

St Catherine's C of E Primary School
School Improvement Committee Meeting
4th June 2024 – 5.00pm

MINUTES

Let Your Light Shine

Committee members: Dorothy Marlow (DM - Head), Peter Falconbridge (PF - Chair), Cathy Irons (CI), Sarah Thompson-Storey (STS)

No.	Item	Action
1.	Welcome and prayer PF opened the meeting with a welcome and prayer.	
2.	To receive apologies and consider approving absence John Forest had sent apologies. Absence approved.	
3.	To declare a conflict of interest that may arise during the meeting. None declared.	
4.	To approve the minutes of 27th February 2024 The minutes of the meeting on the 27 th February 2024 were approved as an accurate record and signed by PF. Copy of signed minutes were passed to DM for filing.	
5.	<p>To confirm that the actions from the previous minutes have been taken.</p> <p>Following actions carried over from autumn 2023 meeting.</p> <p>Item 5/Item 7. Pupil Progress:</p> <ul style="list-style-type: none"> • JD and JP noted the need to review the current mathematics Curriculum – Maths No Problem (MNP). A further investigation has been undertaken to see what other schools are using. Head and Deputy visited a school who use 'White Rose Maths' (recommended by the School Effectiveness Adviser). The visit included a presentation from the Maths lead and observing lessons. There was nothing significant coming out of it and further investigation is needed as it is reported that White Rose has a positive impact with SEND and EYFS pupil outcomes. We need a scheme that is supportive to teaching and not dictating how they teach. <i>White Rose Maths will be introduced from September 2024 and reported on at future meetings.</i> <p>Item 5/Item 8 Key areas for monitoring:</p> <ul style="list-style-type: none"> • SDP: SLT will complete the spring 2024 R.A.G of the SDP and file on GovernorHub, before the end of term. Item on agenda. • 2023-24 Sports Premium Grant: • JD noted the Autumn 2023 update for SPG still needs to be completed. Once this is done it will be copied to governors. Item on agenda. <p>Item 5/Item 10 Approval policies and confirm those for review:</p> <ul style="list-style-type: none"> • Physical Intervention policy: JD and DM are carrying out a review of St. Catherine's Restraint Policy, last reviewed in 2019. When an updated policy has been drafted it will be shared with governors for consideration. <i>Approved at FGB meeting of 14th March 2024 – note policy renamed Reducing the need for restrictive physical interventions.</i> • Time off work policy: DM/JD have updated the Time off Work Policy and guidance statements. These will be forwarded to PF. <i>The draft policy was by governors at the FGB - 14.03.24.</i> 	<p>DM</p> <p>DM</p> <p>JD</p>

