



Flora Gardens Primary School

Minutes of the meeting of the Curriculum, Pupils and Parents Committee held at Flora Gardens Primary School on 1<sup>st</sup> February 2017 at 7.00pm.

Members:  
(\*Absent)

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

Also present:

Mrs N Stroud	Clerk
Ms Katy Aserati	Data
Ms Barbara Graham	Deputy Headteacher
Ms Nimo Yusuf	Parent Governor

ITEM NUMBER	ITEM	ACTION OWNER
1/17	<b>WELCOME AND APOLOGIES</b>	
	<p>Apologies were received from Mr Hamilton, Ms McAlister and Ms Saim. <i>(is Ms Saim still an Associate Member on the GB? Only she hasn't attended any meetings since resignation as a Governor – please confirm)</i></p> <p>In the absence of Ms McAlister, it was agreed that Ms Hill would Chair the meeting. Ms Hill advised that the school was due an Ofsted imminently. She expressed the importance of Governance and that the GB needed to ensure, and demonstrate, that they were supporting what the Head and Staff were doing.</p>	
	<b>RESOLUTION</b>	
	<b>Noted</b>	
2/17	<b>DECLARATIONS OF INTEREST</b>	
	No new declarations were made. Standing declarations were noted.	

<b>3/17</b>	<b>MINUTES OF THE PREVIOUS MEETING</b>	
	<p>Mr Wright was not included on the membership. The Clerk would ensure this was amended moving forward.</p> <p>Spelling correction - Mr Mattar.</p> <p>14/16 – Ms Graham</p> <p>Ms Woodcock was confirmed as a member of the Committee.</p> <p>The minutes of the meeting held on 16<sup>th</sup> November 2016 were approved as a true and accurate record, subject to the above amendments.</p>	
	<b>RESOLUTION</b>	
	<b>Minutes of 16<sup>th</sup> November 2016 approved and signed</b>	
<b>4/17</b>	<b>MATTERS ARISING FROM THE MINUTES OF THE PREVIOUS MEETING</b>	
	<p>Head to supply further information on Peer to Peer support for the next meeting – it was explained that this was part of the day to day coaching and mentoring and was ongoing. A Governor asked what evidence was in place if Ofsted requested to see this. It was confirmed that a log and evidence was available on request.</p> <p>Ensure Pupil Premium was available on the school website – Confirmed</p> <p>Pupil Progress dates to be circulated – Confirmed</p> <p>The next Pupil Progress meetings were taking place on Tuesday 7<sup>th</sup> February 2017 at 1.30pm and Weds 8<sup>th</sup> February 2017 at 2pm. It was agreed that Mr Wright attend the meeting on 7<sup>th</sup> February 2017 and Ms Hall attend the meeting on 8<sup>th</sup> February. The Head advised that this would give Governors a good understanding of the content and process of the meetings and they could feed back on any improvements that could be made.</p>	
	<b>RESOLUTION:</b>	
	<p><b>Mr Wright to attend Pupil Progress meeting on 7<sup>th</sup> February 2017 at 1.30pm</b></p> <p><b>Ms Hall to attend Pupil Progress meeting on 8<sup>th</sup> February 2017 at 2pm</b></p>	
<b>5/17</b>	<b>PUPIL ATTENDANCE</b>	
	<p>The desired attendance figure was 96.5 however the current attendance for the whole school was 94.9 and this was a concern.</p> <p>Persistent absence was 10%+ and was raised in Pupil Progress meetings.</p> <p>The Head advised that w/c 16<sup>th</sup> January 2017 99 letters had been sent to parents. Of the 99: 54 parents received letter 1 (below 96%) and 45 received letter 2 (below 93%).</p> <p>The Head explained that he discussed and debated during this time if it was appropriate to send letters to the parents whose children had been off with the Chicken Pox virus and after consideration he took the view to issue the letters.</p>	

