



Flora Gardens Primary School

Minutes of the meeting of the Curriculum, Pupils and Parents Committee held at Flora Gardens Primary School on 16<sup>th</sup> November 2016 at 6.00pm.

Members:  
(\*Absent)

	Name	Post
	Ms Sam McAlister	Chair
	Mr S Naismith	Head Teacher
	Ms S Hill	Vice Chair
	Mr Patrick Matter	
	Ms Jackie Hall	
	Mr John Hamilton	Chair of Governors
*	Ms Rachael Saim	
*	Lindy Woodcock	

Also present:

Mrs N Stroud	Clerk
Ms Holly O'Donnell	Head Teacher PA
Ms Katy Aserati	Data
Ms Barbara Graham	
Ms Carnita Cenac	SENCO, Inclusion Officer and Child Protection Officer

*There was some confusion over the agenda approved by the Chair and the agenda that was distributed to Governors. The Clerk advised the Chair that the agenda used was the agenda included in the pack received from the school.*

ITEM NUMBER	ITEM	ACTION OWNER
1/16	<b>WELCOME AND APOLOGIES</b>	
	Ms Saim had sent her apologies.	
	<b>RESOLUTION</b>	
	<b>Apologies noted</b>	
2/16	<b>DECLARATIONS OF INTEREST</b>	
	No declarations were made.	
3/16	<b>MINUTES OF THE PREVIOUS MEETING</b>	

	The minutes of the meeting held on 27 <sup>th</sup> April 2016 were approved as a true and accurate record of the meeting and were signed by the Chair.	
	<b>RESOLUTION</b>	
	<b>Minutes of 27<sup>th</sup> April 2016 approved and signed</b>	
<b>4/16</b>	<b>MATTERS ARISING FROM THE MINUTES OF THE PREVIOUS MEETING</b>	
	<p><u>Y1-6 books</u> – these were tabled for Governors to review.</p> <p><u>Peer to Peer support</u> – The Head advised this was working well. Video lessons had taken place and would continue. The school had moved to a coaching format for support for lessons and teachers were in agreement for this to continue. More video sessions would take place after Christmas. The Head briefly outlined the process to Governors.</p> <p>The feedback model was based on questioning, identifying strengths and areas for development. Overall progress was being made. Governors requested further information of the impact at the next meeting.</p> <p><u>Pupil Premium</u> – Governors had questioned the summary of spending and how it was targeted. In response to another question the Head advised that the school was looking to run PP High Achievers club that would start in January 2017 and he would like to report on this at the next meeting.</p> <p>Ms McAlister had met with Ms Cenac and would report at the next the FGB meeting. A learning walk was also scheduled.</p> <p><u>Website Link Governor</u> – Ms Pickering was appointed as link Governor and had carried out her audit of the website. This had been emailed to Ms O'Donnell and would be included in the agenda pack for the forthcoming FGB meeting.</p> <p>The Head advised that the LA were carrying out spot checks on school websites however he was positive the school was compliant.</p> <p>All other actions were completed or no longer relevant.</p>	
	<b>RESOLUTION:</b>	
	<p><b>Head to supply further information on Peer to Peer support for the next meeting</b></p> <p><b>Head to provide a report on the High Achievers club at the next meeting</b></p> <p><b>Ensure PP was available on the school website</b></p> <p><b>Website review report to be enclosed for FGB meeting</b></p>	
<b>5/16</b>	<b>PUPIL ATTENDANCE</b>	
	<p>This was a high focus point and had therefore been included on the SDP. The Autumn target was 96% the school had reached 95% overall.</p> <p>The school was following advice from the Borough's ACE team.</p> <p>The Head wanted to use Eid as an inset day as it was felt that this would help</p>	