<p>Actions from February 2024 SIC meeting:</p> <p>Item 7 Pupil Progress:</p> <ul style="list-style-type: none"> The Spring Attainment and Progress Data was added to the 2023/24 Attainment and Progress/Disadvantaged Groups folder. <p>Item 8 Key areas for monitoring:</p> <p>2023-2024 Self-Evaluation Form.</p> <ul style="list-style-type: none"> Request JF include an additional table added to Safeguarding termly report to include data on such incidents. CI met with JF and agree will be included in summer report (presented in autumn term). Head's reports at FGB meetings will keep governors updated on behaviours. Behaviour update to be standing item for reporting in future. There is a book called 'Toxic Childhood' and consideration to use sections from that to provide a parent session or bring a parent to school and include an eSafety session. DM reported the material has not yet been used for a parent session. <p>2023-2024 SIAMS SEF Summary:</p> <ul style="list-style-type: none"> Needs to be updated and can be actioned at CDWP. Next meeting is on Thursday 21st March at 3.30 pm. 2023-2024 School Development Plan (Spring 2024 update). Updated plan has been added to GovernorHub nearer end of term. On agenda. <p>2023-2024 Pupil Premium Grant. Monitoring impact of strategies.</p> <ul style="list-style-type: none"> HFL Education offering training on attendance so we can hear from other schools to hear what strategies they use and consider implementing at St Cath's. Lots of strategies shared by schools. Some were difficult to identify the impact as a number of strategies implemented at same time. It has highlighted the need for Attendance to be included on the 2024/25 SDP as an area of focus and applying some of the strategies shared. Attendance updates and impact shared in Head's termly reports SLT have carried out a review of how PPG money is allocated within the school budget and ensure that funds are secured for such strategies to support PPG pupils. On agenda. <p>2023-2024 Sport Premium Grant. Monitoring impact of strategies.</p> <p>The 2023-24 PPG Statement and actions has been added to GovernorHub and the website. On agenda.</p> <p>Item 9 To receive a report from the Performance Review Committee.</p> <ul style="list-style-type: none"> A PRC meeting has been arranged for 17.07.24. Update on agenda (item 9). <p>Item 10 To approve policies:</p> <ul style="list-style-type: none"> Collective Worship. DM to add to GovernorHub when ready and seek feedback from governors. Policy being reviewed and available in Autumn term for approval (see item 10 on agenda). Share for summer review by GB. <p>Item 11 To monitor the website, format and content:</p> <ul style="list-style-type: none"> Curriculum documents now received from Subject Leaders and will be added before the end of term. On agenda. SEND information has been checked to ensure it is up to date. On agenda. <p>Item 12 To receive items of any other business:</p> <ul style="list-style-type: none"> Parent governor election - Wording of advert to attract applications to be drafted. PF to include specific information in the Spring 2024 Governor Newsletter. Message drafted and sent to parents. Item also included in Governor Newsletter. No interest generated so agreement to wait until new academic year to re-run parent election. DM agreed to raise at 'New Parent Intake' evening. 	<p>DM</p> <p>PF</p> <p>DM</p> <p>DM</p> <p>DM</p> <p>DM</p>
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6.	<p>Notification of any other business (covered under item 13).</p> <ul style="list-style-type: none"> • Link governor – IT (Filtering and monitoring). • Meeting with School Planning 	
7.	<p>Pupil Progress</p> <p>Vulnerable groups update (Summer 2024):</p> <ul style="list-style-type: none"> • Pupil progress report shared on GovernorHub • SLT and MLT met following spring data being published • Noted the headlines from autumn to spring data will appear to decline which led to SLT and MLT to considering effectiveness of PPG support and if it is working • Identified cohorts change over time and further analysis shows 50% of PPG pupils exceeded or met ARE, and remaining 50% not meeting ARE in core subjects • SLT and MLT brainstormed all aspects of PPG support identifying the fault does not sit with the child in terms of outcomes, but what it means in terms of the need to review the support, and what we as school need to do to see better outcomes. • Important to link a review of core subject curriculum – writing and maths main focus • Also need to consider support for pupils joining mid-year to make a greater difference to their progress (school has high mobility) • Data shows gap is not closing and with standards rising there is not a positive outcome as yet • SEN (high %) making progress against PSPs but not in raising standards • KS2 indications from spring - currently indications are Y6 PPG will be lower so need to invest and ensure targeted interventions – this has been factored into the budget for next year. • SLT and MLT in agreement investing income is essential to see improvements for the pupils. • Identified move to White Rose Maths implemented to target progress in Maths (Maths No Problem not having an impact) • SLT and MLT discussions ensuring a priority focus area • Writing curriculum covered through Writing Essentials scheme (HFL Education) <p>Q. Writing and Maths are 2 core areas of the curriculum, is it straightforward to change schemes?</p> <p>A. Yes, and everything in place other than delivering the change to staff. We must put the child first, so the change is important to see progress for our pupils.</p>	
8.	<p>To receive updates on key areas for monitoring.</p> <p>2023-2024 Self-Evaluation Form:</p> <ul style="list-style-type: none"> • Summer term update provided. • Previous update for governors on behaviours resulted in additional data in termly safeguarding reports to support with identifying trends/progress and ongoing monitoring. • Noted 'Ofsted' grading will continue internally but Ofsted version will not include grading. • Pupil mobility continues to be high (28 since September, rising to 29) • High % of additional needs • Review of curriculum in Maths and English • Behaviour curriculum introduced – small minority with behaviour issues and whilst some progress, not yet reducing number of incidents Important to note most pupils behave well and have positive attitude to learning 	

