

St Catherine's C of E Primary School
School Improvement Committee Meeting
Monday, 18th June 2018 at 7.30am

MINUTES

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

Present:

Ange Wallis (Head), Peter Falconbridge (Chair), Denise Barrows, Rachel Pennant, Cathy Irons, James Harvey, Gemma Wilkinson

In attendance: Jo Devonshire (Acting Deputy Head); Tracey Lines - part (RE Curriculum Co-ordinator)

No.	Item	Actions
	<p>Governors received a verbal update on the RE curriculum from Tracey Lines:</p> <ul style="list-style-type: none"> - TL gave overview of work taken place since September 2017 in line with introduction of new syllabus introduced - New syllabus aims to ensure pupils develop knowledge and understanding of sources of wisdom and their impact - Staff communications increased to support staff and link work with RP - 8 key areas of learning (Beliefs and practices; Sources of wisdom; Symbols and actions; Pray, worship and reflection; Identity and belonging; Ultimate questions; Human responsibility and values; Justice and fairness) – - Originally delivered in 2-year phase split – moving to single year groups - Established what had been taught to ensure all areas of the RE curriculum have been taught - Year group leads provided with schedule to factor into their planning (from EYFS – KS3 for each area) - Lots of continuity and some repetition to support pupils to fully understand each phase - Curriculum allows teaching of all areas of religion - RE should be taught 1 hour per week and aligned to our Christian values - As well as individual exercise (RE) books, each class has a 'scrap book' which is a live working document and accessed by the whole class - Comprehensive timetable received from Hertfordshire - TL attended relevant conferences/training to support her leading in RE <p>Q. Does the '1-hour' per week teaching of RE also apply in EYFS? A. Yes it does. The timetable allows for this to be factored in and we have to demonstrate this is in place during an SIAMS inspection. Q. In terms of the 8 different phases, do teachers do it over 2 years systematically? A. We were but Herts for Learning suggested it is moved around so we have made that change in terms of teaching. We also still link the teaching to the old Hertfordshire RE syllabus as it broadens the scope.</p>	

	<p>Q. Are the diocese aware of Herts input? A. Yes, the diocese were involved and work closely with Herts.</p> <ul style="list-style-type: none"> - Opportunity to work towards a Charter Mark and a qualification in RE (the latter was referenced in the SIAMS training provided to governors) <p>Thanks extended to TS for her useful update.</p>	
1.	<p>Welcome</p> <p>PF welcomed all.</p> <p>Noted JD elected as staff governor following resignation of Vicky Burt. CI to notify Julia Thurlow for updating on school website.</p>	CI/JL
2.	<p>Receive apologies and approve absence</p> <p>Apologies from Jean Legg. Absence approved.</p>	
3.	<p>To declare a conflict of interest on any item on the agenda and withdraw for that item. Governors are reminded they must declare a particular interest, financial or other, in any item on the agenda</p> <p>None declared.</p>	
4.	<p>To approve the minutes of 26th February 2018 and consider matters arising</p> <p>The minutes of the 26.02.18 approved and signed by PF.</p> <p>Matters arising (carried over from November 2017 meeting):</p> <p>Item 4: Action from Learning Walk: Agreed inspirational displays and stories/timeline displays a good opportunity to further engage the children in the RE curriculum. AW confirmed the timeline has been sent to Tracy Lines and response is awaited. Action in hand. (AW/TL). <i>AW reported this referred to the Biblical timeline. This will be considered upon completion of the current building works to extend the school site. Action deferred.</i></p> <p>Item 6 Login for ASP and FFT: PF reported an amendment to this item. The login will be sent to him for access as CoG (not all governors) and he will forward reports to governors. Noted last year RAISE data was distributed. (AW/JD). <i>Action complete.</i></p> <p>Item 8 SIAMS working group: The meeting was cancelled and will be rescheduled. PF to email working group. (PF). <i>Action complete – meeting scheduled for 21st June.</i></p> <p>Item 9 Draft RE policy: Action outstanding for policy to be sent to governors for approval. (AW). <i>Final updates in hand - policy to be emailed to governors this term.</i></p> <p>Matters arising from February 2018 meeting:</p> <p>Item 5 (Data): Spring data to be shared end of March (JD/AW). On agenda – item 5. <i>On agenda.</i></p> <p>Item 6 (SDP): A list and SEN intervention timetable for all pupils will be distributed. (JD). <i>Action complete.</i></p> <p>Item 6: Copy of provision map to be sent to PF (JD/AW). <i>Action complete.</i></p>	<p>AW</p> <p>AW/TL</p>

