



Flora Gardens Primary School

Minutes of the meeting of the Curriculum, Pupils and Parents Committee held at Flora Gardens Primary School on 8th November 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 Mattar	
	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
Ms Barbara Graham	

ITEM NUMBER	ITEM	ACTION OWNER
1/17	WELCOME AND APOLOGIES	
	Apologies were received from Ms McAlister. It was agreed Ms Hill would Chair the meeting. Ms Saim was not required to attend the meeting.	
	RESOLUTION	
	Noted	
2/17	DECLARATIONS OF INTEREST	
	No declarations were made.	
3/17	MINUTES OF THE PREVIOUS MEETING	
	The minutes of the meeting held on 3 rd May 2017 were approved as a true and accurate record.	
	RESOLUTION	

	Minutes of 3rd May 2017 approved and signed	
4/17	MATTERS ARISING FROM THE MINUTES OF THE PREVIOUS MEETING	
	<p><u>Education Psychology Review</u> Written report was included. Reviewed and noted.</p> <p><u>Link Governors</u></p> <ul style="list-style-type: none"> • Mr Hamilton PE • Ms Yusuf Early Years <p><u>TA's – MITA Programme</u> Governors received an overview of the programme:</p> <ul style="list-style-type: none"> • Study into the effectiveness of TA's and how their utilisation can be improved • No fundamental change while the study takes place • Not best practice to have too much 1:1 support (From SEN perspective).LSA's were to step back and let children try things for themselves in the first instance • Ring fence time for TA's to work with their Teachers • Look at impact of interventions and PP • Work was currently taking place with the TA's • Tailored to what is identified as a need in the school • MITA make suggestions on how best to increase the impact of TA's • Started in Summer term and testing Y1 to get a baseline • The programme is for 2 years and at the end it is the school's decision if they wish to have their name publicised <p>A Governor asked if there was a cost to the school. The Head confirmed a cost of £1300 to the school.</p> <ul style="list-style-type: none"> • 2 x groups, form submitted, got accepted to intervention group MITA put in £1600. <p>The Chair asked the Head to confirm that the cost was £1300 over 2 years and this was agreed. He then asked if the school had paid in advance. The Head informed Governors that it was earmarked and included in the current year's budget.</p> <p>The Head expressed that they were gaining good expertise and it could make a huge difference to the children which was imperative.</p>	
	RESOLUTION:	
	Noted	
5/17	SPORTS PREMIUM AND SPORTS REPORT	
	<p>Mr Connor Finney – PE Co-Ordinator provided Governors with a detailed presentation.</p> <ul style="list-style-type: none"> • Mr Finney had been with the school since 2015 • When he first arrived there were only 3 clubs per week • There was low level behaviour and the coaching company didn't have very positive feedback. • The school had minimal exposure in the Mayors cup for football • Since then numbers in sports clubs had hugely increased • The school participates in a large number of sports activities including dodgeball and football 	

- There were now 16 clubs per week in place
- Continuity in learning and behaviour management has improved and Teachers have even better control
- School bought in to a bespoke package that was more beneficial than ad hoc
- Established links last term with the Brackenbury co-ordinator.
- Organised friendly fixtures.

Governors reviewed and discussed last year's competition table. The school had entered into 11 competitions. Mr Finney took Governors through the Performance Participation Pyramid.

A Governor asked what percentage of pupils were using the clubs. It was confirmed that numbers had increased year on year and was approximately 68.2% and 70% last year. Governors were pleased with this. The school aimed to reach 80-85%.

Mr Finney was now looking at the pre-school times to get children involved out of the school day.

Fundamental Motor Skills and Game sense were explained. These ran together to form the curriculum for both PE lessons and in every class across the school. This included assessment at the end of each unit. Mr Finney knew all pupils individually across the school and provided 3 written reports per year to families.

The school was currently looking at ways to increase the provision above the 16 clubs per week.

- This included running clubs, 30 minutes in school 30 minutes at home.
- A Sports Council would be formed after Christmas.
- Junior sports leader awards were to be investigated – school received Bronze award again, a break down was being reviewed to enable the school to obtain silver next year.

Mr Finney advised that he had spent a significant amount of time with the Head, focusing on Y6 this term. He was also looking to attend the CPD day at a junior school in Portsmouth and doing everything possible to push the school to become a lighthouse for sport to facilitate opportunities for pupils to flourish in PE.

As part of parental engagement Mr Finney was looking at ways to engage parents to become active leaders within the sporting calendar.

A Governor asked if children were participating in in the annual swimming gala. The school hadn't participated recently however this would be considered in the future in line with finding out what children swam outside of school and if they were suitable to enter into the competition.