	<ul style="list-style-type: none"> • Range of opportunity to support personal development – PGL trip provided adventures outdoors; School council and worship group effective; Worship group interviewed new Vicar; Y5 involved in Love Hoddesdon festival and looking to expand on volunteer opportunities, and forest school in September • Restructure of Leadership and Management (discussed at May budget meeting) • Inclusive classroom extended to whole day in EYFS, and outdoor are being updated over summer <p>2023-2024 SIAMS SEF Summary:</p> <ul style="list-style-type: none"> • Summer term update provided. • Meeting to be rescheduled • SEF under review and covered at meeting <p>2023-2024 School Development Plan (Spring 2024 update):</p> <ul style="list-style-type: none"> • Summer term update provided. • Nothing significant to report - highlights added • Noted updates feed into other key documents so captured in other items <p>2023-2024 Governor Development Plan (R.A.G. – 04.06.24):</p> <ul style="list-style-type: none"> • All items mainly part met/met. • Regularly reviewed and updated <p>2023-2024 Pupil Premium Grant. Monitoring impact of strategies:</p> <ul style="list-style-type: none"> • Covered under Vulnerable group items • Attendance a focus on updated SDP from September • Y6 PPG pupils not on track • New PPG action plan will be shared at autumn term SIC meeting. • PPG commissioned visit scheduled on 10th July (HFL Education - Heidi Otranen) <p>2023-2024 Sport Premium Grant. Monitoring impact of strategies:</p> <ul style="list-style-type: none"> • Plan now available on GovernorHub • Plan to be added to website • PE curriculum supporting with disciplines – e.g. gymnastics and dance • Looking to develop broader range of sports to increase engagement – house competitions, etc, JP is working on a plan • New PE lead –Abby Deboick working alongside JP to take over role <p>Staffing and personnel (wellbeing):</p> <ul style="list-style-type: none"> • Teachers advised of new class allocation • Allocation of TAs to be agreed. • Need to advertise for 1 TA (as agreed at May budget meeting) • Teachers given staff meeting time to write school reports • Enthusiasm from teachers to take on subject leadership opportunities • Staff survey will be sent out this half term <p>Q. Are there any major changes to class allocations? A. Yes, and all staff were happy with the changes and ready for a new challenge.</p>	<p>CDWP</p> <p>JD</p> <p>JP/JD</p>
<p>9.</p>	<p>To receive a report from the Performance Review Committee</p> <ul style="list-style-type: none"> • Objectives set later in academic year as DM started January 2024. • Interim review meeting scheduled for 11th June. 	
<p>10.</p>	<p>To approve policies and confirm those due for review. No policies table for approval.</p> <p>Following policies scheduled for review during Autumn term:</p> <ul style="list-style-type: none"> • Collective Worship (DM) • EYFS (DM) • Learning Outside the Classroom (JD) • Early Career Teacher (JD) • Teaching, Learning & Assessment Policy (JD) 	

