

# School Improvement Committee Meeting

Part I Minutes							
Date/Time	26:11:18 6.00pm	Location		North Tawton Primary School			
Attendees	Initials			Attendees	Initials		
Sunita Chauhan	SC	Sarah Marvin	SM	Veronica Lloyd-Richards	VLR	Ione Rucquoi	IR
Philippa Sims	PS	Jo Ware	JW	Hazel Fox	HF	Manus Home	MH
Liz Wiseman	LW						

Apologies	Initials	Reason (Category of Governor)

<b>ACTIONS</b>
<b>DECISIONS</b>
<b>QUESTIONS AND CHALLENGES</b>

In Attendance	Initials	
Carolyn George	CG	Clerk

Minutes to
Attendees
Apologies
Trustees

1 - Apologies
<ul style="list-style-type: none"> <li>None. MH was not present at the start of the meeting but joined the meeting during item 8.</li> </ul>

2 – Declarations of Interest
<ul style="list-style-type: none"> <li>None</li> </ul>

3 – Read, approve and sign Minutes of last Meeting (3 <sup>rd</sup> October 2018)
<ul style="list-style-type: none"> <li>The Minutes were approved and signed by the Chair.</li> </ul>

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## 4 – Discuss Matters Arising

- There has been collaborative lesson planning between North Tawton and South Tawton. HF/LW will look at extending this to Chagford. SLE (Specialist Leaders in Education) are leading staff training on lesson planning.
- HF explained it had been too late to get South Tawton on the Maths Mastery course, but reassured Governors that leaning would be shared with ST. Jo W stated that she was finding the training very useful.
- **Governors asked why is the training so useful?** Jo W replied that she felt listened to, it gave her a chance to undertake research and think about her own teaching and how the skills/techniques could be used across the school.
- HF to email learning walks report to Clerk for circulation.
- Visit programme and contacts had been addressed at the FGB on 15.10.2018.
- HF to circulate data drop Calendar when available.
- Basic information on SEN, PP, CIC, Child Protection Pupils, and organisational charts still to be collated.

<b>ACTION:</b>	HF/LW to look at extending collaborative lesson planning to Chagford HF to email learning walks report to Clerk for circulation. HF to circulate data drop Calendar when available. Basic information on SEN, PP, CIC, Child Protection Pupils, and organisational charts still to be collated
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## 5 – Matters Brought Forward at the Direction of the Chair

- None

## 6 – School Improvement Plan Update (RAG Rated)

- The SIP Overviews for each school had been RAG (Red, Amber, Green) rated to indicate progress.
- HF explained that in future Governors will receive these documents before the meeting.
- HF noted that there is a focus on accelerated progress across the board, and there is a planned non-pupil day for January which will focus on greater depth. This is an example of joined-up training across the Cluster and with other schools from the MAT.
- Key points across the SIPs were as follows:

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- NT had not yet managed to hold an Ethos Committee meeting but had taken steps to improve parent engagement.
- Chagford had invested in more visual resources. Furthermore, pupil behaviour had been observed to be excellent by a visiting Governor, and it is now about maintaining this learning behaviour.
- It was suggested that Chagford add promoting and marketing to the SIP.
- Governors asked Chagford had promoted its Open day(?). LW replied through Facebook, posters and website. The key was keeping it simple, promoted as "come and see what we do".
- It was suggested that E-Safety training for parents was something that could be addressed cluster-wide.
- ST reported a Mental Health assembly is held every Monday. This is supported by a Buddy system, pairing older children with younger children for reading, playing, walking to church/assembly etc. This is working well.

**ACTION:** LW to add promotion and marketing to Chagford SIP  
Heads to consider cluster-wide E-safety training for parents.

## 7 – External Visit Notes

- The Headteacher Report contains a section on External Visits.
- It was explained that Neil Swait is an Ofsted Inspector, undertaking support work for the MAT. Each school will receive two visits per year.
- The Chagford report will be placed on Sharepoint. North Tawton and South Tawton to follow.
- Jane Lake has also undertaken Safeguarding visits, with reports to follow.
- Governors were impressed with the detailed reports.

**ACTION:** Clerk to place Chagford Report on Sharepoint

## 8 – Review School Performance Data

- Phonic screening had been undertaken in October.
- Governors asked how phonic targets are set. Heads explained a process of looking at last year's results and looking at the reception data/current scores and considering what can be added.

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- HF recalled training that had been received at Okehampton Primary, based on research at Plymouth University which had improved phonics scores by 10%. **Both Chagford and NT are employing new Year 1 teachers and HF will work with them to get them up to speed.**
- In considering the EYFS data, NT stood out as having peculiar results/targets. **Governors challenged how these numbers had been arrived at**, and these had been based on observations from an SLE across the MAT.
- **Governors noted the benefits of comparing data across the schools** in this manner and NT will be looked at again.

