



Flora Gardens Primary School

Minutes of the meeting of the Curriculum, Pupils and Parents Committee held at Flora Gardens Primary School on 24th January 2018 at 6.40pm.

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 Mattar	
	Ms Jackie Hall	
*	Ms Rachael Saim	
*	Ms Lindy Woodcock	
	Mr Derrick Wright	
	Ms Nimo Yusuf	

Also present:

Miss Holly O'Donnell	Head's PA
Mrs Katy Asserati	Data
Ms Barbara Graham	Deputy Head

ITEM NUMBER	ITEM	ACTION OWNER
1/18	WELCOME AND APOLOGIES	
	Ms Woodcock – sickness. Ms Hill for lateness – arrived at 6.50pm. Ms Saim was not required to attend the meeting.	
	RESOLUTION	
	Noted	
2/18	DECLARATIONS OF INTEREST	
	No declarations were made.	
3/18	MINUTES OF THE PREVIOUS MEETING	
	Amendments suggested by Ms Hill and Ms McAlister had been made and the	

	minutes of the meeting held on 8 th November 2017 were approved as a true and accurate record.	
	RESOLUTION	
	Minutes of 3rd May 2017 approved and signed	
4/18	MATTERS ARISING FROM THE MINUTES OF THE PREVIOUS MEETING	
	<p><u>WLZ</u> A Governor asked about the situation the school is in regarding WLZ. The Head explained that we have not signed up for it or signed a contract and there has been no progression. Mr Wright asked for this to be an item at the next FGB to report back on the services they are providing to Miles Coverdale Primary School.</p> <p><u>Sports Premium Funding</u> A Governor asked for an update on Mr Finney connecting with the PE Coordinator at Brackenbury Primary School. The Head explained that the meeting had taken place and Mr Finney is planning inter-school competitions, with SJL and APS. We recently applied for Sports Mark Award and received the bronze award. The school feels it can achieve the silver and gold awards and Mr Finney is working hard to fulfil the requirements and criteria – inter-school competitions being one of them.</p> <p><u>KA to follow up and confirm school was accepted as a pilot for FFT</u> The Head and Mrs Asserati attended a conference before Christmas and volunteered to take part in a pilot – Mrs Asserati has chased this but FFT are yet to confirm. For 18 months the school has been looking at alternatives to Target tracker because it does not do all that would be useful. This week, SLT had a demo of the Sims based programmes, Smart and SmartEY. If the school entered into this contract it would begin in April. A Governor questioned if it was a good idea to change mid-year and the Head explained that the company operate in financial years and so there was no other option. A Governor asked if there is a cost to the school. The Head confirmed there is a cost of £850 per year (for the set up – which is roughly the same as Target Tracker, and then £550 each year which is cheaper than Target Tracker.</p> <p>Target Tracker does not do what the school needs and FFT only provides end of year data - the school will continue to use FFT for SATs analysis as it provides very useful information.</p> <p>SLT are in discussions about the best replacement for Target Tracker and will find the best alternative. Smart and SmartEY are used by both Addison Primary School and Sir John Lillie Primary School and this would make benchmarking and moderation easier between the 3 schools. So far, the Head feels this system ties in well with the school's values and will be a good fit. SLT are confident in it so far but a definite decision has not been made yet – there will be further training to be confident it is a good fit.</p> <p>Mrs Asserati currently manually produces the data presented to Governors. Smart and Smarty produce these reports, so this will reduce the time spent on creating data reports.</p>	