	<p>Item 6: AW shared the (annotated) SDP on screen updated with spring term actions, the plan to be emailed to all for drafting questions, which should be sent to PF and AW. <i>On agenda.</i></p> <p>Item 8 (SIAMS): RP confirmed visits programme still outstanding – AW confirmed this has been addressed with staff and she will revisit. <i>On agenda.</i></p> <p>Item 8: Restorative justice still an item of discussion. School have involved some Y6 pupils in peer mediation. RP suggested holistic training is considered (RP/AW). <i>Cover under Behaviour policy – on agenda.</i></p> <p>Item 8: Need to locate the new SEF framework and identify the changes – not yet available on the diocesan website. JD to locate copy and forward to PF. <i>Action complete – link sent to all.</i></p> <p>Item 9 (Policies): E-Safety and Data Security Policy: Herts for Learning currently updating model online safety policy. Simon Scott will update once draft published. <i>On agenda – see item 9.</i></p> <p>Item 9: Sex and Relationship Policy agreed as 12 month review for SIC committee. PF to update policy schedule and final copy to be sent to DW for uploading on website. <i>Action complete.</i></p> <p>Item 9: Succession Planning Policy: 2 year review agreed. PF to updated policy schedule and final copy to be sent to DW for uploading on website. <i>Action complete.</i></p> <p>Item 9: Teaching and Learning Policy: Noted the policy is being reviewed and updated to include homework and marking and feedback (previously separate policies). Final draft will be ready for presenting Summer 2018. <i>On agenda – see item 9.</i></p> <p>Item 10: Next SIC meeting to be arranged. <i>Action complete.</i></p>	
5.	<p>To receive pupil attainment and progress data for the spring term 2018</p> <ul style="list-style-type: none"> • Whole School Summary. Spring 2018 • Arrangements for publication of the Summer 2018 pupil attainment and progress data • Arrangements for the publication of the 2018 JARV & Progress Report <ul style="list-style-type: none"> - Whole school achievement (end of key stage) tracking document forwarded on to governors (copies attached) - Suggestion of meeting date for next academic year with dedicated focus on whole school data agreed. - Staff were asked in autumn term to identify pupils working at ARE or above – data result not reflective of what is being seen in books and class - More moderation amongst teams – discussing what is seen in books, lesson observations, etc - Spelling a focus including CPD for staff to support pupils achieve ARE or above in writing - Important to note data for spring term not reflective of pupil progress expected at end of academic year, when a positive change will be evident - Data deadlines submission dates shared with staff – important to align SIC dates with published data - Governor invited to attend meeting with MLT/SLT following data submissions. Opportunity for governor to hear and 	PF/CI/AW

