



The Federation of Bedenham & Holbrook Primary Schools

**Minutes of the Holbrook School Improvement Committee
Meeting
28th January 2019
5pm
Held at Holbrook Primary School**

Present: S. Summerton (EHT) Interim Executive Head teacher
Z Dudley (HoS) HOS Holbrook Associate
J Heath (JH) Co-opted Governor (Chair for this meeting)
S. Reed Co-Opted Governor (left 6:10pm, returns 6:13pm)
T. Scantlebury Parent Governor
S. Lloyd (SL) Staff Governor(left 5:50pm, returns 5:52pm)

In attendance: C Harman (CH) Local Authority Clerk

Apologies: G Cull (GC) Co-opted Governor (Chair)
H. Manfield (HM) Parent Governor

Absent: None

Quorum: Present:3 required

GOVERNORS KEY ROLES: Support and Challenge

Agenda	ACTION POINTS
<p>1</p> <p>Welcome and Apologies for Absence: JH opened the meeting at 5:03pm.</p> <p>Apologies were received and accepted from GC and HM. As GC was unable to attend the meeting JH would chair.</p> <p>The clerk confirmed the meeting was not quorate as there was more than a third of staff present.</p>	
<p>2.</p> <p>Declarations of Pecuniary Interests: None.</p>	
<p>3.</p> <p>Agree Any Urgent Business: None</p>	

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<p>4.</p>	<p>HoS confirmed that Helen Sivier was unable to attend today, and could not present to Governors. Governors were given the SEN report.</p> <p>SENCo annual report (for 2017/18)</p> <p>At present, SEN pupils make up 20.3% of the school population (decrease of 3% since Jan 2018). 15.7% are in mainstream. The resourced provision currently has 14 pupils with EHCPs for SLCN</p> <p>Governor asked if the reduction was due to reduction in numbers overall? HoS said yes, as children left the provision last year in year 6. HoS and SENCo attended a Pioneer conference who suggested to look at statistics by profile which they have done. Governor commented that there were quite a lot of children in year 2 with SEN. HoS agreed and said it also includes two children decelerated from year 3, to year 2. Governor commented that 23 children are on EHCPs but only 7 of these are in the provision which is a high percentage. HoS agreed, there are 7 EHCPs in year 6. Governors felt it was interesting to see the breakdown.</p> <p>EHT commented that there are more EHCPs at the end of the KS1. HoS agreed, it is unlikely for a four-year-old to come into year R with an EHCP but more likely for a child to come in at KS2. Some spaces will be free in year 6 in September when children move on.</p> <p>HoS spoke about the breakdown of staff as shown in the report. Governor asked does the home school link worker do other roles? HoS said that they are busy with their role but can support teachers with KS1 and nurture, she also does DSL and supports HoS with safeguarding.</p> <p>Governor asked how many children are on SENSAs? HoS said 9 and 3 of them the school is looking to convert to an EHCP.</p> <p>With interventions there is a big shift over to quality first teaching in the classroom, which is developing teachers' abilities to meet the needs of SEN. The SENCo is currently on maternity leave and the lead in the Resource Provision has been covering the role and has been developing teacher practices more than the previous SENCo. When the SENCo returns there will be some transition but the HoS does not want to lose the SENCo in the classroom, so it is intended to build up the SENCo's classroom experience. Governor asked whether the HoS can measure how effective quality first teaching is over the interventions? HoS said that children are tracked to see impact. However, Holbrook now does not have the staff to run the interventions. Quality first</p>	<p>Arrange for SEN data</p>
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	<p>teaching has a much wider impact and applies to everyone, not just the SEN children. There has also been a surge in outreach as different schools come to see the provision which is good that Holbrook can share best practice.</p> <p>The SEN report mentions tracking progress and how important this is. Governor asked who is involved in setting progress targets? HoS said it is the SENCo, the previous and new teacher. Governor asked if the statistics could be presented in a more pictorial way? HoS will speak to the SENCo to see if this can be done.</p> <p>This SEN report will now be sent to all of the FGB to read.</p> <p>SEN provision review</p> <p>HoS handed Governors the finance documents. The finance officer had attached notes for Governors to explain why certain figures were as they were. HoS highlighted that the funding for education psychology has had to be taken from next years budget as there was a need for it at the time. However, money was saved with the SENCO maternity cover. The LA advised Holbrook the school would need an experienced SENCO to cover one week at the school, however there wasn't enough work for this cover to do and their employment was ended. This has saved the school some money.</p> <p>EHT asked if Holbrook had received the additional top up funding. HoS said that this tends to come in later in the financial year and that the school had not received it yet. Governor asked will this top up funding impact on the resource provision's budget? HoS confirmed no as they receive their own top up funding.</p> <p>Governor asked why the funding for the provision will drop in 2018/19? Governor confirmed that this had also happened at Bedenham. The funding for all schools has dropped.</p> <p>EHT noted that expenses had gone up and asked if this was because of a specific child or related to staff? HoS said that no more staff have been employed, therefore it is due to the provision for the children.</p> <p>Governor asked how many hours is the Resource Lead covering the SENCo role? And is this role being accounted for twice? HoS explained that it was 75% SENCo and 25% Provision. In Easter when the SENCo on maternity leave returns Governors will see a change in the budget as there has been extra money allocated to the cover. Governor raised concern and said it could be questioned that the money from the Resource Provision is being used on the lead role however this role is being used elsewhere? HoS confirmed that she is</p>	<p>to be presented visually – HoS</p> <p>Send SEN documents to clerk to send to Gobs – Clerk</p>
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	<p>confident that the role is a half and half split, and it evens itself out over the three terms. EHT asked if anyone was covering the lead role in the Resource Provision? HoS said LSAs will be in the classroom, using the leads planning. Governor asked if the lead in the RP would continue to work with the SENCo when she returns? HoS said yes, they both have a good working relationship and it is hoped they work together to get the SENCo back in to the classroom as the RP Lead has capacity to support this.</p> <p>Governors wanted HoS to thank Helen Sivier for a comprehensive report.</p>	
5	<p>HoS Verbal report</p> <p>HoS explained that Graham Cutter finished at the end of the autumn term and there has been a brief handover with the new interim EHT. EHT met the LLP, Ross, at a meeting alongside HoS and Graham Cutter.</p> <p>The spring term will include formal observations of all teaching staff undertaken by HoS and supported by CL, JS and EHT. Following the last monitoring visit, curriculum leaders have continued to receive time to monitor their subjects. During the autumn term, History and Geography leads monitored the topic that were covered and fed back strengths and areas to develop to year teams. The History teacher has completed these monitoring sessions and reported that the teams had actioned her development plans showing an improvement in her second monitoring of books. All subject leads have been allocated support time this term, most are using it to either monitor books or to assess planning, feeding back development plans to year teams. All year teams are completing the assessment grids. The subject leads are tasked with collecting the finished grids and then following up the grids with teachers if they are not received. At the moment IT has less evidence of work as the portfolios were introduced later in the autumn term. The IT lead will need to be tenacious about following up after his subject time this half term.</p> <p>There will be further opportunities to moderate books against cluster colleagues this term. On the 23rd January KS2 teachers joined Alverstoake Junior teachers to moderate greater depth English books. They also shared learning journeys as this was an area for development for Alverstoake teachers. KS1 teachers met with year 2 teachers at Bedenham on the same evening to moderate GDS English books.</p> <p>Year 2 and year 6 update</p>	