	<p>with attendance figures however this proved extremely difficult as Eid was difficult to predict.</p> <p>Attendance was being linked with Pupil Progress meetings and the Head and/or Ms Graham were sitting in on persistent absence meetings.</p> <p>In response to a question it was advised that the attendance for each pupil was included on their individual school reports.</p> <p>It was asked if holidays in term time were having an effect on attendance. The Head advised that holidays were not permitted however the school took an individual view. He explained that if the child had a genuine reason this was taken in to account when the decision was being made.</p> <p>Pupil attendance was doing well however it was not as good as the school would have liked it to be.</p> <p>A Governor asked how impact was being measured. It was explained that meetings took place but attendance had to be below 85% to be referred on for further action.</p> <p>Governors were confident that procedures were in place and were being adhered to.</p> <p>An additional column would be added to the report for the next meeting so that Governors could compare the data.</p>	
	<b>RESOLUTION:</b>	
	<b>Head to include additional column to the Attendance report for comparison</b>	
<b>6/16</b>	<b>SCHOOL DEVELOPMENT PLAN</b>	
	<p>The 6 areas of key development for this year were based on the LA review and Raise online. An additional column was added for Milestones. Regular monitoring meetings took place with Ms Graham and the Head and the SDP was RAG rated.</p> <p>Governors could see the impact and what was trying to be achieved.</p> <p>It was agreed at the earlier SIB meeting that the milestone boxes would be split into three and RAG rated.</p> <p>Governors reviewed the ongoing objectives. The Head explained that this largely contained the Ofsted points and milestones were included and split.</p>	
	<b>RESOLUTION:</b>	
	<b>Noted</b>	
<b>7/16</b>	<b>SEF</b>	
	<p>The information presented to Governors on the SEF had been condensed. This document summarised the key strengths and development and overall effectiveness. He advised that the SIB had suggested hyperlinks were incorporated and the evidence could then be located easily and reviewed. Governors were satisfied and agreed with the use of hyperlinks.</p>	

	<p>It was agreed that the SEF would be available on the secure area for Governors on the school's website.</p> <p>It was noted that as discussed in the SIB meeting 12 and 13 needed to show the strength i.e. what's happening but also why.</p> <p>The music partnership was extremely positive.</p>	
	<b>RESOLUTION:</b>	
	<b>SEF to include hyperlinks and be made available on the website within the secured area for Governors</b>	
<b>8/16</b>	<b>LA REVIEW</b>	
	<p>The LA funded Review was carried out by Mr Martin Beal. The overall report was positive – the school was moving in the right direction and improvements were identified.</p> <p>It was noted that the report stated that disadvantaged pupils were lower than national in Maths, this was incorrect.</p> <p>The date of the next visit could prove problematic as it was around the time that Ofsted was due. If the Ofsted inspection had not taken place it was hoped that the review would take place at the end of June 2017.</p> <p>The six key areas identified by Mr Beale were the same as those noted in the SDP:</p> <ul style="list-style-type: none"> <li>• Reading</li> <li>• Attendance</li> <li>• Attainment and Progress of SEND pupils</li> <li>• More Able</li> <li>• Develop skills of Middle leaders</li> <li>• Enhance Staff wellbeing</li> </ul> <p>If the school could evidence there were improvements from September 2015 and that consistency remained, they should do well on inspection.</p> <p><u>EYFS Visit – Claire Sutherland</u></p> <p>Early years was moving in the right direction. Support was needed in terms of Middle Leadership and this has been put into place and was going well. The issue was understanding data and Ms Asserati was working with the Team Leader on this. There were barriers in place which were explained to Governors. Data would be presented in a suitable way. The team Leader and Ms Graham visited Oriol and looked at how data was tracked and broken down, these formats seemed suitable and the school would use these moving forward.</p> <p>Ms Sutherland was re-visiting on 8<sup>th</sup> December 2016 and it was hopeful that improvement would be seen.</p> <p>Given some of the issues raised, it was suggested that the Head contact HR to see if reasonable adjustments needed to be considered by visiting assessors when observing staff.</p> <p>EY leadership update to take place at the next meeting. This would be a verbal</p>	

	<p>report.</p> <p><u>SEN Visit – Denis Goldthorpe</u> Mr Goldthorpe' s report was included in the agenda pack and was read, reviewed and noted by Governors. Systems were in place and the next step was the impact measure through half termly data meetings and learning walks. It was noted that minutes of the data meetings were very important evidence.</p> <p>There was concern with regard to the numbers on roll and this was a huge issue. This would be discussed further at the next FGB meeting as part of the Head's report.</p>	
	<b>RESOLUTION</b>	
	<p><b>LA Review noted</b></p> <p><b>Verbal report – EY Leadership update at the next CPPC meeting</b></p> <p><b>Heads report to include numbers on roll - FGB</b></p>	
<b>9/16</b>	<b>PUPIL PREMIUM</b>	
	<p>Predicted spend for this academic year - The Head advised that this was an accurate picture and a vast amount of time had been spent on this.</p> <p>It was noted that the revised format made it very easy to report back on impact.</p> <p>It proved difficult due to PP being funded by a Financial year and reported on an academic year.</p> <p>It was noted that this information was to be included on the school's website.</p> <p>A governor asked when they could expect to see impact on 2016/17 PP and this was confirmed as September 2017.</p> <p>PP update was to be a standing item on CPPC agendas and the Head was to provide an update on actions at every meeting to ensure the school was diminishing the gap.</p>	
	<b>RESOLUTION</b>	
	<p><b>PP to be a standing item on CPPC agendas</b></p> <p><b>Head to provide a PP update at every CPPC meeting</b></p>	
<b>10/16</b>	<b>PUPIL PROGRESS</b>	
	<p>Data reports were included in the agenda pack. Ms Asserati took Governors through the reports detailing the current position. She explained that mobility over the summer had effected the data.</p> <p>Y1 Autumn 1 – 1<sup>st</sup> data point – GLD was higher than national. 3 more able pupils were being tracked to ensure they continued at this level.</p> <p>Governors were advised that EY to Y1 was a big transition.</p> <p>There was a dip over the summer and concern was around Y5. This was being</p>	

