



Flora Gardens Primary School

Minutes of the meeting of the Curriculum, Pupils and Parents Committee held at Flora Gardens Primary School on 3rd May 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	
	Ms Nimo Yusuf	

Also present:

Mrs N Stroud	Clerk
Ms Katy Aserati	Data

ITEM NUMBER	ITEM	ACTION OWNER
1/17	WELCOME AND APOLOGIES	
	Apologies were received from Mr wright. Ms Saim was absent from the meeting.	
	RESOLUTION	
	Noted	
2/17	DECLARATIONS OF INTEREST	
	No new declarations were made. Standing declarations were noted.	
3/17	MINUTES OF THE PREVIOUS MEETING	
	The minutes of the meeting held on 1 st February 2017 were approved as a true and accurate record.	
	RESOLUTION	
	Minutes of 1st February 2017 approved and signed	
4/17	MATTERS ARISING FROM THE MINUTES OF THE PREVIOUS MEETING	

	<p>Link Governors – see item 8</p> <p>Staff well-being – this had improved and was going well. Pilates was taking place every Wednesday and had proved to be successful. The Head advised that a well-being working group was being developed and that he was stepping back from this as he felt it was better for team building ideas. The group were fully aware of the cost limitations.</p> <p>Ofsted were extremely keen in the well-being of staff and she felt it was good for staff retention.</p> <p>Educational Psychologist – the Head explained that the EP had not been in since the last meeting but was expected in the next few weeks. Reports had been issued to staff and she was due to meet and discuss the next steps. This had so far proved better value for money than the LA SLA.</p> <p>The EP wanted to work with the younger children to then prevent issues later. It was asked how impact was monitored. It was explained that impact was monitored on feedback from staff. A verbal update on the impact would be included at the next CPPC meeting.</p> <p>The Head advised that Ofsted were impressed that Governors were finding out information directly. It was strongly recommended that governor attendance at Pupil Progress meetings continued. It was agreed that Ms O'Donnell circulate the dates of the planned meetings.</p> <p>All other actions were completed.</p>	
	<p>RESOLUTION:</p>	
	<p>Verbal update at the next CPPC meeting on impact from the Educational Psychologist</p> <p>Ms O'Donnell to circulate dates of Pupil Progress meetings</p>	
<p>5/17</p>	<p>PUPIL ATTENDANCE</p>	
	<p>It was agreed that this item would be moved to the Safeguarding agenda for future meetings.</p> <p>At present the attendance figure stood at 95.6.</p> <p>A total of 91 letters had been sent previously to those below threshold however this had since reduced to 41 letters. As of Thursday 26th April, only 1 letter had been sent and this was a significant and extremely positive improvement.</p> <p>On discussion with Ofsted it was felt that sending letters in January was too short a period and from now on these would be prepared and sent in October.</p> <p>It was agreed that the schools expectations in relation to attendance would be included in new family welcome packs.</p> <p>Template case studies had been included for Governor information.</p> <p>There were currently 0 children missing in education.</p>	

	<p>It was asked if the figures could be disaggregated between Nursery and Reception. The Head advised that this made little difference. Nursery and Reception had the highest absence.</p> <p>It was encouraging to see the support being offered by the school. It was agreed that congratulation letters should be sent to all parents who go their children back to 100% attendance.</p>	
	RESOLUTION:	
	<p>Attendance had significantly improved</p> <p>Ms O'Donnell to ensure letters were sent to all parents whose children had returned to 100% attendance</p>	
6/17	SCHOOL DEVELOPMENT PLAN	
	<p>The SDP update was noted. The milestones early in the term were progressing nicely.</p> <p>Milestones would be reviewed with staff and agreed termly or half termly. It was felt that the times of review needed to be extended now.</p> <p>The School would be looking at "what next" with a view to reach Outstanding.</p> <p>A new programme had been purchased to improve spelling for the AMA -Y5. This would be rolled out alongside the new dictionaries.</p> <p>Things on the current SDP would continue and be updated alongside new items.</p> <p>The SDP for 2017/18 would be developed over the summer once the SATs results were in and the staff structure was in place. This would then be produced to the FGB.</p>	
	RESOLUTION:	
	<p>Current SDP to continue</p> <p>2017/18 SDP to be developed and incorporate any outstanding items from the current document</p> <p>2017/18 SDP to be presented to the FGB</p>	
7/17	SEF	
	<p>The Head expressed that Ofsted agreed with the SEF perfectly and this showed what had been completed and how far the school had come in terms of developments. Ofsted were impressed with the password element to access evidence on the website and the hyperlinks were highly useful.</p>	
	RESOLUTION:	
	Noted	
8/17	LINK GOVERNORS FOR KEY SUBJECTS	
	<p>A discussion took place. It was agreed that link governors were required for big subject areas and others for breadth of curriculum and SEN.</p>	