	<p>Mrs Asserati will communicate with the Governors once a decision has been made and will provide training for those who wish to attend. FFT is free and the school will continue to use it for reporting.</p> <p>A Governor highlighted that at Governor meetings only headline data is needed.</p> <p><u>JH to email HoD who the link Governor for PP was</u> Miss O'Donnell confirmed that Mr Hamilton is the link Governor for Pupil Premium.</p> <p><u>Governors to review budget and consider options in terms of the continuation of the Music provision for the next academic year (budget report enclosed)</u> The Head expressed that there is no issue in the budget in terms of Music provision. The Music partnership with TBMH and Wigmore Hall will end at the end of the academic year. Whole school Music provision has been provided by TBMH since September and the provision is outstanding. Mrs Asserati added that there is a wide range of instruments being taught across the school by professional musicians. A Governor questioned whether this is cost neutral and the Head confirm that it is. Mr Jones has recently taken on the role of Music Coordinator and will ensure the smooth running of the provision.</p> <p>The Head expressed that best case scenario would be to have a qualified teacher who was also a musician. Music would be strong with an in-house teacher, just as the sports provision is, but it must be the right person. Our current provision is the next best option and in the worst case the school will continue this high quality provision.</p> <p>The Head feels the advance towards becoming a beacon school for music has begun though the partnership with TBMH and Wigmore Hall.</p> <p>A Governor felt that the music steering group minutes should be shared at CPPC meetings.</p> <p><u>Staff list to be included in the Parent Handbook</u> It was confirmed that the staff list has been added to the Parent Handbook which is on the school's website and is given to new parents.</p> <p><u>SH to contact DW – obtain Governor Visits policy and update on progress</u> Not yet actioned. Mr Wright will email the policy to Ms Hill and there will be an update provided at the next CPPC.</p>	
	RESOLUTION:	
	<p>WLZ report from Mr Wright at the FGB on 28th March 2018.</p> <p>Mrs Asserati to provide training for Governors once new data reporting system is in place – email date. Data assessment system update on next CPPC agenda.</p> <p>HOD - Music steering group minutes will be shared at CPPC meetings.</p> <p>Ms Hill and Mr Wright update on Governor Visits Policy at next CPPC.</p>	<p>DW</p> <p>KA</p> <p>HOD</p> <p>SH/DW</p>

5/18	Pupil Progress	
	<p><u>Data headlines</u></p> <ul style="list-style-type: none"> • Lower years are making the most progress against starting point • Y5 were a concern but have now made massive progress • Y6 are making accelerated progress – SATs booster clubs are in place • Maths AMA – over 20% are significantly above and this has been moderated • Focus is Y4 Writing and Y5 attainment • AMAs are making steady progress and disadvantaged pupils are in line with non-disadvantaged pupils <p>Ms McAlister asked about Y3, Y4 and Y6. The Head advised he is not concerned about Y6 as they have made fantastic progress in the 6 weeks since the tests and they are now in line with last year.</p> <p>There are concerns around Y3 and Y4 plateauing, but there is not a drop. The Head advised that both teachers have been withdrawn from their additional responsibilities to focus on their classes. The assessment procedures that have changed to half termly formative for classes in question. The termly formative assessment points are working well for all other classes and if SLT have concerns about a specific class then they will move back to just half termly formative assessments. The Head invited Ms McAlister to come in to look at the half term data point.</p> <p>A Governor queried as to why the middle years tend to drop in most schools. The Head advised that schools put their strongest teachers in Y2 and Y6. Ms Graham highlighted that there is a big jump in the curriculum from Y2 to Y3 and most schools will see a drop because of this.</p> <p>Mrs Asserati advised that as this is such a short half term the data will be triangulated. Ms McAlister expressed her appreciation for the things in place and would like an update at the FGB on 28th March 2018.</p> <p>SLT have pointed out to teachers that they may be being too cautious with the data – this may be due to the problems faced by the inaccurate historical data and a disposition to be cautious based on the journey the school has undertaken.</p> <p>Mr Wright did a Maths link Governor visit on 17th January and had agreed that some teachers are being too cautious with assessment. This is being worked on by SLT. Phase leaders are doing training where under assessing is going on. Ms McAlister pointed out the under assessing is not doing the pupils and teachers justice and SLT agreed.</p> <p>Ms McAlister pointed out that it is good that this has been picked up by both Governors and SLT.</p> <p>Mrs Asserati has added mobility data to the report, as requested by Governors. The report now shows 'home grown' pupil data. Pupils that started in the school are doing better than those who joined later on.</p> <p>Ms McAlister asked about whole school Writing as in the last meeting boys were</p>	

