providing additional Maths planning to the year 2 teacher, on top of their own workload.</p> <p>HoS explains that she is happy to support the Year 2 teacher in this way if it leads to better results for the children.</p> <p>Governor asked in year 3 the gaps are much larger, why is this?</p> <p>HoS said that this has been raised with the teachers. The pupil premium advocate role is not working as well as in the other year groups. This HLTA has needed leadership support and there had to be a change in leadership to make this work. However, it was all implemented too late so the impact on PP children hasn't been as strong as in other year groups.</p> <p>Governor said that this illustrated how important the pupil premium advocate role was.</p> <p>Governor asked what the plan was for September?</p> <p>HoS said the HLTAs will remain where they are and will be supported by the Pupil premium lead. As of September, the advocate role will change. This is after discussions and concerns from Governors that the existing format does not give value for money due to the calls upon the HLTAs as supply cover. Therefore, it has been hard to work out with Kelly Lethbridge, Co-Opted Governor whether the right funding was being utilised. Therefore, they will work with wave 1 children providing pastoral care and target setting for higher attainer children who are at risk of not achieving greater depth.</p> <p>Governors were pleased with this change and will continue to monitor improvements in this area.</p> <p>EHT explained that some pupil premium children are also SEN. They will make progress but probably not make ARE, but it is how the school demonstrates the how we are supporting those children that is important.</p> <p>Governor said that the year 4 gap for writing is 8%, is this an anomaly?</p> <p>HOS said that this year has been a turbulent one for the Year 4 cohort and teacher so for this to be the data is a positive picture.</p>	
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	<p>HoS has been working closely with the class teacher to develop his teaching further. EHT said that the % of SEN in this group is high but they need to be more independent to make further progress, this was not the case when she monitored them. HoS said this teacher will move to year 5/6 and will be supported further.</p> <p>Governor said that the year 5 data looks encouraging. Based on these figures, with them moving to year 6, they could do well.</p> <p>EHT agreed that this cohort would have a better starting point in year 6. They have a good work ethic, are used to working independently and have done well in summative tests. But she would like to see more evidence of independent working in books.</p> <p>HoS explained the outcome of the LLP report where they monitored a year 5 class that did not go well. Governors discussed whether it could be a lack of confidence.</p> <p>HoS explained that year 6 data are based on phase 2 HAM results, but this data is based on teacher assessments against the Interim statements.</p> <p>Year 6:</p> <p>Reading – 72%</p> <p>Writing – 78%</p> <p>Maths – 58%</p> <p>Combined – 58%</p> <p>She explained that 4 children could go either way and this could convert the data into a more positive picture which would improve the overall combined.</p> <p>HoS explained in Early Years 68.4% are GLD, the national was 70.7% last year. This is the closest the school has been to the national for at least three years.</p> <p>Governor asked how the HoS accounts for the progress?</p> <p>HoS said that the cohort is so much better this year and the quality of teaching and provision has improved over the last few years.</p> <p>Governor asked if this reflects an improvement in preschool provision?</p> <p>HoS didn't have the data but said it would be interesting to do a comparison.</p>	<p>Find out for Gobs – improvement in preschool? - HoS</p>
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	<p>EHT explained that in 2020 the new base line goes live, and data will be evaluated on improvement from baseline. This is for primary only, not infant and junior.</p> <p>EHT said she has discussed a report with LLP which would be beneficial for Governors. This will detail successes such as 3 children got all three domains. Not a big document but data with a bit of narrative. Governors agreed this would be useful.</p> <p>Governor questioned whether some of the children have been homegrown?</p> <p>HoS didn't have the data but said it would be interesting to do a comparison between those joining us from Badgers and the final data.</p> <p>Year 1 Phonics</p> <p>HoS confirmed the pass mark was 32 and 66% of children achieved this. HoS had sent out a report on this as she wanted to show the movement of key children and the overall stronger picture. HoS talked through individuals and highlighted how some SEN children had made improvements.</p> <p>Governors agreed that this showed stunning outcomes and they were pleased and happy with the results.</p> <p>Impact of Pupil Premium and sports funding</p> <p>Agreed that this had already been covered.</p> <p>Vulnerable groups progress and achievement</p> <p>Agreed that this had already been covered.</p> <p>Progress against SIP and to good Ofsted</p> <p>HoS confirmed she had sent the SIP and most of it was moving into the new one.</p> <p>Governor asked will all the outstanding actions be carried through to next year?</p> <p>EHT said not necessarily it depends on what it is.</p>	
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<p>5</p>	<p>LLP Monitoring Visit</p> <ul style="list-style-type: none">• Follow ups from previous reports – strategy group• Concerns and issues arising <p>EHT explained that the outcome of the visit was that the school was enabling high attainers from day 1, guided-reading was good with positive learning journeys and good quality text in writing. The school was a less strong in Maths.</p> <p>HoS said that one Maths lesson that was evaluated gave them this impression.</p> <p>Governor said does the HoS think she can do it without HIAS support for individual planning support?</p> <p>HoS said yes, She and the Maths leader are capable.</p> <p>Governors said it is frustrating when LLP will tell us what to do but the school must have courage in our convictions.</p> <p>Governor asked EHT do you feel attainment and quality teaching and learning is moving in the right direction?</p> <p>EHT said yes, she was.</p> <p>Governor asked the same question of the HoS.</p> <p>HoS said there has been general improvement and the school is moving in an upward trajectory.</p> <p>Governor asked if there is anything the EHT or HoS need from Governors?</p> <p>EHT said the work being done to work on Governor monitoring will help and will be more effective. And the report with data and narrative will make a difference to Governors understanding. EHT has more concerns with Bedenham and believes Holbrook is a strong team.</p> <p>Governors talked further about the monitoring review and how one teacher decided to change their style in response to being observed. HoS said it was a positive picture apart from that lesson, so there are lessons to be learnt.</p> <p>HoS said in answer to the question she feels supported by Governors. The questions and the challenges have got stronger. However, she feels there is a need for some of the newer Governors to learn and gain experience from this SIC.</p>	
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	Governors agreed that some of the newer Governors will be better to join this SIC.	
6	<p>Governance: Visits and monitoring / Follow up actions/Impact of Policies</p> <p>JG has 6 visits to get approved and queried the process. It was confirmed the visit form would be signed and approved by the person from the school who was there at the visit, such as HoS etc. Then sent to the clerk. EHT could arrange for an electronic signature if required.</p> <p>JH confirmed she is collating the SEF responses and this will feed in to her review of Governance.</p> <p>It was agreed that the priority was to get the Governing monitoring plan ready for the July FGB. JH and JG will meet to come up with a draft.</p> <p>EHT explained that she and the HoS have been working on the new SIP and will send the draft to JH and JG to do the monitoring plan.</p>	<p>Organise electronic signature for JG – EHT</p> <p>Meet to discuss Gov Mont Plan – JH and JG</p> <p>Send draft SIP to JH and JG – EHT</p>
7	<p>Impact of the meeting</p> <p>It was decided the impact was:</p> <ul style="list-style-type: none"> - Have a greater understanding of the data - Have been informed about vulnerable groups - Moving towards strategic direction - Recognise strong teachers and the need for further support. - Challenged pupil premium spending process. 	
8	<p>Minutes of Previous SIC Meeting 23rd April 2018: Approval –</p> <p>a) Matters Arising and Actions Agreed</p> <p>Governor had some amendments:</p> <p>Page 3 – take out sentence about school doing all they could</p> <p>Page 3 – amend sentence about the school being good – say it reflects well on the school.</p> <p>Page 5 – spelling mistake</p>	Amend mins – re print and sign – Clerk