11.	<p>To receive School Effectiveness Adviser Spring 2024 Report Report received and available on GovernorHub – headlines shared:</p> <ul style="list-style-type: none"> • Overall rating Light Green • Visit included morning focus on Maths and included learning walk with Head, Deputy and Subject Leader; discussion with subject Leader on strengths and areas for development; discussion with Y4 pupils. • Afternoon focus on Headteacher Performance Management with DM, and Performance Review Committee. • Report evidence progress against actions identified at previous visit: <ul style="list-style-type: none"> ○ SIAMS – continued spiritual development of the life of the school remains a high focus. ○ Maths progress continues to be explored, and further accelerated. ○ Handwriting is a continued area of focus. ○ Time given to support work of Subject Leaders to refine the progress and self-evaluate on their subject areas. ○ Changes to ensure appropriate access to Single Central Record implemented. • NFER baseline assessments have been undertaken for spring term. • Summary of actions contained in report. 	
12.	<p>To monitor website structure, format and content From matters arising:</p> <ul style="list-style-type: none"> • Curriculum documents now received from Subject Leaders and will be added before the end of term. <i>Action confirmed as headlines added. Noted DFE guidance relating to curriculum documents is explicit in need to have a music progression document included. This has been shared with the Music Lead. DM confirmed she has a meeting scheduled with a representative of Herts Music next week and will use the opportunity to see what they can offer to support with getting the music suite up and running.</i> • SEND information to be checked to ensure up to date. <i>Actions identified and to be emailed to JF for action:</i> <ul style="list-style-type: none"> ○ Links at foot of SEND Information page not working - 'Raising a Concern' and 'Pupil Support Plan' – message states 'URL not found on server' ○ Remove SEND Information link at foot of page as opens on that page, so separate tab not needed. ○ SEND information for parents' leaflet showing JD as Headteacher contact. 	<p>DM</p> <p>CI/JF</p>
13.	<p>To receive items of any other business (as agreed in item 6) Link governor – IT (Filtering and monitoring):</p> <ul style="list-style-type: none"> - Agreed link governor will not be allocated, but data confirming number of breaches will be included in termly safeguarding report - Dan Wallis will provide data to JF for including in report (starting in autumn term) - Reporting to include confirming actions to address and resolve - Now using Senso which will support with providing data and governors monitoring <p>Meeting with HCC School Planning team:</p> <ul style="list-style-type: none"> - School planning meeting team requested a meeting with DM (Chris Martin) - Meeting scheduled next week – DM to provide update at FGB. 	<p>DW</p> <p>DM</p>
14.	<p>Date/time of next meeting and key items for agenda Meetings for 2024/24 to be agreed following Governor Annual Planner meeting. Meeting concluded at 6.20pm.</p>	<p>PF</p>

Summary of Actions

Item	Action	Responsible	When
5	To confirm that the actions from the previous minutes have been taken. The White Rose Maths system to be set up and ready for implementation from September 2024	DM	By September 2024. Report at next meeting
	SLT to complete Spring 2024 update of SDP and post of GovernorHub	DM	By the end of term Report at next meeting
	2023-2024 SPG Plan to be completed and uploaded to website. Circulate to governors	JD	ASAP Report at next meeting
	DM to update governors on use of material from book – ‘Toxic Childhood’ with parents	DM	Report at next meeting
	2023-2024 SIAMS SEF to be updated by CDWP	PF	Report at next meeting
	Attendance to be included on the 2024/25 SDP, as an area of focus and applying some of the strategies shared. Attendance updates and impact shared in Head’s termly reports	DM	Head’s Summer 2024 Report
	DM to review and update Collective Worship Policy for approval in the autumn 2024	DM	Report at next meeting
	Curriculum documents to be added to the website	DM	By the end of term. Report at next meeting
	DM to discuss parent governor vacancy at New Parent’s Evening	DM	Report at next meeting
8	CDWP Meeting to be arranged before the end of the summer term.	PF	ASAP Report at next meeting
	2024-2027 PPG Plan to be prepared for discussion at Autumn SIC Meeting	JD	Report at next meeting
12	SEND Information page on website to be updated	CI/JF	Report at next meeting
13	Dan Wallis to provide web filtering data for autumn 2024 Safeguarding Report	JF/DW	Report at next meeting
	DM to update governors on outcomes from School Planning Meeting	DM	Report at FGB – 20.06.24

SIGNED _____

DATE _____

P. Falconbridge (Chair of Committee)