	<p>challenge individual subject leads who attend and present on their 'current' data. PF agreed to attend.</p> <p>Spring data: EYFS:</p> <ul style="list-style-type: none"> - Identified more quality observations needed in order to meet ARE - Good work in place and Maths lead from Herts for Learning supporting through work with phase leaders <p>KS1 and KS2:</p> <ul style="list-style-type: none"> - Targeted maths support for pupils (Y1) –progress is evident and pupils confidence has grown in this subject - Phonics screening test last week positive – 89% (85% last year) – an upward journey over the last 5 years - Y2 making good progress - No difference in performance between PPG/SEN/boys and girls - Pupils who had to re-sit phonics screening all passed - Y3/4 a lot of mobility this year (12 in total) - Inherited some low attainers - Identified those in need of additional support - Support from Teaching and Learning Advisor - SEN progress very strong and accelerated progress evident - Y5/6 Reading identified as a weakness - Lorna Maud (Literacy Co-ordinator) introduced whole class guided reading t <p>JD concluded the end of key stage projections are in line with last year and improving in Maths and Reading.</p> <p>AW reported she had appealed to the DfE for special consideration following the death of Mrs Staiano and this had been agreed. It was noted this had been a difficult time for the whole school community. Q. How many points do the DfE grant? A. It is an arbitrary figure applied. There is a set criteria when applying this request. I think it is likely to be 3 points added to the pupil's scaled score but will be able to confirm once the results are out in July</p> <p>Thanks extended to JD and AW for update.</p>	PF
6.	<p>To receive update on actions against:</p> <ul style="list-style-type: none"> • 2017-2018 Self Evaluation Form (SEF) and • 2017-2018 School Development Plan (SDP) <p>AW provided summary:</p> <ul style="list-style-type: none"> - 2018/19 JARV (Joint Annual Review Visit) report changed – a report providing a summary of school performance will be provided but not follow the same format as current - Bespoke package now offered through Hertfordshire Improvement Partner (Marcus Cooper). - MC visiting this week to carry out learning walk; see how we are managing as a leadership team; look at data - SEF to be reviewed in September - SLT meetings in place for drafting of SDP – the date for this was 28th June and PF did attend – Dates to be sent to PF 	AW/PF

	<p>who will attend</p> <ul style="list-style-type: none"> - New SDP underway – day allocated for key people to work on this <p>Q. Are there any priorities which need to be carried over? A. No, actions against priorities will enable sign off.</p> <p>Q. Will SIAMS be included as a priority in the new SDP? A. Yes, this will be included within the new plan.</p>	
7.	<p>To receive update on actions against the 2017-2018 Governor Development Plan (GDP)</p> <ul style="list-style-type: none"> - GDP works well as a live document and ensuring governors keep on track, and are aligned to the SDP - Majority of actions meet with those not fully met ‘work in hand’ – e.g. Vision statement work in progress <p>JD provided an update on the ‘Oracy’ action:</p> <ul style="list-style-type: none"> - Applied to a school in Stratford (School 21) to work in partnership with St Catherine’s - School 21 recognised as successful in project based learning and developing Oracy - Lorna Maud and JD met with school partner for audit process - Rated ourselves to identify what we are doing well which informs and adds to our 3-year Oracy action plan and feed into our SDP - Whole CPD scheduled for staff in autumn 2018 – delivered by School 21 <p>Noted amendment in GDP: Maths no problem should read embedded (not amended)</p>	PF
8.	<p>To receive an update on actions against the 2017-2018 SIAMS SEF</p> <p>Summary highlights:</p> <ul style="list-style-type: none"> - SIAMS training for governors completed - Aware of new SIAMS framework - Work underway to ensure prepared for inspection <p>RP discussed with TL plan to record visits from various places of worship – e.g. Mosque. AW confirmed she has asked staff to record such visits and will remind staff ready for autumn term.</p>	AW
9.	<p>To approve Policies and confirm those due for review</p> <p>For approval:</p> <p>E-Safety and Data Protection Policy (SS): New draft model policy is <i>called Online Safety Policy</i> and was emailed to all in advance of the meeting with request for governors’ views on following proposals:</p> <p>Mobile phones: Should there be designated areas where mobiles can be used on site by families or a ‘strictly no mobiles’ policy?</p> <ul style="list-style-type: none"> - Complete ban on phones being used to hold conversations at parental events – e.g. assemblies/school plays, etc - Organised photo sessions at events (mobiles used more frequently to capture images) to ensure we are meeting parental requests to not allow images of their child to be taken and protecting vulnerable pupils 	

