

**MINUTES**

***Aim High, In Life, In Learning, With God - Together***

**Present:** Peter Falconbridge (acting CoG), Ange Wallis (Co-head), Vicky Burt, James Harvey, Cathy Irons (clerked the meeting), Gemma Wilkinson,

No.	Item	Action
1.	<p><b>Welcome</b></p> <p>PF welcomed all to the meeting and invited SB to present her item.</p>	

Sarah Brown (SENCo) had been invited to give governors a presentation on the **provision for disadvantaged groups (KS1 and KS2).**

- Update on provision shared (copy attached)
- Views of parents and grandparents sought in terms of provision put in place
- Working group set up, and includes governor and parent representation
- Step-on training now in place which requires 2 staff members to be trained and bring back in house. Most staff received training last year so 2 members of staff to be allocated when current training needs renewing)

**Q.** What is Step-on training? **A.** It is a behaviour management strategy which helps staff to de-escalate situations.

- Nurture group up and running very successfully – looking to expand
- CPOMS (Child Protection Online Management System) being used by all staff and resulted in more secure storage of information
- Increase in number of pupils identified with SEND – 38 to 40
- Pupils given a one page profile early on (copy attached)
- Profile useful in helping staff to get to know the pupil - 'What people like about me'; 'What makes me happy'; How I want to be supported', etc
- Parents and teachers involved in the process of pupils completing their own profile
- Actively encourage the pupils to be creative
- Pupil Progress Cycle supports a 3 step process – (1) teacher meets with Phase Leaders to discuss concerns; (2) Phase Leader meets with SENCo to decide best fit provision; (3) SENCo meets SLT to discuss changes to provision and drafting of timetables
- Information recorded in a pupil progress document which is RAG rated and supports effective tracking
- Document provides suggestions for support and notes highlighting areas of concern

**Q.** How is the work and progress of the pupils captured to ensure effective communication between the TA, Teacher and SENCo? **A.** The TA provides written updates for each pupil which is shared with the teacher, who in turn records it on the pupil progress document. This is shared with the SENCo for tracking of the intervention and the impact on progress.

**Q.** How often is the information updated and can it be transported into SIMS? **A.** Half-termly. The document is home-grown and used internally to measure impact of interventions. The % of pupils and impact can be obtained through a SIMS report.

- Teachers are meeting Phase Leaders this week to record progress
- Where progress is not evident, the intervention is reviewed
- Future provision includes expansion of the Nurture Group; Updating of Writing interventions for Years 2 and 6; Updating of Maths interventions; Physical

Development intervention

**Q.** Is the physical development intervention just for pupils who have a physical impairment? **A.** No, it is to support all levels of physical development

- Whole School Provision Map in place (copy attached)
- Wave 1 applies to all pupils and is non-negotiable; Wave 2 is for groups who need specific support such as Maths or Phonics; Wave 3 is specialised interventions and mostly 1:1 work such as Counselling or Speech and Language Therapy
- SEN Surgeries in place
- SENCo sets days for open surgeries
- Teachers and TAs able to meet with SENCo for advice

**Q.** Where do you get information from if advice is being sought on a specific need – e.g. autism or dyspraxia? **A.** From courses I have attended or via reputable sources such as the NHS or National Autistic Society.

**Q.** Is an intervention a case of one size fits all – e.g. does Maths No Problem support a pupil of low ability, and EAL pupil and a most able pupil? **A.** No, interventions won't suit every pupil but they are allocated taking the pupils needs into account.

**Q.** As TAs deliver interventions and we have a mix of full-time and part-time, are you confident that the part-time TAs work with pupils is effective? **A.** Yes as we track all interventions. Not all interventions are academic based, some are specialised such as counselling/speech and language which may be required to support a child before moving onto academic interventions.

SB concluded the interactive SEND web link had gone live last week and parents will be informed via the newsletter. The link will enable parents to click on a variety of FAQs and SB would like to expand this in the future to develop an area that supports parents in terms of seeking advice if they have concerns about their child.

