



**Minutes of the meeting of the SIB held at Flora Gardens Primary School on Monday
16th November 2016 at 4:00pm**

Members:

(*Absent/ Apologies)	Name	Post
*	Mr Vic Daniels	Chair
	Mr Sam Naismith	Head
	Mr John Hamilton	GB Chair
	Ms Sam Hill	
	Mr Derrick Wright	
	Mr Denis Goldthorpe	LA Adviser

In Attendance:

Mrs Natasha Stroud	Clerk to the Governing Body
Ms Barbara Graham	Deputy Head Teacher
Ms Katy Asserati	Assistant Head

ITEM NUMBER	ITEM	ACTION OWNER
1/16	APOLOGIES FOR ABSENCE	
	Apologies were received from Mr Daniels. In the absence of Mr Daniel's, it was agreed that Mr Goldthorpe would chair the meeting.	
2/16	DECLARATIONS OF INTEREST	
	Standing declarations were noted.	
3/16	MINUTES OF THE MEETING HELD ON 3rd OCTOBER 2016 AND MATTERS ARISING	
	The minutes of the last meeting were agreed as an accurate record. Predictions Y2 & Y6 – The Head advised they were currently working on 2 different scenarios and Y6 was a working document. Mr Goldthorpe confirmed that he had seen the draft and it was making progress. Information at present would be misleading, therefore this would be made available for the next SIB meeting. Milestones – These were now included in the SDP. Raise Online – A one-page summary was not produced. The Head advised that Ms Asserati and Ms Graham had carried out a significant amount of work on Raise Online and he felt it would be much more beneficial for Governors to attend	

	<p>a separate training session on this. Mr Goldthorpe expressed the importance of the one-page summary and he requested this be made available for the next meeting.</p> <p>Data groups - Group breakdown was continuing.</p>	
	RESOLUTION	
	<p>The minutes were approved as a true and correct record of the meeting</p> <p>Predictions Y2 & Y6 to be included in the agenda pack for the next meeting</p> <p>Raise Online – one-page summary to be included in the agenda pack for the next meeting</p>	
<p>It was agreed by all present that the agenda would be taken out of order.</p>		
4/16	QUALITY OF TEACHING	
	<p>The LA funded Review was carried out by Mr Martin Beal and this was circulated to SIB members prior to this meeting.</p> <p>The Head advised that this was the final report. Overall the school was extremely pleased with the outcome and there were no comments to be made. The date of the next visit could prove problematic as it was around the time that Ofsted was due.</p> <p>Mr Beale had been very helpful in terms of the SDP and SEF, reducing the paperwork.</p> <p>It was noted that the report stated that disadvantaged pupils were lower than national in Maths, Ms Asserat advised that information was incorrect.</p> <p>Governors discussed the review and noted the comments. Mr Goldthorpe advised that the school should be more confident of the work being completed.</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"> • Reading • Attendance • Attainment and Progress of SEND pupils • More Able • Develop skills of Middle leaders • Enhance Staff wellbeing <p>Ms Asserati had already identified the More Able disadvantaged and would be addressing this. A report would be produced for the next meeting. This was a key focus.</p> <p>A Governor questioned the additional adults and how they would be used with regard to maintaining Quality First Teaching. The Head confirmed that data was not yet available but this would be looked at.</p> <p>In response to further questions the Head advised that half termly meetings took place where they dug down, minutes were produced and actions highlighted. These actions were then visited at half term.</p> <p>Attendance would be linked into pupil progress meetings. This was a focus within</p>	

	<p>the SDP and reported at CPPC meetings.</p> <p>It was highlighted within the report that negative comments were around KS2 and the positives were around the lower school. It was confirmed that this was historical. The school was below floor on attainment but above on progress. Data at KS1 was fictional from the start and the school was clear on this.</p> <p>It was noted that if the school could evidence there were improvements from September 2015 and that consistency remained, they would do well on inspection.</p> <p>It was asked where the predications fitted in. the Head confirmed that last year's Y6 were accurate. Predictions this year were realistic and it was essential that progress could be demonstrated. The head advised that the school was expected to do significantly better with the cohort next year.</p>	
	RESOLUTION	
	Noted	
	A report would be produced for the next meeting on the More Able disadvantaged	
5/16	SEF AND SDP	
	<p><u>SEF</u> The Head advised that upon taking advice the previous document was too big and therefore a SEF overview was produced. A more detailed version was available on request if Governors wished to review in further detail.</p> <p>It was confirmed that the SEF had a clear narrative of where the school was and what the data headlines were.</p> <p>Governors were asked how they felt about the new template. This led to discussion where it was suggested that an electronic version be made available that included hyperlinks. This would also be useful for Ofsted. It was agreed that Ms O'Donnell would prepare this for the next meeting.</p> <p>In response to questions the Head confirmed that 3 open mornings had been held so far and parents were providing feedback.</p> <p>A Governor asked why additional PE lessons were in place. The Head advised that the school was pushing for the Healthy Schools reward. He went on to explain that the Nurse had advised there was a high level of obesity in the area. It was confirmed that the strength would be a focus on pupil health and wellbeing. The Head agreed to amend the sentence on the SEF.</p> <p><u>SDP</u> It was explained that some changes had been made. 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>The Head advised that the success criteria was very clear and this was where Governors could hold the Head to account.</p> <p>It was asked if November-March would be coded to show if on track and this was confirmed. Colour codes may be split if some years met targets and others did</p>	