	<ul style="list-style-type: none"> - Continually communicate the rules around use of mobiles and explain why rules are implemented (through newsletters/ presentations to parents (e.g. generic PowerPoint slide)/ external/internal displays - Visitors to the school should receive clear instruction that phones should be put in a pocket/bag and not used whilst on site – adults would be accompanied at all times by staff who are aware of ‘no mobile’ policy - Agreed difficult to embed and monitor with parents/carers waiting in playground to drop off/collect children. Signage requesting parents to ‘be considerate around use of mobiles’ during that time to be drafted – noted importance of highlighting request is to support school with meeting safeguarding criteria - Noted wording for ‘use of mobile phones’ to be consistent throughout all relevant documents <p>Governors agreed to the proposed suggestions. Policy approved as 2-year review (or in line with HfL policy update if sooner).</p> <p>Acceptable use proforma: Ask pupils, parents/carers and staff to sign. Do governors signing of ‘acceptable use’ and home/school agreement necessary?</p> <ul style="list-style-type: none"> - Signing of both forms further enhances the robust safeguarding culture and should be applied - Noted RP role as link governor (church) will have links with families in her role as local Vicar <p>Policy approved for annual review.</p> <p>Teaching and Learning Policy (to include Homework and Marking and Feedback Policies). (AW)</p> <p>Q. There is reference to ‘homework set in accordance with homework policy’ – as we don’t have a separate policy will this need to be reflected? A. As homework is a different piece of work we will amend the wording to reflect this and that it is part of assessment. Policy approved in principle (subject to above change) for a 2-year review.</p> <p>Behaviour Policy*</p> <ul style="list-style-type: none"> - Aligned with anti-bullying policy <p>Q. Should reference to ‘peer mediation’ be included in the policy? A. Reference to this can be included under ‘expected behaviour’. There is reference to ‘scales of justice’.</p> <p>Approved in principle subject to above addition – annual review.</p> <p>Anti-bullying Policy*</p> <ul style="list-style-type: none"> - Noted ‘restorative justice’ incorporated into peer to peer work and is implemented through SLT - Peer mediation is applied and staff are fully aware of how to promote this in terms of resolving conflict through behaviour strategies – e.g. protective behaviours training <p>Approved as presented – annual review.</p> <p>Policy schedule to be updated with approved policies dates and final copies sent to DW for uploading in governor section of school website.</p> <p>*Behaviour policy to also be uploaded and replace current policy in ‘statutory’ area of public section of school website. Anti-bullying</p>	<p>JD</p> <p>AW/JD</p> <p>PF/Julia Thurlow</p> <p>JT</p>
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	<p>policy to be uploaded in statutory area as falls within to behaviour guidelines.</p> <p>EYFS Policy (AW)</p> <ul style="list-style-type: none"> - Draft sent out – further changes to be made - EYFS lead stepped down – JH taking on role and would like to look through and contribute to the content before presenting for approval - Deferred to autumn term for approval 	PF/CI
10.	<p>To receive a report on the School website</p> <p>Noted updated to be provided at FGB meetings. Report not requested.</p>	
11.	<p>To receive a report from the Performance Review Group</p> <ul style="list-style-type: none"> • Spring 2018 QTP Report • HTPM – Interim Review <p>PF confirmed:</p> <ul style="list-style-type: none"> - Discussion with AW re quality of teaching profile - Date of Headteacher performance review to be arranged <p>AW confirmed:</p> <ul style="list-style-type: none"> - Stock take last week – observed lessons and spoke to pupils – some outstanding teaching, much good and areas to improve identified - Teacher development plans being drafted following stock take - Update on staffing provided Last term following intensive support Capability – tendered resignation – noted 2 staff members leaving at end of term - New teaching staff from September - 3 NQT's – 1 part time NQT (maternity leave) and mentoring support will be in place and registered with Herts for Learning; 1 experienced teacher - Induction timetable for new staff being finalised – all attending inset on 6th July and transition day on 12th. 	PF
12.	<p>To Review SIC Terms of Reference</p> <p>JD elected as staff governor (replacing Vicky Burt) – committee ToR representation to be updated</p>	
13.	<p>To receive any other business</p> <ul style="list-style-type: none"> - None received. 	
14.	<p>Date/time of next meeting and key items for agenda</p> <p>Next meeting – Suggested dates for 2018/19 FGB and committees to be set with AW/JD before forwarding to governors for availability.</p> <p>Meeting concluded at 9.25am.</p>	PF/CI/ AW/JD