Governors thanks SB for her informative update. SB left the meeting at 6pm.

2.	<p>To receive <b>apologies</b> and consider approving <b>absences</b></p> <p>MS and DB sent apologies, absence approved.</p> <p>Rachel Pennant not on committee but will input into meeting remotely (focus on church links with school).</p>	
3.	<p>To declare a <b>conflict of interest</b> on any item on the agenda and withdraw for that item</p> <p>None declared.</p>	
4.	<p>To approve the minutes of <b>3<sup>rd</sup> May 2016*</b> and <b>consider matters arising</b></p> <p>Minutes approved as true record of the meeting and signed off by Chair.</p> <p><b>Matters arising:</b>  <b>Item 3 - TLA Visit reports:</b> Copies of future TLA reports to be emailed to SIC members. <b>Action complete.</b>  <b>Item 5 - RE Policy:</b> Tracey Lines is in receipt of the draft policy and will arrange to meet with Rachel Pennant to discuss. <b>Action in hand.</b>  <b>Item 6 - Data Review Group:</b> DRG now disbanded and data to be sent to SIC members going forward. The DRG was set up as governor monitoring of data was identified as an area for improvement. All agreed this can now come back to SIC. <b>Action complete.</b>  <b>Item 7 – Staff Handbook:</b> Agreed changes/amendments to handbook completed. <b>Action complete.</b>  <b>Item 8 – Annual monitoring timetable:</b> Covered in SDP – see</p>	RP/TL

	<p>item 8. <b>Action complete.</b>  <b>Item 8 – Parent View link on website:</b> AW to check if link added.  <b>Action outstanding.</b>  <b>Item 8 – Behaviour policy:</b> Policy updated and approved by governors. <b>Action complete.</b></p>	AW
5.	<p>To receive update on <b>provision of disadvantaged groups – KS1 and KS2</b></p> <p>See above.</p>	
6.	<p>To confirm <b>outcome of Ofsted Inspection</b> – 13<sup>th</sup> and 14<sup>th</sup> September 2016</p> <ul style="list-style-type: none"> <li>- Outcome of <b>Good</b> overall</li> <li>- Report on website</li> <li>- News shared with parents/carers</li> </ul>	
7.	<p>To elect <b>Chair</b></p> <ul style="list-style-type: none"> <li>- No nominations received</li> <li>- Deferred to next meeting as not all governors present</li> <li>- PF agreed to cover in acting capacity</li> </ul>	Clerk
8.	<p>To receive update on actions against <b>School/Governor Development Plan priorities</b></p> <p><b>SDP</b></p> <ul style="list-style-type: none"> <li>- Updated with actions so far (copy attached)</li> <li>- Lots put in place early – updating staff handbook; setting up of curriculum folders – core subjects done, some foundation subjects outstanding</li> <li>- Staff found the curriculum folders useful</li> <li>- Phase and subject leader meetings carried out</li> <li>- Non-negotiables delivered in literacy training for staff</li> <li>- One of TLAs delivered <b>Take One book</b> training</li> </ul> <p><b>Q.</b> Are the annotations always written in? <b>A.</b> Yes and they are colour coded to help identify which term they were completed.</p> <ul style="list-style-type: none"> <li>- Maths plan completed month by month</li> </ul> <p><b>GDP</b></p> <ul style="list-style-type: none"> <li>- Updated with actions so far (copy attached)</li> <li>- Agreed to arrange H&amp;S training for governors next term – seek availability for February/March 2017</li> <li>- Some items to be included in governor away day (date to be agreed)</li> <li>- eSafety training to be delivered by Simon Scott (in-house) at last meeting of academic year</li> <li>- Data to be emailed to SIC members in advance to give opportunity for Qs to be drafted</li> <li>- HT Performance Management underway and moved to <b>green</b> (from <b>amber</b>)</li> <li>- PF to input updates for sharing with all governors</li> </ul>	<p>CI</p> <p>Heads</p> <p>PF</p>
9.	<p>To confirm <b>Policies</b> due for review and status</p> <p><b>Feedback and Marking:</b> Staff to review before presenting to SIC for approval. AW reported the policy is unlikely to change as its last review was as a result of Ofsted feedback. Agreed to consider changing the review of this policy to 2 years (currently 1). Policy to be presented at next meeting.</p> <p><b>Homework:</b> This policy will be reviewed following the LPPA (Leading Parent Partnership Award). Agreed to extend review</p>	<p>AW Spring 17</p> <p>AW Aut 17</p>