Governors were advised that parental feedback towards Mr Finney was outstanding, he was making such a positive impact.

PP/Sports Premium – This was explained as a direct grant from Government. Mr Finney had attended a recent meeting and informed Governors that there were specific requirements on how schools should report premium spending. The school was currently awaiting documentation. It was noted that the school

	<p>was not allowed to spend any of the funding on Mr Finney's salary during the school day. The school currently received £18,050 however the expenditures was currently noted at £25,000. The point expressed was the school was spending more money than what was being received. A Further update on the reporting format would be provided at the next meeting.</p> <p>Governors thanked Mr Finney for his report and for his immense contribution to the school</p>	
	RESOLUTION:	
	Noted – Further report on Premium spending at the next meeting	
6/17	PUPIL PROGRESS – review of external data, SATS RESULTS AND PHONICS	
	<p>Mrs Asserati explained the new data format – 6 x data points through the year. Term 1 was teacher based but no hard data figures were available, it was based on curriculum coverage to inform teachers.</p> <p>The Chair expressed that the committee's focus was to review and scrutinise data and therefore asked if meetings were in fact taking place at the correct times to enable a complete set of data to be reviewed? Discussions took place and Governors questioned the information that would be available at meetings, including predictions.</p> <p>A Governor asked if data was being recorded in the same way and this was confirmed. The school was using the same system but looking at pupil by pupil, in the first half of each term. In response to a question it was confirmed that progress meetings would continue.</p> <p>A robust system was in place.</p> <p>Mrs Asserati advised that previously they had been reporting the steps of progress and this won't happen now until Autumn 2 – now Governors would be able to see how much of the curriculum had been covered.</p> <p>SLT wanted more teacher trust. It was felt that teachers could be too data driven and this had to be changed now to help children progress further.</p> <p>A Governor asked how the school would report to Governors and when. Mrs Asserati explained that this would be Autumn 2, Spring 2 and Summer 2. The Chair advised that CPPC Meetings would need to be adjusted to fit with the availability of data.</p> <p>SATS classes would stick to the previous model there was no change in the reporting here.</p> <ul style="list-style-type: none"> • CPPC date amendment - 7th March 2018 to change to 24th January 2018. SG would also move as they meet on the same day. <p>Governors were invited to attend the data meetings in school.</p> <p>The Head explained that they needed to be able to allow professionals to be professional and if after the trial this didn't work they would review the structure and process again.</p>	

It was confirmed that moderation was continuing.

AMA disaggregated class report

Baseline –Trialled this year in Reception.

Key headlines – SATS 2017

Across the board the results had improved and this was very pleasing. Consistently good teaching and stability with staff had impacted on this. The Head was hopeful this year's current Y6 were the last year that progress would have a knock on effect

A key trend highlighted and being monitored by SLT was boys English. The Head had discussed this with Mr Goldthorpe – remove statistical blips i.e. Y1 phonics 50% of boys achieved, but if took away the SEN EAL etc 100% achieved. It was important to look at the small cohorts and deprivation levels which had increased this year.

In response to a question it was confirmed that there was a weakness in writing. It was identified that internally this came up weaker, in statutory years it wasn't but it was identified and discussed with Ofsted. Progress was lower in writing. Mrs Asserati would report in January 2018 on writing and if this trend continued.

ASP replaced Raise online. ASP its self wasn't particularly useful, FFT was more advanced a more detailed version of the data. It was possible to disaggregate in FFT but not in the ASP. It was explained that FFT didn't just hold on to the statutory classes it used data from EY and KS1 and projected where children should be achieving moving forward. FFT was introducing a tracking system and the school has asked to be a pilot school for this. Target Tracker had a gap in the Mastery and FFT may not. Mrs Asserati was would make contact and determine if the school had been accepted as pilot school.

It was hugely important to be able to identify which AMA children reached Mastery.

All teachers had targets their class should achieve. This was the minimum to reach by the end of the year. Meetings were taking place to monitor this.

It was agreed that Mrs Asserati present FFT to Governors – a discussion took place to identify how much information Governors needed. Sam Hill and Derrick Wright would attend training on FFT next term after the Jan CPPC meeting.

It was explained that Governors should receive a clear headline report at meetings with trends and concerns highlighted.

School Profile

Governors reviewed the comparisons to other local schools in the Borough. Based on the Early Years results the school had moved up 5 spaces. KS1 - 3 spaces – Y6 2 spaces – this was an upward trend in progress within the Borough.

Admissions – Numbers had increased and there was a large interest from parents to join the school.

Mrs Asserati explained that FFT indicators highlighted key groups below national. She had drilled down and progress was disputed not attainment. The data was historic and this was due to the incorrect data from years ago.