	<p>11 parents did not attend the meetings as set out in the letters and this prompted a third letter. The Head was working with the Borough's ACE team.</p> <p>It was agreed that attendance would continue to be monitored and included in the newsletter. The Head explained that he was also tightening up on punctuality and was publishing the information on late attenders too.</p> <p>Statistics would become more valuable through the year.</p> <p>Children who were sent letter 2 were given a 6-week window to achieve over 96% pupils who did not obtain this would be referred to the LA. Any absence was to be verified by a Doctor's note or would be marked as unauthorised.</p> <p>1 referral had been made where there was also concern on potential FGM. A discussion took place on patterns/trends and how these could indicate possible safeguarding concerns.</p> <p>A Governor asked if the House points system was still in place and this was confirmed. Another Governor asked if the incentives for attendance were having the same effect as previously. These were being continued and were on constant review. House points at present were having an effect but other alternatives were being considered at present.</p> <p>In response to a comment fed back from a parent the Head explained that he understood and accepted that children got unwell however, the concern was the effect that absence had on children's learning. Parents needed to ensure that children attended where possible. There were illnesses that required set periods before children could return and this was taken into consideration but sometimes parents kept children off longer than necessary.</p>	
	<b>RESOLUTION:</b>	
	<b>Attendance was a concern however the Head was monitoring this closely and ensuring that procedures were put in place and followed and that the school was doing everything possible to improve attendance.</b>	
<b>6/17</b>	<b>SCHOOL DEVELOPMENT PLAN</b>	
	<p>The SDP had been adapted since the last meeting, the milestones had been added and had been updated for the first term. January was incomplete due to assessment this current week.</p> <p>Governors reviewed and discussed the SDP noting the progress that had been made.</p> <p>Point 1) Attainment and Reading – The Head explained that the target was 64% expected or above in upper KS2 and this was achieved. By March it was expected to be 66%.</p> <p>It was noted that data was collected termly.</p> <p>Children were aware of the SDP targets. These had been a focus in an assembly. Also the targets were displayed in appropriate language for children in classes and corridors around the school.</p> <p>There had been a real push on the SDP to ensure that everybody was aware what was being worked on and the current position.</p>	

	<p>A discussion took place on Middle Leaders and the possibility of presentations from subject leaders at CPPC meetings and meeting Governors. There were link Governors for subjects previously and this would be discussed at the next meeting.</p>	
	<b>RESOLUTION:</b>	
	<b>Link Governors for key subject areas to be discussed and agreed at the next CPPC meeting</b>	
<b>7/17</b>	<b>SEF</b>	
	<p>The Head provided Governors with a short presentation on the SEF demonstrating the hyperlinks that had been included. These links took you directly to the evidence and Governors were satisfied with this.</p> <p>It was explained that behind the one page SEF there was an in depth document that would be looked at by Ofsted and was available on request. The Head was considering creating a tab on the website for Ofsted that would contain all the information they required on inspection. This would be password protected.</p> <p>A discussion took place on Governor Development and Action Plans. It was noted that other schools had these in place and they included milestones for GB's. It was proposed and agreed that the CPPC make this recommendation to the FGB for further discussion and consideration. The Head agreed to produce a draft document.</p> <p>Governors and the Head were extremely pleased with the current position of the school. Governors had a good understanding of the SEF and could access the document at any time. The hyperlinks for evidence were extremely useful.</p>	
	<b>RESOLUTION:</b>	
	<b>CPPC recommended that the FGB consider the implementation of Governor Development/Action Plan</b>	
	<b>H/T to provide a draft Development/Action Plan for inclusion in the FGB agenda pack for the next meeting</b>	
<b>8/17</b>	<b>PUPIL PREMIUM AND SPORTS PREMIUM</b>	
	<p>In response to a question on impact the Head explained that the impact was evident in the data.</p> <p>A Governor asked if this should be an item for FPPC? The Committee members explained that the financial matters went to FPPC however the impact was the responsibility of CPPC.</p> <p>The Head advised that the Mayors Cup (football) had proved extremely successful. The Boys team was currently 4<sup>th</sup> out of 8 teams in the league with 5 games left to play. The Girls had participated in a Netball tournament at Godolphin and Latymer school in January and narrowly missed out on the semi-finals. Sport within the school was going extremely well. More competitions were being entered. This funding was having an enormous effect.</p>	