	<p>The following were agreed:</p> <ul style="list-style-type: none"> • English • Maths • SEN • Early Years • Science • Well-being • PSHE/SMSC • Safeguarding • Arts/Humanities • IT/Computing • Sport <p>These would be put to the FGB at the next meeting and included in the Chairs production of the Governors booklet along with the allocated Governors for each area.</p>	
	RESOLUTION	
	Link areas agreed and recommended to the FGB and for the inclusion in the chairs booklet – Governors to each area to be agreed	
9/17	GOVERNOR DEVELOPMENT PLAN	
	<p>The action plan was reviewed at the last FGB meeting. There were issues and concerns noted which was why it was brought back to CPPC.</p> <p>It was felt that this would be beneficial to link in with the planned training session with Ms Frienbird.</p> <p>At the recent FGB meeting Mr Wright advised that Miles Coverdale had a template that could be used. It was agreed that this be followed up.</p>	
	RESOLUTION	
	Mr Wright to produce Miles Coverdale template for review by Governors at the next FGB meeting	
10/17	PUPIL PREMIUM AND SPORTS PREMIUM	
	<p>It was agreed that a Governor should attend the Pupil Premium strategy Review. Ms O'Donnell would circulate the dates in advance once they were available.</p> <p>A Discussion took place and it was noted that during the recent inspection Governors were able to explain how the funding was being spent and the impact it had. It was noted however that extra narrative helps Governors to be able to explain.</p> <p><u>Sports Premium</u> It was explained that when completed in July/September the impact from the previous year would come through and direct the future plan and spending.</p> <p>Impact in terms of Sports Premium was healthier minds/bodies.</p> <p>It was agreed that Mr Connor Finney place an update/overview on the weekly blog on Sport and Sports Premium. It was asked if Mr Finney could attend a CPPC meeting explaining the measures of impact.</p>	

	<p>The Head advised that the Government were doubling sports Premium next year and this would amount to approximately £16k.</p> <p>The School was working towards the TFL free cycling scheme: Y5 before SATs and Y6 after SATs. Letters would be sent home to parents/carers. Bikes and Helmets were required and were not provided. All bikes would be checked for safety.</p> <p>There was more breadth in the curriculum with regard to sport.</p> <p>The bronze award was achieved for Healthy Schools, silver was close to being achieved and there was an expectation that the school would reach gold.</p>	
	RESOLUTION	
	<p>Ms O'Donnell to circulate dates to Governors for Pupil Premium Strategy Review</p> <p>Mr Connor Finney place an update/overview on the weekly blog on sport and Sport Premium</p>	
11/17	PUPIL PROGRESS	
	<p>Progress was currently on track.</p> <p>Y4 made real improvements since coaching had taken place with Ms Graham and this was pleasing. M Woodcock was continuing the coaching after SATs. She would also mentor and raise AMA.</p> <p>Y5 was a continued concern:</p> <ul style="list-style-type: none"> • 2 new teachers January and February 2017 • New to target tracker • Training completed – felt moderation was needed, once completed children were moved up and down • Ms Asserati was satisfied that data was 100% accurate • Teachers given Y5 action plan <p>The following was noted in terms of AMA:</p> <ul style="list-style-type: none"> • Reception – doing much better • Y1 – better than the last data point • Y2 – cautious – due to the flexible 100 • Y3 – moved by 1 child, steady and consistent but now want to see accelerated progress • Y4 – still priority – Writing dropped • Y5 – continued concern <p>Y5 AMA and the children that had dropped below expectations were a concern and it was strongly felt this was due to the lack of consistent teaching. A discussion took place and it was noted it was better to target smaller groups (4-5 pupils). A plan for entering Y6 was in place. The school was putting all resources possible into action. Thorough systems were in place.</p> <p>It was anticipated that data in Autumn 2 would not show any significant improvement.</p> <p>Governors and the Head thanked Ms Asserati for her hard work and feedback especially with Ofsted.</p>	

	<p>SEN Due to the refining of the monitoring system it was expected that the numbers of SEN would reduce. Children being removed from the SEN register would be transferred to a separate register to ensure that impact was monitored.</p>	
	RESOLUTION	
	Noted	
12/17	MIDDLE LEADERSHIP UPDATE - TO INCLUDE EARLY YEARS	
	<p>It was noted that this was one of the next areas of development to push the School to Outstanding. Ms Woodcock was reviewing what action was needed in terms of middle Leaders and creating an action plan for the next year.</p> <p>Ms Woodcock provided a brief update:</p> <ul style="list-style-type: none"> • Getting Middle Leaders prepared • Curriculum focus maps • Lack of formality – get Middle Leaders to come and update • Assessments are collected by 5 Middle Leaders – allows them to progress <p>Ms Hill and Ms McAlister to attend the next Middle Leaders update on 6th June 2017 at 4pm.</p>	
	RESOLUTION	
	<p>Continue to monitor</p> <p>Ms Hill and Ms McAlister to attend the next Middle Leaders update on 6th June 2017 at 4pm</p>	
13/17	BEHAVIOUR/RACIST INCIDENTS	
	Nothing to report.	
14/17	POLICIES	
	<p><u>Governors visits policy</u> Ms Hill and Ms Hall had met and work on this had commenced. It was noted that Mr Wright had previously stated that Miles Coverdale had a template that could be used alongside the outcomes of the meeting that was held and this would be looked into. It was agreed that Mr Wright forward the template to Ms Hill and Ms Hall</p> <p><u>Anti-Bullying</u> No amendments were noted. The policy was approved.</p>	
	RESOLUTION	
	<p>Mr Wright forward Miles Coverdale Governor visits policy to Ms Hill and Ms Hall</p> <p>Anti-Bullying policy approved</p>	
15/17	ANY OTHER BUSINESS	
	Nothing to report	

16/17	CONFIDENTIAL	
	See confidential minutes of the meeting.	
17/17	DATE OF THE NEXT MEETING	
	To be agreed at the next FGB meeting.	

Meeting closed at 8.15pm.

CHAIR _____ DATE _____