

The Federation of Bedenham & Holbrook Primary Schools

**Minutes of the Holbrook School Improvement Committee
Meeting
29th April 2019
5pm
Held at Holbrook Primary School**

Present: W. Bolton (EHT) Executive Head teacher
Z Dudley (HoS) HOS Holbrook Associate
J Heath (JH) Co-opted Governor (Chair for this meeting)
S. Reed (SR) Co-Opted Governor (left 5:10pm, returns
5:12pm)
G Cull (GC) Co-opted Governor (Chair)
S. Lloyd (SL) Staff Governor

In attendance: C Harman (CH) Local Authority Clerk

Apologies: H. Manfield (HM) Parent Governor

Absent: None

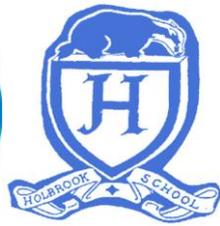
Quorum: Present:3 required

GOVERNORS KEY ROLES: Support and Challenge

Agenda		ACTION POINTS
1	Welcome and Apologies for Absence: GC opened the meeting at 5:00pm. Apologies were received and accepted from HM. The clerk confirmed the meeting was not quorate as there was more than a third of staff present.	
2.	Declarations of Pecuniary Interests: None.	
3.	Agree Any Urgent Business: None	

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<p>4</p>	<p>HoS verbal report to include</p> <p>HoS explained that she agreed with the chair to change this from a written report to a verbal report because data had already been shared at the last FGB. Therefore, it would be useful to have a further discussion on the data.</p> <p>Phonics data</p> <p>Mrs Archer, the reception teacher is utilising her UPR target to be the phonics lead for the school and she has presented data for the committee. HoS gave governors a copy of the phonics data. She explained that the data is for reception to year 2, and Mrs Archer has also been supporting KS2. From the data there is a positive shift from the results in December 2018, compared to April 2019. HoS explained the data to governors and went through the comments made by Mrs Archer in the report.</p> <p>Governor asked whether the data of those in reception who are secure are in line with national? HoS explained that this phonics data is not about national averages, but it refers to where the child is expected to be at their age. EHT explained that the more children that are secure the better, she said that the figure is not as high as the school would like it to be.</p> <p>SR left the meeting at 5:10pm.</p> <p>Governor asked how many of those children who are not secure are SEN? HoS explained that this is reception data, and none are, as of yet, SEN. Currently there are 6 children not on track, one of those is in the resource provision and 3 are highlighting SEN.</p> <p>Governor asked if the children working within phase two are likely to move phases? HoS said that is the aim, however it depends on the needs of the children, therefore it is hard to assure governors that this would be the case.</p> <p>SR returns to the meeting at 5:12pm.</p> <p>Governor asked if this data will be updated and brought back to the SIC as governors find this information useful? HoS said it will be updated and there would be one final report for the FGB. EHT added that this is used and linked to pupil progress.</p> <p>HoS then talked through the phonics data for year 1, explaining that currently 71% of children are secure, however the school could achieve a figure of 80%. The Phonics lead is currently looking at all those children who scored upwards from 24, but this is already a large number of children. The Phonics Lead has</p>	
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also indicated next steps on report and will be driving the alien words used to test phonics with all children even the GLD. The lead is good at involving parents and uses social media to remind and promote phonics. **Governor asked how much engagement is there from parents?** HoS said that there is a lot of parental support from year 1 but she would need to enquire as to what the engagement is like in other years with regards to phonics. **Governor commented that even though there was lots of parental engagement in year 1 this has not impacted the data?** **Governor added that it has not shown an impact yet and may well do.** HoS said that the progress from the starting point is strong. The teachers worked very hard to reduce the dip over the summer holidays and the shortfall has been better. Children in phase three have made progress, not moved on to phase 5, but have made significant progress.

HoS told governors the year 2 data as this was not on the report. She said that 12 children did not pass the phonics test last year. 5 of these children are in the resource provision. 2 children are working in phase 3, 1 in phase 4, the rest are working in phase 5. The school hopes that those in phase 4 and 5 will pass the test.

Governor asked if phonics was being taught every day? HoS confirmed it was in year R, 1 and 2. Year 1 is an integral year for phonics and is integrated into a lot of the other learning.