	<p>The impact of ethos and education was hard to measure. Examples were given of individual children and their achievements and how this had helped hugely in terms of improving their self-esteem.</p> <p>The Chair asked if the Head and Governors were confident that they could demonstrate the link of spending and impact and this was confirmed: e.g., PP Data, amount of extra-curricular clubs etc.</p> <p>A Governor asked if the school carried out assessment of PE. The Head advised in reference to the Curriculum yes this was carried out. Full written reports were sent to parents at Christmas for Music and PE.</p>	
	<b>RESOLUTION</b>	
	<b>Noted</b>	
<b>9/17</b>	<b>PUPIL PROGRESS</b>	
	<p>Ms Asserati advised that EYFS, Y1, Y2, Y3 and Y6 were progressing well with 50% or more combined in Writing, Reading and Maths.</p> <p>Y4 and Y5 were areas of focus and Mr Goldthorpe had carried out joint observations earlier in the day. One he judged as outstanding however, the SLT felt that this should have been judged as good.</p> <p>AMA were not progressing as well as the school would like. Information on the action the school was taking was included in the pack.</p> <p>SEN were making ARE in all groups and accelerated progress in Y3, and Y6 with Y2 close behind.</p> <p>Y4 and Y5 were being closely monitored. Although things were not progressing as fast as it was hoped the Head, SLT and Governors were confident that this was being resolved and that progress would be made. Governors would expect to see the progress at the next CPPC meeting.</p> <p>Overall progress was on track but needed to be accelerated to ensure attainment followed.</p> <p>A huge amount of coaching was put in place for Y4. After Half Term the teacher would be working closely with Ms Woodcock following the NQT process. The Teacher was willing and able and keen to learn.</p> <p>Ms Asserati explained that the Y5 data was not available at the recent SIB meeting. This was because herself and the Y5 teacher undertook moderation at Christmas and identified discrepancies. The Y5 team were given two weeks to triangulate. This data was included in the agenda pack and was discussed.</p> <p>A coaching model was put in place, teachers were changed around based on strengths and the school looked at the even spread of children in ability groups.</p> <p>Y4 and Y5 moderation was taking place after half term with St Stephens.</p> <p>It was noted that CPPC would review data each term and scrutinise.</p> <p>It was asked how confident the school was in improving Writing. The Head confirmed very confident. It was felt that to improve Writing children needed to</p>	

	<p>grasp the vocabulary. If at the February data meeting the gap was not diminishing there would be a further push.</p> <p>AMA were not being stretched enough previously and this had now been rectified.</p> <p>It was noted that combined was 46% and the end of year target was 75%. It was worrying that the percentage had fell behind and it was difficult to pull children back up however this was identified in October and procedures were put in place.</p> <p>It was asked how last year's Y5 compared to this year's Y5. It was noted that this was vastly different in terms of improvement. Last Y5 were Ms Woodcocks current Y6 and that cohort were now doing extremely well.</p> <p>The school was able to prove that children were doing better and that teaching had made progress since last year. Impact would be evident by the end of the year and targets had been set. Huge improvements were expected by Easter.</p> <p>Y6 and Y2 had full-time TA's and extra assistance from additional adults. Gaps were identified and being filled. Both years were completing assessment papers every half term and SAT clubs were running. Other clubs were also put in place including Maths which targeted 6 children. It was explained that target group interventions helped close the gap quickly.</p> <p>Raise online training was held with Governors prior to this meeting and was referred to. A summary/crib sheet was included in the agenda pack. A Governor requested a crib sheet on acronyms, Ms Asserati agreed to produce this for the next meeting.</p> <p>In response to a question it was explained that it was difficult to compare progress. Although starting points were available it was unsure what the matrix was so it was difficult to say.</p> <p>Ms Asserati explained that an in depth break down was available on request.</p> <p>Another Governor expressed that it would be of value to review case studies. It was explained that Ms Hill had undertaken this task at a recent visit. Ms Hill had also reviewed the moderation log in detail and fed back to Governors. Copies were included in the agenda pack for Governors. Ms Hall advised that Ms Asserati kept all class case studies and had all data with examples of work and very comprehensive evidence was in place.</p> <p>The Chair asked if everyone was confident with the data and this was confirmed.</p>	
	<p><b>RESOLUTION</b></p>	
	<p><b>Data was reviewed and discussed</b></p> <p><b>Data to confirm improvement with regard to Y4 and Y5 at the next CPPC meeting</b></p> <p><b>Acronyms crib sheet to be included in the agenda pack for the next meeting</b></p>	
<p>10/17</p>	<p><b>REVIEW OF SCHOOL WEBSITE</b></p>	