	<p>monitored and support was in place. Moderation had taken place with St Cuthbert and St Matthias however this wasn't as helpful as it was hoped.</p> <p>Stronger teachers were identified and these were put with the more able pupils.</p> <p>Autumn 2 data was being awaited and this would be reviewed.</p> <p>The school had baselined children again the first week back after term and this proved to be an error. It was noted that Summer 2 and Autumn 2 would give a clearer picture and data would be reported at the next meeting. It was felt that Quality First teaching and interventions would improve. Serious questions would need to be asked if improvements were not seen.</p> <p>The Head confirmed that statutory years: Y1, Y2 and Y6 were looking positive.</p> <p>Academically the more able were doing better in Y2.</p> <p>A Governor asked how they could show the disadvantaged and more able and it was confirmed that Ms Asserati disaggregated this.</p> <p>Y3 – all made expected progress however none made accelerated progress. This year would focus on academically more able.</p> <p>It was noted that the high percentage of SEN had a high impact.</p> <p>Y4 – maths was outstanding. This was the class teacher's strength.</p> <p>It was suggested that Governors sit in on pupil progress meetings and Ms O'Donnell agreed to circulate the dates.</p> <p>It was requested that data from the beginning of the academic year be reviewed at the next SIB meeting and progress looked at.</p> <p>Y6 were doing well.</p> <p>It was noted that all available data was telling the same story. Ms Asserati was holding a raise online session once data was validated.</p>	
	<b>RESOLUTION</b>	
	<p><b>Pupil Progress dates to be circulated by Ms O'Donnell</b></p> <p><b>Data from beginning of academic year to be reviewed at the next SIB meeting</b></p>	
<b>11/16</b>	<b>AREAS FOR IMPROVEMENT (Reading, SEN and More Able)</b>	
	These had been discussed under items above.	
	<b>RESOLUTION</b>	
	<b>Discussed elsewhere</b>	
<b>12/16</b>	<b>REVIEW SCHOOL WEBSITE</b>	
	Ms Pickering had carried out an audit of the school's website. Questions were sent to Ms O'Donnell and these were answered. This would be reported at the	

	next FGB meeting.	
	<b>RESOLUTION</b>	
	<b>Website audit was completed and would be reported on at the next FGB meeting</b>	
<b>13/16</b>	<b>POLICIES</b>	
	<p>Governors asked that they be informed of significant updates when made. i.e. track changes so that they can clearly identify what has changed/been updated.</p> <p>The Head advised a table was included within the report at the FGB meeting on delegated policies.</p> <p>Governors were advised that statutory policies required FGB approval.</p> <p>The EYFS policy approved.</p>	
	<b>RESOLUTION</b>	
	<b>EYFS policy approved</b>	
<b>14/16</b>	<b>ANY OTHER BUSINESS</b>	
	<p><u>Parental questionnaire</u></p> <p>Questionnaires had been sent out and results were noted. The main item was around homework Ms graham had looked into this and more homework was available online.</p> <p>A discussion on homework took place. It was noted that the homework policy needed updating.</p> <p>Governors looked at all of the results and overall feedback was extremely encouraging and positive.</p> <p>Governors thanked SLT for all their hard work and the improvements being made in a very positive direction.</p>	
	<b>RESOLUTION:</b>	
	<b>Noted</b>	
<b>15/16</b>	<b>CONFIDENTIAL</b>	
	Minutes of the meeting held on 27 <sup>th</sup> April were approved as an accurate record of the meeting and signed by the Chair.	
	<b>DATE OF THE NEXT MEETING</b>	
	1 <sup>st</sup> February 2017 at 6pm.	

Meeting closed at 8.25pm.

CHAIR \_\_\_\_\_ DATE \_\_\_\_\_