Early years update

HoS gave governors the GD predictions 2018/2019 and explained that this form was used at pupil progress meetings. The early years lead worked with the LLP to produce this useful report. 6 children are not GLD and HoS highlighted the issues with those particular children as laid out in the report. She also did this for the 6 children in close to GLD. Adding that summer birthdays have had a big impact with the close to GLD, especially with the children's listening and attention.

If all close to children achieve GLD this will be 77%, last year the school achieved 69%. Currently close to children are getting additional help and support.

Sarah Duffy, HT at Grange visited early years and did an observation and gave feedback on the need for the Maths focus to be stronger. This was also reiterated by Jackie Clift, Maths advisor. Therefore, the early years team has put in stronger recognition of number and place value has now had an impact on larger groups of individuals. The LLP also raised that there needed to be an increased focus on GDS, and the early years team are now building on capacity

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of those children in phase 4, giving opportunities for GDS writing and maths. Governor commented that it was good to see the pupil premium children doing above the average. HoS commented that it is a cohort that has a low number of pupil premium children, but she has also noticed pupil premium children reducing an a whole.

SEN data

HoS gave governors the SEN data report and explained that this was a follow up from the phase 2 data presented at the FGB. The report starts with a context picture which gives governors a good snap shot.

Governor asked if any of the children ARE? HoS explained that some are, for example two children have a hearing impairment and are ARE in writing and maths.

Governor was concerned about the data for year 3 Maths. HoS explained that this cohort was under achieving in year 2, but the school is working using the SEN Maths toolkit to help improve the cohort and has spent a lot of the year gap filling. Governor asked if the teacher in year 4 was strong in comparison to the year 3 teacher or is it in relation to the children in the cohort? HoS said that in year 4 two of the five SEN children are those with the hearing impairment. The year 3 teacher last year moved with the class to year 4 so knows the children well and the nature of the SEN. Therefore, most of it is due to the cohort.

Governor raised concern that the report shows 13 children not making expected process. HoS said that there is a large group of SEN in year 2 and lower KS2, so there is a high number of SEN. Governor asked if this figure of 13 was likely to change? HoS said there are individual children who are likely not to progress due to their needs but there are some children in the RP that have made good progress and are moving to main stream. Governor said that not all the 13 would be from the RP and asked why other children were not making progress? HoS said that it was due to the profile of the child's needs, the school also takes on, at varying stages children with specific needs which will impact the data.

HoS told the governors how SR was involved in a Maths intervention for year 5 pupils, which had amazing success. Governor said that if the intervention was effective could it be used elsewhere? HoS said that this was a bespoke package using some learning from the SEN toolkit for Maths and could be used again.

Impact of Pupil Premium and sports funding

HoS gave governors an analysis of pupil premium phase 2 data. HoS says she believes that children have made significant progress in year 6 due to the

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forensic detail and bespoke work. EHT said that she would like to see that work across all year groups. HoS explained that the pressure is increased in year 6 and there is more of a focused mindset which is why there is so much more progress.

Governor asked if there was a gap in year 2 between pupil premium children and non-pupil premium children? HoS said that there is not a substantial gap. Governor asked in year 6 are the pupil premium SEN children not making the progress? HoS explained one is and one is not making progress. HoS highlighted that she was aware that Maths progress was not as strong. Governor asked why those with MLD are doing well in writing and reading but not Maths? Another governor asked if this was a coincidence or the quality of teaching? HoS said that the good quality of teaching was introduced in year 2 and the teaching previously had not been accurate at all steps of the journey. Governor asked if anything can be done to improve their performance in Maths? HoS said there are things in place to move these children on. EHT suggested that this would be a good area for governors to monitor.

HoS has also been attending the pupil premium action planning group and will be focusing on Maths in year 6. She will show her report when finished and intends to take Caroline Wood with her next time as the group has been very valuable, as she has visited other schools and learnt from other HTs'.

HoS explained that sports funding is still work in progress. The information for the website is nearly completed but HoS is working with EHT on the tracking of the funding.

Attendance

Whole school attendance – 95.3% (a .1% drop)

Girls – 95.6% Boys 95.1%

FSMs – 93.6%

SEN – 92.5%

Pupil premium – 95.1%

HoS continues to monitor attendance and specifically those who have less than 90%. Currently there are 25 children and 8 of these are SEN. 3 of these SEN are on a part time table and the rest have had significant absence due to illnesses.