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This conversation continues in confidential minutes.

Early years update

After reducing the PAN to 30 this year, there are 27 children in year R with a full-time experienced class teacher and 2 highly competent LSAs who have lots of early years' experience. Reading remains a high focus with all children heard read on a 1:1 at least twice a week. Talk time is a strong feature of the EY provision in order to tackle the 18.5% who are well below typical in communication and language. All the language link assessments have been completed and several children need speech and language interventions which are already underway.

Maths has been an area that has received more attention this year following points raised by the LLP and Maths inspector after observations of the EY provision were made. Planning has been reviewed more closely and opportunities will include number of the week, understanding the intrinsic value of the number and more vigorous teaching and exposure to number bands has been incorporated. Within the learning environment a greater focus has been made for number lines, counting equipment and sorting materials. Outside there has been a focus on large scale Maths including using the construction materials and pipes.

The class teacher attends all courses and has recently made a visit to Grange Infants to observe their EY provision. Sarah Duffy will be visiting Holbrook on 31st January to observe the EY provision alongside HoS where the improvements to the Maths provision will be reviewed.

Impact of Pupil Premium and sports premium

Holbrook is concentrating on key children especially those who are pupil premium and SEN

HoS said she would like to have a strategy meeting with phase leaders for Graham Cull to attend. She believes this will be useful for Governors and the teachers. **Staff Governor agrees it would be useful as it will give the Governor a sense of the ethos of pupil premium. Governor also agreed as they have been part of a strategy meeting at another school, where they are a Governor.**

HoS has changed the format of the sports premium report to one recommended by EHT. It's a simple more scaled down version but still shows accountability. This will be easier for parents to understand and will be made available on the web. **Governors agreed that it is a very useful document.**