	Middle Leaders – end of year subject reports were completed. The Head was very pleased with staff and feedback was given. Action plans were in place and extremely detailed. Governors congratulated all subject leaders.	
Mr Derrick Wright left the meeting at 7pm		
	RESOLUTION:	
	CPPC date changed – 24th January 2018 Writing Trend “Boys” to be reported in January 2018 KA to follow up and confirm if the school was accepted as a pilot for FFT Sam Hill and Derrick Wright would attend training on FFT next term after the Jan CPPC meeting.	
7/17	LITERACY REPORT – VERBAL LW (Reading)	
	<p>Ms Woodcock provided a verbal update to Governors on Reading and the action the school had taken to help improve Reading as a whole. The following points were noted:</p> <ul style="list-style-type: none"> • Pokémon “Catch ‘em all” competition took place and was very successful • Read and respond Monday, whole class text that linked to Pie Corbet – focused on reading for pleasure as well as reading skills. • KS2 homework was linked to children’s reading book • Reading bugs – online reading platform had been successful • Bigger push on book week – author reading workshop, book fair etc. • Spring term whole class guided reading – staff CPD • Introduced read theory – that assessed children’s reading online and used gaps analysis • Library – Author visits took place and this raised profile • Summer term updated reading books across the school and distributed • Internal data and KS1 and KS2 data improved and now showed Writing was the new focus. Progress in Writing often developed after improvements in Reading, this was a known trend • Ensure routines continue, staff meeting in September to make new staff aware of AMA – new teachers and NQT’s have additional support. • Continuing local links with library and authors. David Walliams was visiting Godolphin and Latymer school and Flora Gardens have been invited • Book competition to be judged by Sam Hill. Book Fair provider changed from Scholastic to Book People, huge improvement noted • New challenge 100 books to read – competition starting at Christmas • Learning walks took place and it was really clear to see the improvements and the data supports this <p>Governors thanked Ms Woodcock for her report.</p>	
	RESOLUTION:	
	Noted	
8/17	5-YEAR DEVELOPMENT PLAN (5-Y-P) AND SEF	
	The plan was included in the agenda pack and was reviewed and noted by Governors. The plan was formally ratified at the last FGB meeting.	

	<p>The Head advised that the 5-Y-P was reviewed with Mr Goldthorpe, the SIP, before half term. Mr Goldthorpe had raised questions and the Head and Ms Graham were reviewing if the format needed to be amended slightly.</p> <p>Mr Goldthorpe had suggested that the school look at a bigger picture and this was on-going at present.</p> <p>Mr Goldthorpe's report would be included in the FGB agenda pack.</p>	
	RESOLUTION	
	Mr Goldthorpe's report to be included in the FGB agenda pack	
9/17	PUPIL PREMIUM (Cost, benefit analysis, SEND, policy impact)	
	<p>The PP report was confirmed and on the website. The Head reported on the spend and impact and advised that the template used was the same one that was reviewed by Ofsted. Governors were satisfied with the information contained in the report and had no questions.</p> <p><u>2017/18</u> On review, the Chair of Governors expressed that he felt additional information was required and the report as it stood was open to criticism. The Head advised it was difficult to include further detail at this point.</p> <p>A Governor questioned impact and how this would be measured. A discussion took place and it was noted that Governors felt that the report was resorting back to the same issue on reporting as the previous year. It was therefore agreed that the Head and Ms Graham re-visit the report and be more explicit on what the money was being spent on and include figures. This would be based on last year's registers as a prediction for this year's figures i.e. breakfast clubs.</p> <p>Ms Graham informed Governors that she had tried to include information on Education Endowment explaining that the bits in brackets were to evidence interventions that had high impact on PP children. It showed that the school was targeting and being thorough.</p> <p>It was asked if there was a link Governor for PP – This was to be checked by the Chair of Governors. It was suggested that the purpose of this was to input and attend the meetings listed on the report.</p>	
	RESOLUTION	
	<p>Head and Ms Graham to include further detail on the report and make it more explicit</p> <p>Review updated PP report at the next meeting</p> <p>JH to email HoD who the link Governor for PP was</p>	
10/17	EXTENDING MORE ABLE CHILDREN	
	<p>Ms Graham provided a verbal update.</p> <ul style="list-style-type: none"> • Data was embedded within the reports that Mrs Asserati produced • Action plan was in place • Class teachers writing the interventions for their children and including the AMA. This was new this year. Y1 had started an AMA club after school and Y5 Stem project. 	