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	<p>Safeguarding</p> <p>1 child under child protection</p> <p>2 children known as children in need</p> <p>7 referred to the Early Help Hub</p> <p>1 Looked after child</p> <p>1 special guardianship</p> <p>7 referrals to Social care which have resulted in a section 47.</p> <p>There have been 3 referrals for the same family. HoS will send to governors the themes for the last CPOMS entries. HoS explained that CPOMS data entry has been approved as there is now a pink slip tab to record low level behaviours such as abusive language.</p> <p>Web monitoring – H&S form – my mistake this will need to come to FGB.</p>	<p>Send out themes of last CPOMS entries to Gobs - HoS</p>
<p>5</p>	<p>LLPR Latest monitoring report Follow ups from previous reports Concerns and issues arising</p> <p>Governors confirmed that had received a copy. Governor commented that it reinforces what the SIC believe, that there is an upward trajectory. The comments on the quality of education are very encouraging, and the improvements have been recognised. The report also highlights a focus on governance.</p> <p>HoS says that she has been through and rag rated the report. There are things that Holbrook need to focus on, and the school will work on this. Support for Maths and English will reduce next year so the school must have a targeted plan for the days they have, there will be a year 2 and year 6 focus.</p>	
<p>6</p>	<p>Governance: Visits and monitoring / Follow up actions/Impact of Policies</p> <p>JH explained that herself and the EHT will be agreeing what monitoring needs to be done each tern and then raising this with governors.</p>	

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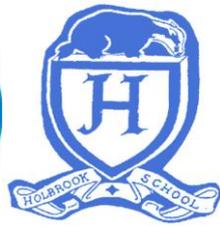


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7	<p>Minutes of Previous SIC Meeting 28th January 2019 and confidential minutes from 28th January 2019</p> <p>Matters Arising and Actions Agreed</p> <p>As the meeting was not quorate these minutes will need to be approved at the next FGB.</p> <p>Matters 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>JH and HoS - Complete</td> </tr> <tr> <td>32</td> <td>4</td> <td>Arrange for SEN data to be presented visually</td> <td>HoS - Complete</td> </tr> <tr> <td>33</td> <td>4</td> <td>Send SEN documents to clerk to send to Govs</td> <td>Clerk - Complete</td> </tr> <tr> <td>34</td> <td>6</td> <td>Add inspection and FFT dashboard to schedule of business</td> <td>Clerk - Complete</td> </tr> <tr> <td>35</td> <td>7</td> <td>Send monitoring list to JH to review</td> <td>EHT and HoS - Complete</td> </tr> <tr> <td>36</td> <td>8</td> <td>Add approval of SIC minutes to FGB agenda</td> <td>Clerk – Carry Forward</td> </tr> </tbody> </table>	Action Number	Agenda reference	Action Required	Who By	30	6	Complete and circulate monitoring calendar	JH and HoS - Complete	32	4	Arrange for SEN data to be presented visually	HoS - Complete	33	4	Send SEN documents to clerk to send to Govs	Clerk - Complete	34	6	Add inspection and FFT dashboard to schedule of business	Clerk - Complete	35	7	Send monitoring list to JH to review	EHT and HoS - Complete	36	8	Add approval of SIC minutes to FGB agenda	Clerk – Carry Forward	<p>Add approval of SIC minutes to FGB agenda – Clerk</p>
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8	<p>Any agreed urgent business</p> <p>None</p>																													
9	<p>Items for Next SIC meeting 24th June 2019 at 5pm, at Holbrook.</p> <p>Focus: School Improvement, End of Phase 3 data</p> <p>HoS written report to include:</p> <ul style="list-style-type: none"> • Review Performance data • Early years update • Impact of Pupil Premium and sports funding • Vulnerable groups progress and achievement 																													

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	<ul style="list-style-type: none"> • Progress against SIP and to good Ofsted • Propose School Improvement priorities for next academic year. <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 6.15pm</p>	
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Agreed action points from the meeting

Action Number	Agenda reference	Action Required	Who By
37	4	Send out themes of last CPOMS entries to Govs	HoS
38	7	Add approval of SIC minutes to FGB agenda	Clerk

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