	<p>date to Autumn 2017.</p> <p><b>Learning Outside the Classroom:</b> Agreed to defer to next meeting as DB absent. AW reported Dan Fitch staff link as Lorna Maud on maternity leave.</p> <p><b>Staff Harassment and Bullying*:</b> Staff consultation has been completed and no comments/objections received. Policy approved with review date of summer/autumn 2018 – AW to send to CI for formatting front cover.</p> <p><b>Staff Capability*:</b> Staff consultation has been completed and no comments/objections received. Policy approved with review date of summer/autumn 2018 – AW to send to CI for formatting front</p> <p><b>Staff Grievance*:</b> Staff consultation has been completed and no comments/objections received. Policy approved with review date of summer/autumn 2018.</p> <p><b>Teaching and Learning:</b> Staff to review before presenting to SIC for approval. AW reported the policy is unlikely to change. Agreed to consider changing the review of this policy to 2 years (currently 1). Policy to be presented at next meeting.</p> <p><b>Whistleblowing*:</b> Policy had been updated to reflect minor changes (qualifying disclosures/anonymous complaints) and distributed inviting comments. No feedback received. Policy approved as presented. Review date of summer/autumn 2018.</p> <ul style="list-style-type: none"> <li>- Policies marked * based on Herts for Learning HR Services model.</li> <li>- AW to email 'staff related' approved policies with 'read receipt' to record staff accessing.</li> <li>- CI to update policy schedule and send copies to Dan Wallis for uploading on website (governor secure section)</li> </ul>	<p>DB Spring 17</p> <p>AW/CI</p> <p>AW/CI</p> <p>AW Spring 17</p> <p>AW Dec 16</p> <p>CI Dec 16</p>
10	<p>To receive <b>any other business</b></p> <p><b>Tesco Bags Scheme Grant:</b></p> <ul style="list-style-type: none"> <li>- School received notification this week of £12K grant being awarded for the renovation of the nature area</li> <li>- Renovation will allow area to be used again and create a wonderful 'outdoor classroom'</li> <li>- Governors/staff involved in drafting and submitting bid commended</li> <li>- Details handed to Dan Fitch (LoTC staff link)</li> <li>- Parents/carers to be notified of award via newsletter</li> <li>- Parents/carers and pupils to be invited to have input into design of area – e.g. would like segregated areas</li> <li>- Important to have a workable area which can be accessed in all weathers</li> <li>- Contact to be made with Women in Waders to finalise details</li> </ul>	
11.	<p>To agree <b>date/time of next meeting</b> and <b>key items for agenda</b></p> <p>Agreed to alternate meetings between morning/evening. Next meeting <b>24<sup>th</sup> January 2017 at 7.45am.</b> (CI logged apologies)</p> <ul style="list-style-type: none"> <li>- Governors with children at the school invited to put their child in breakfast club</li> </ul> <p><b>Key items for agenda:</b></p> <p><b>Pupil Premium policy:</b> Policy is due for review and CI is liaising with Virtual Schools to determine if updated model is being published.</p> <p><b>Volunteer policy:</b> AW reported she and MS attended Safer Recruitment refresher and there was an emphasis on checks on</p>	

	<p>volunteers. Following the training, a decision to implement a volunteer policy was considered a necessity. Draft model to be sent to SIC members for feedback and confirmation of approval via email.</p> <p>Meeting concluded at 7.00pm.</p>	AW
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