	Ms Pickering had undertaken this task and fed back to the School. She felt the school was compliant. It was noted that non-confidential GB Minutes were to be uploaded to the website.	
	<b>RESOLUTION</b>	
	<b>Non-Confidential GB Minutes to be uploaded to the school website</b>	
<b>11/17</b>	<b>REPORT ON GOVERNOR VISIT - MATHS</b>	
	<p>The report was read and noted by Governors. Robust procedures for recording progress were in place. Data was robust and reliable.</p> <p>Mr Wright to carry out further visit on Maths in the Summer term.</p> <p>Ms Hill fed back to Governors on her recent visit on English:</p> <ul style="list-style-type: none"> <li>• Ms Woodcock provided a thorough update on the practices put in place in Reading</li> <li>• Provided strong evidence of moderation</li> <li>• Discussed clubs and online schemes</li> <li>• Homework could be tracked</li> <li>• Homework club was available</li> </ul> <p>The report was sent to the H/T and could be circulated. It was agreed that Ms Hill would re-visit in the Summer term.</p>	
	<b>RESOLUTION</b>	
	<p><b>Mr Wright to carry out further visit on Maths in the Summer term</b></p> <p><b>Ms Hill to carry out further visit on English in the Summer term</b></p>	
<b>12/17</b>	<b>MIDDLE LEADERSHIP UPDATE - TO INCLUDE EARLY YEARS</b>	
	<p>The report was included in the agenda pack and reviewed and noted. The Chair asked the Head if he had any particular concerns. The EY leadership was highlighted previously however, a vast amount of support and training was put in place. It was noted that there were personal circumstances behind this and that there was a very good NQT in place. Ms Sutherland EY LA Lead Adviser was attending the school w/c 6<sup>th</sup> February 2017. The Head was confident that the provision would remain Good but the aim was to improve to become Outstanding.</p> <p>The CPD programme was noted and was extremely comprehensive.</p>	
	<b>RESOLUTION</b>	
	<b>Continue to monitor</b>	
<b>13/17</b>	<b>REPORT/UPDATE ON ACADEMICALLY MORE ABLE CLUBS</b>	
	<p>The report was reviewed and noted.</p> <p>The Chair asked how the school was measuring and reporting impact. The Head confirmed this was in the data. Where clubs were attended you would expect to see more progress.</p>	
	<b>RESOLUTION:</b>	
	<b>Noted</b>	

<b>14/17</b>	<b>POLICIES</b>	
	<p><u>Governor Visits policy</u> There was previously no policy in place. The Head had developed the policy and Governors felt that this was useful.</p> <p>It was noted that Governor visits were to be pre-planned. Visits were a way of holding the school to account. A Governor referenced the Tri-Borough training session on “holding to account/Critical friend” it was noted this was a very good and detailed session.</p> <p>Governors felt that it should be a two-way policy and should include school responsibilities too. The Head expressed he was happy for Governors to take the policy away and adapt it. It was agreed that Ms Hill, Ms Hall, Mr Wright and Mr Mattar work on the policy, send to the Head and include in the agenda pack for the next CPPC and FGB meeting.</p> <p><u>SEND policy and School Offer</u> No changes had been made. The Committee reviewed approved and recommended the policy to the FGB for Ratification.</p>	
	<b>RESOLUTION</b>	
	<p><b>Ms Hill, Ms Hall, Mr Wright and Mr Mattar to work on the Governor Visits policy, send to the Head and include in the agenda pack for the next CPPC and FGB meeting</b></p> <p><b>SEND policy reviewed approved and recommended to FGB for Ratification</b></p>	
<b>15/17</b>	<b>ANY OTHER BUSINESS</b>	
	<p><b>Inset day analysis</b> – reviewed and noted.</p> <p><b>Wellbeing questionnaire</b> – reviewed and noted. Overall this was positive. The Staff Governor advised that the general feel of the school was supportive and this was recognised.</p> <p>Governors noted Q15 – “there is friction or anger between colleagues” this identified 50% of staff felt “sometimes” and 25% felt “often”. A discussion took place on the reasons behind this. The Head advised that they were working extremely hard on resolving this by tweaking the culture and it was hopeful that this would improve.</p> <p>It was agreed that the Staff Wellbeing questionnaire be included in the agenda pack for the next FPPC meeting.</p> <p>Overall the result was positive. In response to a question it was confirmed that the questionnaire took place twice a year. It was completed by staff at all levels. It was expressed that it was important for the Head to participate in this too.</p>	
	<b>RESOLUTION</b>	
	<b>Staff Wellbeing questionnaire be included in the agenda pack for the next FPPC meeting</b>	

<b>16/17</b>	<b>CONFIDENTIAL</b>	
	Nothing to report.	
	<b>DATE OF THE NEXT MEETING</b>	
	3 <sup>rd</sup> May 2017 at 7pm.	

Meeting closed at 8.45pm.

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