	<p>a concern. Mrs Asserati advised that the difference has now diminished. This is part of the school's 5-Year-Plan. Progress is on track. SLT will keep working on this.</p> <p>Mrs Asserati informed the Governors that she had arranged external moderation for all year groups with Brackenbury, St, Stephen's, John Betts and St. Pauls.</p> <p><u>Autumn term attainment & progress</u> This report shows Governors the highs, middles and lows from their previous key stage to where they are now.</p> <p>In Y1, no highs have dropped – all are above. 13% have dropped to working below and 69% are at expected – 18 are value added. This report was made manually by Mrs Asserati and the new data assessment system will produce this.</p> <p>SLT are not concerned with Y5 as the teacher is strong and they are making rapid progress.</p> <p><u>SATs predictions</u> Mock SATs week has taken place (Brackets on the report mean greater depth). They are not drastically behind last year's SAT's predictions. This is the last year of the historically incorrect data. The Heads said that credit should be given to Miss Woodcock and Mr Jones for the incredible progress. Ms McAlister expressed that her own child has made astronomical progress due to the lessons with Mrs Brand. Progress is on track across the school.</p> <p>Ms McAlister thanked Mrs Asserati for the reports.</p>	
	<p>RESOLUTION: Update on progress in Y3 and Y4 at FGB in March.</p> <p>Ms McAlister to attend progress review meetings for Y3 and Y4 after half term – Miss O'Donnell to send dates.</p>	<p>KA</p> <p>HOD</p>
<p>6/18</p>	<p>MATHS AND SCIENCE REPORT</p>	
	<p><u>Mrs Asserati provided a verbal Maths report</u> The targets for Maths were AMA being stretched, problem solving being taught and White Rose Hub being used. A governor asked what White Rose Hub is and Mrs Asserati explained that it is a Maths scheme of work used from Y1-Y6.</p> <p>Mrs Asserati conducted a Math learning walk over 3 weeks in Autumn 1 and then led a CPD session for staff on the findings, as well as putting new initiatives in place. These include Maths journals and Anchor Charts for KS2, which Y1 have also begun using. They both hit mastery and can be used as a tool for assessment for learning for teachers. Staff had the first half term to embed and Mrs Asserati checked in Autumn 2 and all was in place.</p> <p>Ms Sutherland visited to look at Maths in Early Years. Maths is improving but is still a target. Mrs Asserati and Ms Owolabi (EYFS Lead) will be attending a 3-day EYFS Maths course at Fox Primary and Ms Kelly (Reception teacher) has visited St. Paul's Primary School.</p> <p>Progress meetings for Autumn 2 were triangulated by SLT and for the first time</p>	

	<p>Maths external moderation as taken place for Y2 and Y4. Other year groups will follow.</p> <p>The focus for Spring term is for the school to use other resources, not just White Rose Hub.</p> <p>Maths CPD in Spring term will be on bar modelling and problem solving – lead by Mrs Asserati.</p> <p>Governors are invited to the school as ‘Pi Day’ is celebrated on Wednesday 14th March. There will be timeslots for each class and parents will be invited. Pie will be served for lunch. Ms McAlister suggested inviting the European Pi Memorisation Champion, Daniel Tammet, to visit the children. Ms McAlister will email him.</p> <p>A Governor suggested introducing termly Mental Maths competitions to accompany the termly Spelling Bee – SLT thought this was a good idea.</p> <p>Mr Wright handed Governors a hard copy of the link Governor visit report and made some comments:</p> <ul style="list-style-type: none"> • Tracking of progress is really robust • There are effective and detailed action plans in place and CPD is clear • There is clear evidence of pupil progress • A rounded curriculum is provided in the school and there is a clear love of Maths • Mr Wright is impressed with the amount of evidence and information provided. <p><u>Science report</u> Ms McAlister was pleased to see an improvement in Science and would like to keep an eye on it.</p>	
	RESOLUTION:	
	Governors confirm attendance to Pi Day – 14th March 2018	All
	Science to be an item at next CPPC.	
7/18	5-YEAR DEVELOPMENT PLAN (5-Y-P) AND SEF	
	<p>The Head advised Governors that SLT all agree that 65 % of pupils to be on track to achieve ARE+ in Writing was too high a target for Autumn term.</p> <p>Governors wondered why extra-curricular activities were not included in the 5-YP, as Music, Sports and the Arts are the school’s strengths.</p> <p>The Head would like to share the 5-Year-Sports action plan with Governors at the next CPPC meeting as it contains a lot of detail. The Head had not included extra-curricular as they felt it was not measurable, but agrees that it should be included.</p> <p>The Head and Ms Graham will be working on the 5-YP with a format provided by Mr Goldthorpe to see if it is a good fit for the school. The 5-YP will be more usable.</p> <p>A Governor asked what point 4 of the 5-YP actually meant, ‘Flora Gardens Primary School to be at the heart of the community,’ as if she was not a Governor she would not know about the school. The Head explained the vision</p>	