	<p>not. All areas should be green by May 2017.</p> <p>At the next meeting Governors would expect to see December and January completed. They would then review the assessment data.</p> <p>Discussion took place. It was asked if RAG rating was the best way of monitoring. Mr Goldthorpe felt that it was not and that midway points should be included. This led to further discussion on the best way of tracking progress. It was asked what the end of year target would be and this was confirmed as above National.</p> <p>Following discussion, it was agreed that the milestone boxes would be split into three and RAG rated. A meeting was being held on 25th November 2016 to carry out further work and from this the SDP would be updated and presented at the next meeting in a clear and concise format that Governors could understand and identify progress.</p> <p>It was noted that enhancing staff wellbeing was hard to measure and this was a national issue.</p> <p><u>SDP Ongoing</u> Governors reviewed the ongoing document. The Head explained that this largely contained the Ofsted points and milestones were included and split. Green areas were a matter of maintaining and milestones were tighter and inclusive of percentages.</p> <p>A Governor questioned item 10 – Quality of Teaching and Learning – The Head confirmed that this did break down the percentage enough. Underneath this summary there was a more detailed document available.</p>	
	RESOLUTION	
	<p>Ms O'Donnell to prepare electronic SEF with hyperlinks</p> <p>Head to amend item 13 (PE) – Focus on pupil health and wellbeing</p> <p>SDP Milestone boxes to be split into three and RAG rated</p>	
6/16	DATA	
	<p>Ms Asserati provided a verbal summary on Raise Online. The main points were highlighted:</p> <ul style="list-style-type: none"> • Boys under attaining to girls but only 1-2 individuals • School moving in the right direction • KS2 progress not significantly below average • KS1 expected close or above National • Below 80% in phonics (below by 1 point) • Disadvantaged weren't significantly below the non-disadvantaged <p>Governors were satisfied with the report.</p> <p>Autumn 1 data was reviewed by Governors.</p> <p>Y3 – Maths had dropped slightly. Ms Asserati confirmed that Quality First Teaching was in place.</p> <p>Y4 – There was an increase in Maths. Reading and Writing was being looked at.</p>	

	<p>Y5 – There was concern with regard to the class teacher and the assessment system. Moderation had taken place with St Cuthbert and St Matthias however this wasn't as helpful as it was hoped. It was suggested that Ms Asserati provide feedback to the school as to why it was not helpful. Moderation was going to take place with St Stephens Primary School.</p> <p>Y6 – More Able have increased in Reading and Maths but not Writing. Writing had been sent for moderation.</p> <p>Overall things were improving but concern was still there regarding More Able pupils and that they were not progressing as much as the school had expected.</p> <p>There was now consistency with teachers.</p> <p>It was noted that everything was dependant on these data reports in March 2017.</p> <p>In response to questions the Head confirmed that statutory years: Y1, Y2 and Y6 were looking positive.</p>	
	RESOLUTION	
	Noted	
7/16	AGREEMENT ON PROPOSED ACTIONS	
	<p>A report would be produced for the next meeting on the More Able disadvantaged</p> <p>Predictions Y2 & Y6 to be included in the agenda pack for the next meeting</p> <p>Raise Online – one-page summary to be included in the agenda pack for the next meeting</p> <p>Ms O'Donnell to prepare electronic SEF with hyperlinks</p> <p>Head to amend item 13 (PE) – Focus on pupil health and wellbeing (SEF)</p> <p>SDP Milestone boxes to be split into three and RAG rated</p>	
8/16	DATE OF THE NEXT MEETING	
	16 th January 2017 at 4pm	

The meeting closed at 6pm

Signed.....

Dated.....