*MH entered the meeting.*

- Governors discussed the outstanding action to provide a context sheet for each school, breaking down the cohort. **This is still required.**

<b>ACTION:</b>	HF to work with new Year 1 teachers at Chagford and NT re Phonics HF/Clerk to collate basic information on SEN, PP, CIC, Child Protection Pupils
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## 9 – Curriculum Update

- HF summarised the Curriculum Update provided in the Headteachers Report.
- **HF will add MFL to the Report.**
- **Governors asked the Heads how they felt about the new curriculum framework.** HF, LW and SC had attended a briefing on it. There is still work to be done and documents will be drafted in January. It was felt that the schools would benefit from drawing on strengths from across the MAT.
- **Governors questioned the use of Artsmark in the curriculum.** It was felt this was a useful tool for evaluation. IR will visit when training starts on this.
- **Governors questioned if Ofsted expect to see subjects taught as separate lessons.** No, it is about embedding the subjects in teaching.
- HF considered the new curriculum framework created an opportunity to increase subject knowledge and widen vocabulary, however she was disappointed that it was less imaginative/creative.
- Schools could make collaborative use of skills across the MAT to increase capacity.
- **Governors challenged whether teachers need more help, do they have the confidence to deliver the new framework.**
- HF replied there had been training but raised the potential need for specialist teaching.
- **Governors discussed the role of specialist teachers**, noting the passion and in-depth knowledge that specialists bring, but expressed concern about subjects being taught in isolation. Heads felt that, as primary practitioners, they were experienced in juggling subjects and were well placed to put the new framework into practice.

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- It was noted that the emphasis must be on embedding and retaining knowledge. HF highlighted research on this subject that should be considered.

**ACTION:** HF to add MFL to the Curriculum Update in Headteachers' Report

## 10 – ASP Summary

- HF provided a summary of the ASP data and went through this with Governors. These data will also be presented at the FGB.
- The ASP highlighted that writing is a focus across the schools.
- **Governors asked what is required for writing.** The Heads explained that it is content, technical skills, and a lot is asked for. A range of work is looked at and is moderated.
- **Governors challenged the extent to which we understand issues with disadvantaged children.**
- HF explained that there are two lots of data coming from Govt, the ASP documents and IDSR, which is more Governor friendly.
- These data will tidied and presented for FGB, however Governors liked the presentation and would like it shared electronically.

## 11 – CPD Impact

- CPD is included in the Headteachers' Report.
- **It was noted that MAT-wide training received by all three schools could be combined in the Report to streamline the content.**
- There are several initiatives happening at the same time and it is about looking for links and a common path through, rather than increasing workloads.
- It was noted that the emphasis is on coaching to improve teaching.

**ACTION:** Streamline CPD section of Headteachers' Report by combining MAT-wide training.

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## 12 – Pupil Targets

- Pupil targets are included in the Headteachers' Report.
- [Governors asked for further information on how the targets are set.](#)
- Methods include considering prior attainment at KS1, where pupils are at the beginning of the year and where staff aspire them to be. Children are considered individually.
- It was considered that staff needed to see targets across the schools, as this is usually done in isolation.
- Governors considered the targets to be positive. **However, it was noted that there was a need for targets for Disadvantaged progress.**

**ACTION:** Heads to consider targets for Disadvantaged pupils

## 13 – Matters for Trustee Attention and Risk Identification

- Risks identified from the meeting's discussions were as follows:
  - Progress in writing is a key risk
  - The new curriculum framework is a huge piece of work to be undertaken with a small number of staff. It is a priority and needs to be done well.
  - North Tawton has a legacy issue with EY data. Security of assessment in NT for key data is a risk.
  - Chagford and North Tawton will have new Year 1 teachers mid-year. This introduces issues of continuity.

## 9 – Items for Next Agenda

- The Clerk noted that, due to the number of items to be covered in this meeting it had not been possible to include the reports on Sport Funding, as set out in the Annual Business Planner.
- **Heads will present their Sports Funding Reports at the next SI meeting.**
- [Governors asked to look at the progress of disadvantaged pupils in more detail, with targets set.](#)
- The Clerk noted that reports from Subject leads is included in the Business Plan. **These will form part of the Headteachers Report.**

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- HF noted that the first termly data drop is due on 3rd Dec, **this will be discussed at next SI meeting.**
- Governors asked to better understand the writing requirements, noting that they don't understand what greater depth looks like. **It was agreed that before the next meeting, examples of Year 2 and Year 6 work at expected and at greater depth will be circulated.**

**ACTION:** Heads to present Sports Funding Reports at next meeting  
 Clerk to include Disadvantaged Pupils on next Agenda  
 Subject lead reports to form part of Headteachers Report  
 First data drop to be included on next Agenda  
 Circulate examples of Yr2 and Yr6 writing ahead of next meeting.

## 10 – Date of Next Meeting

- **Full Governors** – 6pm Thursday 6<sup>th</sup> December at Chagford Primary School
- **School Improvement** - 6pm on Thursday 31<sup>st</sup> January at South Tawton Primary School

### Action Table from 26.11.2018

HF/LW	Look at extending collaborative lesson planning to Chagford	ASAP
HF	Email learning walks report to Clerk for circulation	ASAP
HF	Circulate revised assessment/data drop Calendar when available	ASAP
CG/SM/LW/SC	Collate basic information on SEN, PP, CIC, Child Protection Pupils	ASAP
CG/LW/SC	Heads to send organisational charts to Clerk	ASAP
LW	Add promotion and marketing to Chagford SIP	ASAP
HEADS	Consider cluster-wide E-safety training for parents	JAN
CG	Place Chagford Report on Sharepoint	DONE
HF	Work with new Year 1 teachers at Chagford and NT re Phonics	JAN
HF	Streamline CPD section of Headteachers' Report by combining MAT-wide training	ASAP
HEADS	Consider targets for Disadvantaged pupils	JAN
HEADS	Present Sports Funding Reports at next meeting	31 <sup>ST</sup> JAN
CG	Include Disadvantaged Pupils on next Agenda	31 <sup>ST</sup> JAN
HEADS	Subject lead reports to form part of Headteachers Report	ASAP
CG	First data drop to be included on next Agenda	31 <sup>ST</sup> JAN
HF/CG	Circulate examples of Yr2 and Yr6 writing ahead of next meeting	JAN