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	<p>SR left the meeting at 6.10pm.</p> <p>Attendance and behaviour</p> <p>Attendance for the whole school is 95.82%, for FSMs 94.2%.</p> <p>Governor asked if the figures included those children on a part time timetable? HoS said yes as it impacts both figures.</p> <p>SR returns to the meeting at 6:13pm.</p> <p>The school has been proactive and will try to ring parents where possible to discuss attendance as well as send letters. 1 family has been referred to the attendance legal panel.</p> <p>There have been two exclusions since Christmas and one child is attending the Lennox centre. HoS will be asking for this to be extended.</p>	
6	<p>Training</p> <p>EHT to lead review of IDSR (Inspection Dashboard) and FFT Governors report.</p> <p>EHT gave Governors the primary inspection data summary report. He spoke about what it is used for and took the Governors through the results. Governor commented that there were times where children were significantly above the national and at other times not. Governor pointed out that there was just 5 low in KS1, such a small number which brings down the overall percentage. EHT suggested removing these children for Ofsted and give reasons as to why. It was suggested to approach the LLP to see if this could be done.</p> <p>Governors felt that some of the elements of this report were useful. EHT then handed Governors the FFT school dashboard and explained this would not be used by Ofsted. HoS said that the average scale shows that Holbrook was not far off national, it equated to 1 and half children away. Governors felt that some of the graphs showed that Holbrook was closing the gap. Governor pointed out that females had the lowest progress. HoS agreed explaining that the girls lacked resilience when doing tests. HoS is looking at how SATs are delivered and reviewing the support and suggests that resilience is picked up in all years.</p> <p>Governors felt both reports were interesting but that the FFT was the more useful report. Governors felt it was good to see it pictorially and would be useful</p>	<p>Add inspection and FFT dashboard to</p>

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	<p>to look at it in September as it now feels a bit late to be looking at last academic year. Clerk will add this to the schedule of business.</p>	<p>schedule of business - Clerk</p>												
7	<p>Governance: Visits and monitoring / Follow up actions/Impact of Policies</p> <p>GC and TS did a safeguarding visit and there were no further questions on this. EHT and HoS will be going through the SIP and identifying areas for monitoring. This list will be sent to JH.</p>	<p>Send monitoring list to JH to review – EHT and HoS</p>												
8	<p>Minutes of Previous SIC Meeting 8th October: Approval –</p> <p>a) Matters Arising and Actions Agreed</p> <p>As the meeting was not quorate these minutes will need to be approved at the next FGB.</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>30</td> <td>6</td> <td>Complete and circulate monitoring calendar</td> <td>Carry forward – now changed to JH and HoS</td> </tr> <tr> <td>31</td> <td>7</td> <td>Discuss whether “impact of meeting” should be included in the SICs</td> <td>GC and JG – Complete</td> </tr> </tbody> </table> <p>In relation to action 31, GC and JG agreed this section will be removed from both meetings.</p>	Action Number	Agenda reference	Action Required	Who By	30	6	Complete and circulate monitoring calendar	Carry forward – now changed to JH and HoS	31	7	Discuss whether “impact of meeting” should be included in the SICs	GC and JG – Complete	<p>Add approval of SIC minutes to FGB agenda – Clerk</p>
Action Number	Agenda reference	Action Required	Who By											
30	6	Complete and circulate monitoring calendar	Carry forward – now changed to JH and HoS											
31	7	Discuss whether “impact of meeting” should be included in the SICs	GC and JG – Complete											
9	<p>Any agreed urgent business</p> <p>None</p>													
10	<p>Items for Next SIC meeting 25th April 2019 at 5pm, at Holbrook.</p> <p>Focus: School Improvement, End of Phase 2 data</p> <p>HoS written report to include:</p>													

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	<ul style="list-style-type: none"> • Review outcomes in reaching school improvement, pupil progress and attainment targets • Consider headline SATs and end of Key Stage results • Early years update • Impact of Pupil Premium and sports funding • Vulnerable groups progress and achievement • Progress against SIP and to good Ofsted • SEN data <p>LLPR</p> <p>Follow ups from previous reports</p> <p>Concerns and issues arising</p> <p>Governance</p> <p>Visits and monitoring</p> <p>Follow up actions</p> <p>Impact of policies</p> <p>The meeting ended at 7pm</p>	
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Agreed action points from the meeting

Action Number	Agenda reference	Action Required	Who By
32	4	Arrange for SEN data to be presented visually	HoS
33	4	Send SEN documents to clerk to send to Govs	Clerk
34	6	Add inspection and FFT dashboard to schedule of business	Clerk
35	7	Send monitoring list to JH to review	EHT and HoS
36	8	Add approval of SIC minutes to FGB agenda	Clerk

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