	<p>of what being in the heart of the community means:</p> <ul style="list-style-type: none"> • Increased number on roll • To be parents first choice for their children • To run parent’s club on site • To be open to or used by the community at weekends and during school holidays • To provide the space for computer classes • For the community to know about Flora Gardens • Coaching of adults to teach children sports – flyer the local area <p>A Governor asked if the school would have time for this and how it would work as it would be much easier in a village school.</p> <p>The Head gave an example of after meeting two potential parents this week they thank him for his time and he replied that the only thing he asked of them in return is to spread the word about the school, as unless you visit you do not know.</p> <p>Ms McAlister mentioned the Tweet by a member of the public, commenting on the impeccable behaviour of our pupils on a trip that she attended.</p> <p>The school used to be insular and it is now opening up.</p> <p>Ms McAlister agreed that the Head should be aspirational. It was stated by Ms McAlister that parents used to be ashamed to say their children attend Flora Gardens, but now they are proud.</p>	
	RESOLUTION:	
	Sports action plan/ Sports 5Y-P to be on agenda for next CPPC	ASN
8/18	STAFFING	
	Confidential item	
	RESOLUTION	
	-	
9/18	PUPIL PREMIUM AND SPORTS PREMIUM (Cost, benefit analysis, SEND, policy impact)	
	<p><u>Pupil Premium</u></p> <p>The Pupil Premium report has been updated as the Governors suggested and figures for clubs are now included. Governors feel that it is now a detailed report. It was mentioned that other local schools are now using the Flora Gardens PP report format. Ms McAlister asked about the ‘high-achievers’ club. The Head explained that these are the booster clubs that are taking place in most classes.</p> <p><u>Sports Premium</u></p> <p>Ms McAlister asked what was meant by point 3 – Y5 and Y6 sports leaders, as they felt this was a significant amount of money. The Head explained that the Y5/6 leaders are being developed in clubs and this is part of the criteria for achieving silver and gold Sports Mark Awards. The Head has been asked to be a Headteacher ambassador for the Youth Sports Trust, which he has accepted</p> <p>Ms Elven and Mr Finney attended Sports Premium funding earlier in the week and the funding will be doubling. 5% of schools will be inspected – the Sports Premium report will be in a different format with more detail.</p> <p>Ms McAlister stated that the morning running club for pupils is fantastic. The</p>	

	<p>school has set really good and ambitious targets.</p> <p>Mr Wright feels that there should be a Sports and Arts link Governor visit, much link the Music visit, with similar questions to those provided by TBMH. Ms Hill and Ms Hall agreed to a combined Arts/Drama Governor visit. Mr Hamilton will do a Sports link Governor visit. The Head agreed that this was a good idea. Governors will look on 'The Key' for example questions. The Head highlighted that Ofsted had looked into the extra-curricular activities. Governors felt confident with Music and Sports when asked by Ofsted.</p>	
	RESOLUTION	
	<p>Sports Premium high on next CPPC agenda</p> <p>Governors visits to take place – Music, Sports, Drama/Arts</p>	ASN
10/18	EXTENDING MORE ABLE CHILDREN	
	<p>Ms Graham provided a verbal update.</p> <ul style="list-style-type: none"> • Mrs Asserati and Ms Woodcock are doing a lot for Maths and English • Mrs Asserati reported that the new curriculum will have depth embedded • Staff attended mastery CPD last term • Progress was reviewed during the link Governor visit with Ms McAlister who felt that the data is encouraging • Ms Graham showed Governors a chart that shows AMA are attaining higher than non-AMA pupils and that progress is accelerated for AMA pupils in all except 2 classes (discussed during data portion of meeting). These 2 classes have actions in place. • Some classes are running AMA booster clubs • Staff have done a great job with interventions - praise for this was received from MITA • Ms Graham highlighted to staff that entry assessments need to match exit assessments • SLT are in talk about shuffling some of the curriculum down so there is less catching up to do from the previous year <p>Mr Wright added that there is evidence of AMA teaching in the books. Ms McAlister added that competitions are good for AMA pupils.</p> <p>Ms Graham confirmed that there was accurate data submitted for SEN and Pupil Premium for the January Census – despite some issues keeping PP pupils on SIMs. 19 additional PP eligible pupils were found before census deadline and included in January census. Ms McAlister questioned why this had happened and Ms Graham advised that a more regular admin system of checking needs to be in place. Ms Graham has advised the admin staff of this.</p>	
	RESOLUTION	
	Noted	
11/18	MUSIC	
	Mr Wright would produce a link Governor visit report on Music at the next CPPC meeting.	
	RESOLUTION	