	<ul style="list-style-type: none"> No system in place to show mastery at present. It was hoped that FFT would help with this Extending AMA continued to be a focus in meetings <p>It was explained that the Head had taken the decision to review their curriculum. The curriculum had been effective however the Head felt that stood apart from the ethos and values of the school. Mrs Asserati had undertaken a task to review the curriculum on a long-term basis. Mrs Asserati would visit other schools to see how they embed this.</p>	
	RESOLUTION	
	Noted	
11/17	REVIEW OF SCHOOL WEBSITE	
	The website was reviewed by the link Governor and they confirmed that the school was compliant.	
	RESOLUTION	
	Noted	
12/17	MUSIC	
	<p>Mr Wright would produce a visit report on Music at the next meeting.</p> <p>The Music Teacher had resigned at the start of term. The Tri-Borough were providing support in this area. The pupils were receiving a far better quality than before through this provision. Governors felt that if the funding was there this should be continued and they needed to review what action to take moving forward.</p> <p>A Concert would take place and was currently being arranged.</p> <p>There had been some lack of consistency of regular staff due to illness, etc but the LA are aware that Flora Gardens does require consistency of staff.</p>	
	RESOLUTION	
	<p>DW to produce a visit report on Music at next meeting</p> <p>Governors to review budget and consider options in terms of the continuation of the Music provision for the next academic year</p>	
13/17	PARENTAL ENGAGEMENT	
	<p><u>Questionnaire</u> No significant changes since last year, majority of the feedback was positive.</p> <p>Lessons interrupted – 10% marked “don’t know” it was discovered that this was recorded as parents aren’t sat in the lessons.</p> <p>A Governor asked if they questionnaires should be completed less frequently as parents weren’t engaging. The Head advised that they only took place twice a year but he felt it would be more beneficial if they were just completed once in spring or summer?</p> <p>Governors agreed with the Head that the next survey would be completed in the summer term.</p>	

	<p>The school were continuing trying to engage parents. The international evening had been a success.</p> <p>The Parent Handbook was noted by Governors. It was agreed that the Staff list was to be included for information.</p>	
	RESOLUTION	
	<p>Parent questionnaire to be completed in the summer term</p> <p>Staff list to be included in the Parent Handbook</p>	
14/17	HOME SCHOOL AGREEMENT	
	The Home School Agreement was reviewed and approved.	
	RESOLUTION	
	Reviewed and Approved	
15/17	PARENT/PUPIL QUESTIONNAIRE	
	See item 13 above.	
16/17	POLICIES	
	<p>Governor Visits policy – Ms Hill agreed to contact Mr Wright asking him to forward policy and report back at the next meeting on progress to date.</p> <p>EYFS – Reviewed and approved. (Ms Yusuf Link Governor)</p>	
	RESOLUTION	
	<p>SH to contact DW – obtain policy and update on progress</p> <p>EYFS reviewed and approved</p>	
17/17	ANY OTHER BUSINESS	
	<p><u>Autumn 1 learning walk feedback</u></p> <p>The report was consistent with Mr Goldthorpe’s observations. Overall The SLT were satisfied with the report. The first Performance Management observations were taking place next week.</p> <p><u>Mr Goldthorpe Visit</u></p> <p>The report was noted. He strongly felt the school shouldn’t move away from the borough school meals contract. The contract was being reviewed at present but the Head was unclear on why Mr Goldthorpe felt this was relevant to the visit. Overall it was a positive visit.</p> <p><u>Claire Sutherland – EY report</u></p> <p>Action plan was drawn up on Ms Sutherlands feedback and a deadline was agreed or December 2017. Ms Yusuf would review the action plan before her Early Years visit with Ms McAlister on 30th November 2017.</p> <p><u>Categorisation</u></p> <p>Formal confirmation from the Borough. Noted.</p>	

	<p><u>WLZ proposal</u> Details were included in the agenda pack for Governors to consider. Following review of the visit earlier in the day and the uncertainty on the schools budget it was felt that the school should refrain from entering into a contract until a draft budget was available. Mr Wright may be able to provide further information on the effectiveness of the programme as Miles Coverdale were currently in contract with the provider.</p> <p><u>Governor Visits</u> Mr Wright to do Music and Maths report – arrange dates with Miss O'Donnell and Head.</p>	
	RESOLUTION	
	<p>Visit reports were noted</p> <p>Ms McAlister and Ms Yusuf to carry out EY visit on 30th November 2017 – action plan to be reviewed in advance</p> <p>WLZ – school to refrain from entering into the contract until further confirmation on the budget was available</p>	
18/17	CONFIDENTIAL	
	Minutes of the meeting held on 3 rd May 2017 were approved as an accurate record and were signed by the Chair.	
	RESOLUTION	
	Minutes approved and signed.	
17/17	DATE OF THE NEXT MEETING	
	Noted as 24 th January 2018.	

Meeting closed at 9.20pm.

CHAIR _____ DATE _____