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	<p>With these amendments the minutes were unanimously approved by the body. The Clerk will re print and get the chair to sign.</p> <p>Matters Arising and Actions Agreed</p> <table border="1" data-bbox="277 539 1190 952"> <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 – Complete</td> </tr> <tr> <td>14</td> <td>4</td> <td>Include quality of teaching and learning table in HoS report</td> <td>HoS- Complete</td> </tr> <tr> <td>15</td> <td>8</td> <td>Meet to discuss monitoring plan</td> <td>JH and JG - Complete</td> </tr> <tr> <td>16</td> <td>8</td> <td>Send visit form and protocol to JG</td> <td>Clerk - Complete</td> </tr> </tbody> </table> <p>EHT left the meeting at 7:49pm and returned at 7:50pm.</p> <p>In relation to action no. 14 HoS said that she has been advised by LLP not to put in a report random, snap shot of data. The HoS has been told to do qualitative not quantitative data. Therefore, this will not be included but EHT will still produce the graph that shows quality of teaching and learning as this will enable Govs to challenge quality of teaching more easily and over a broader period of time.</p>	Action Number	Agenda reference	Action Required	Who By	10	4	Feedback to EHT regarding sports premium strategy	All Govs – Complete	14	4	Include quality of teaching and learning table in HoS report	HoS- Complete	15	8	Meet to discuss monitoring plan	JH and JG - Complete	16	8	Send visit form and protocol to JG	Clerk - Complete	
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<p>9</p>	<p>Any agreed urgent business</p> <p>EHT confirmed that the site manager has handed in his resignation. EHT has asked him before he leaves to make sure there is a plan for the summer and that the training is booked and has started for the site assistant.</p> <p>Governor asked do both schools have adequate staff to care for facilities at both schools?</p> <p>EHT said yes there is, one per school.</p> <p>Governor asked who would overview the premises maintenance plan?</p> <p>EHT said it would be her.</p> <p>Governor asked would they cover each other's leave?</p> <p>EHT said yes, but not extended leave, one is due to take a long holiday in December and she wouldn't expect the other to cover for that long.</p>																					



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	Governors agreed that the site manager had produced a useful maintenance plan and it was vital that this continued. EHT agree.	
10	<p>Items for Next SIC meeting TBC</p> <p>HoS confirmed that she will do one written and one verbal report each term,</p> <p>The meeting closed at 8:05pm</p>	

Agreed action points from the meeting

Action Number	Agenda reference	Action Required	Who By
17	4	Feedback on gap for year 2 Reading	HoS
18	4	Find out for Gobs – improvement in preschool?	HoS
19	6	Organise electronic signature for JG	EHT
20	6	Meet to discuss Gov Mont Plan	JH and JG
21	6	Send draft SIP to JH and JG	EHT
22	8	Amend mins – re print and sign	Clerk

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