	Mr Wright to produce visit report for Music.	DW
12/18	ADMISSION	
	Ms McAlister has produced a report and the Head agrees that the actions should be implemented. This will be towards the end of summer or beginning of autumn. Ms McAlister and the Head will continue to liaise. Ms McAlister feels that the school is covering what the LA asks.	
	RESOLUTION	
	Noted	
13/18	PARENTAL ENGAGEMENT	
	<p>The school is doing annual feedback surveys. The next survey will be in summer 2, unless there is a concern.</p> <p>Staff surveys have been completed twice for comparison.</p> <p>Mr Hamilton queried whether the surveys could be done at parent's evenings. It has been done at parent's evenings before. The Head advised that parents' evening will be moving back to the hall and that this will make it easier.</p> <p>A Governor asked about feedback from SLT's 360 surveys – The Head explained that SLT received individual confidential feedback. It is felt that there was more impact doing the 360 this time around and that Ms Freinberg had returned to check on the progress made and felt that things are being followed through and actioned.</p> <p>Mr Hamilton asked if Ms Freinberg would produce some feedback or explain the process for Governors. The Head will ask Ms Freinberg next week.</p>	
	RESOLUTION	
	Parent questionnaire to be completed at parent evenings	ASN
	The Head to ask Jill Freinberg for a short written statement about the process at FGB.	ASN
14/18	GOVERNOR VISITS	
	<p><u>Early Years</u></p> <p>Ms Yusuf and Ms McAlister have been on an EYFS visit, During the visit Ms Sutherland's recommendations were addressed. Ms McAlister felt that there was too much green on the EY action plan and so introduce amber for an honest conversation. Ms McAlister found Ms Sutherland's report very useful but want to make sure that there is evidence that it is being implemented.</p> <p>Ms McAlister mentioned that some actions were rated green but have been pulled back.</p> <p>This was Ms Yusuf's first Governors visit and found it to be a very helpful meeting. The next EY visit will be in February.</p> <p>The Head informed Governors that there was to be a no-notice EY inspection this week by the Sir John Lillie Primary School EY team. It hasn't yet been discussed as to what the report will look like. The Head will report this back to Governors. SJL Primary School are outstanding in EY and the Head is an EY</p>	

	<p>specialist.</p> <p>Ms McAlister commented that it is clear that SLT and Governors are really keeping an eye on EY. Ms McAlister is pleased with the way SLT are monitoring EY and the clear targets that have been set.</p> <p><u>Reading and Writing</u></p> <p>Ms Hill was impressed by the competition introduced by Ms Woodcock, in which staff had to create the best book corner. Ms Hill found the book corners to be welcoming and an enjoyable place to read books. This feeds into the fun side of learning. It is felt that from what is in place we should see progress in the data. The idea of 100 books to read before you leave primary school will be embedded in the new curriculum. Ms McAlister informed Governors that she donates old books to the school and asked if others could do the same.</p> <p>Mr Hamilton felt it would be useful to set dates for upcoming Governor visits in advance.</p> <ul style="list-style-type: none"> • Mr Wright – Music in March and Maths in Summer 2 • Ms McAlister – Early Year in February and Admission ongoing and informal • Ms Hall – Art and Safeguarding Audit • Ms Hill – Drama and English in Summer 2 • Mr Hamilton – Sports this term • Mr Mattar is happy to be the Science link Governor and will arrange a visit with Ms Dunkley before the next CPPC <p>Governors had previously agreed to cut back on link Governors for subjects in the FGB meeting, but feel that Science is important to have. Mr Wright would like to do an ICT visit – this will be after SATs as Mr Jones is the ICT Lead and Y6 teacher.</p> <p>Some Governors were not aware of the sign in folder in the main office – this is used to collate the Governor visits schedule. Miss O'Donnell will look into using the electronic sign in system to get this information.</p>	
	RESOLUTION	
	<p>EY visit report to be included at next CPPC</p> <p>Music visit report to be included at next CPPC</p> <p>Science visit report to be included at next CPPC</p> <p>Sports visit report to be included at next CPPC</p>	<p>SMc</p> <p>DW</p> <p>PM</p> <p>JHam</p>
15/18	POLICIES	
	Governor Visit's policy – Ms Hill agreed to contact Mr Wright asking him to forward policy and report back at the next meeting on progress to date.	
	RESOLUTION	
	SH to contact DW – obtain policy and update on progress	
16/18	ANY OTHER BUSINESS	
	<p><u>Term dates for the next 3 years</u></p> <p>Governors agreed to the term dates and found this useful.</p>	

	RESOLUTION	
	Next year's term dates to be published for parents.	ASN
17/18	CONFIDENTIAL – minutes to be sent separately	
18/18	DATE OF THE NEXT MEETING	
	Wednesday 2 nd May 2018.	

Meeting closed at 8.40pm.

CHAIR _____ DATE _____