



Flora Gardens Primary School

Minutes of the meeting of the Curriculum, Pupils and Parents Committee held at Flora Gardens Primary School on 2nd May 2018 at 7.00pm.

Members:
(*Absent)

	Name	Post
	Ms Sam McAlister	Chair
	Mr S Naismith	Head
*	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.	WELCOME AND APOLOGIES	
	Apologies were received from Ms Woodcock, Ms Hill, Mr Wright and Mr Mattar and permission for absence was authorised. Ms Saim absent.	
	RESOLUTION	
	That permission be authorised for Ms Woodcock, Ms Hill, Mr Wright and Mr Mattar.	
2.	DECLARATIONS OF INTEREST	
	There were no declarations of interest made at the meeting.	
3.	MINUTES OF THE PREVIOUS MEETING	
	The minutes of the meeting held on 24 th January 2018 were approved as a true and accurate record of the meeting and were signed by the Chair.	
	RESOLUTION	
	That the Minutes of the previous meeting be approved and signed by the Chair.	

4.	MATTERS ARISING FROM THE MINUTES OF THE PREVIOUS MEETING	
	<p><u>Sam Hill and Derrick Wright to attend training on FFT next term/Update on new assessment system and set date for Governor training.</u></p> <p>Governor training on the new data system, Smartey, will take place in summer 2. Miss O'Donnell will email Governors with possible dates.</p> <p><u>Ms Hill and Mr Wright update on Governor Visits Policy</u></p> <p>Ms Hill sent a message through Ms McAlister, that the Governor Visits Policy has been received and is very comprehensive. Ms Hill and Ms Hall will meet to tweak/amend. Ms Hill to send first draft to the Head for checking.</p> <p><u>Governors visits to take place – Music, Sports, Drama/Arts</u></p> <p>Ms Hall and Ms Hill have not yet done the Arts/Drama visit – this will take place after SATs, as well as Mr Hamilton's Sports visit.</p> <p>Mr Wright and the Head have had many conversations regarding Music and Mr Wright has sent over a Governor Visits questionnaire. Mr Wright visited Wigmore Hall on 17th April for a partnership meeting.</p> <p><u>Feedback from SLT's 360 surveys (enclosed)</u> Governors agreed that the feedback is informative. The report was noted.</p> <p><u>Miss O'Donnell to look into using the electronic sign in system to record visit information</u></p> <p>This is not possible. Miss O'Donnell to email Governors to remind all to fill out the green visits folder in the school office when visiting the school for Governor matters.</p> <p><u>Youth Sports Trust – Gold Mark</u></p> <p>The school was inspected and Mr Finney observed by the Youth Sports Trust and the school is one of 24 in the country to receive the Gold Mark. Governors thanked and presented a gift to Mr Finney in the end of term, whole school assembly.</p>	<p>HO'D</p> <p>SH/JH</p> <p>JH/SH/JH</p> <p>HO'D</p>
	RESOLUTION:	
	<p>Miss O'Donnell to send possible training dates to the committee.</p> <p>Ms Hill to send first draft to the Head for checking.</p> <p>Miss O'Donnell to email Governors to remind all to fill out the green visits folder.</p>	
5.	CURRICULUM 2018/19	
	<p>The Head was challenged by Mike Brealey, who ran the Odyssey project with the school, about how the values will be embedded into everything the school does, including lessons, meetings, Governor meetings etc. and not just presented on the wall. The process of creating a values based curriculum continues, where the school values are at the heart of the curriculum – this being led by Ms Asserati, Mrs Grippman and Ms Kelly.</p> <p>The working group are looking to embed the values into everything but are faced</p>	

	<p>with constraints from the National Curriculum learning objective which must be covered.</p> <p>There will be trips to launch topics so the pupils have adventure at the start of each.</p> <p>There would be three projects given to teachers and they would have ownership of the rest of the learning objectives – this would be monitored by SLT. The Head advised that it would be ongoing and would never be finished as it would be topical and subject to change every year. Ms Kelly and Mrs Grippman would be attending an SLT meeting in summer 2.</p> <p>The Head agreed to share the new curriculum maps at the next CPPC meeting. Now that the academics were at a good level, the Head wanted to enthuse the pupils to push their learning further. Topics would be linked to the bank, for example, pupils would learn entrepreneurial skills. Ms McAlister offered to ask her colleague who presented ‘Dragon’s Den’ to record a video message for the pupils.</p> <p>The bank will be run by Y6 pupils and House points will have a monetary value that can be used in the shop – enabling the pupils to use real life maths. This will also help to boost the House system. Ms Yusuf stated that this is a fantastic idea as she is aware that many children do not get taught about money management and finance at home as some parents may not have the skills or knowledge to do this. Additionally, a lot of our families will never discuss money management with their children.</p> <p>The Head shared a video of the staff inset day with Governors – staff were tasked with displaying the school values throughout the day and in a following CPD session were asked what they will take out of it and how they would they will be embedding this in their class. The inset day was a great team building exercise and moral is really high across the school.</p>	SMc
	<p>RESOLUTION: Ms McAlister offered to ask her colleague who presents Dragon’s Den to visit and present to the pupils.</p> <p>The Head will share the new curriculum maps at the next CPPC meeting.</p>	
6.	PUPIL PROGRESS	
	<p>The Science Coordinator has left and has not yet been replaced. Ms McAlister requested that Science update be an agenda item at the next meeting.</p> <p>The school has now left Target Tracker as it was not able to produce the necessary reports. The new assessment system is supported by 3BM. Ms Asserati reported that 3BM have been very helpful and fixed reports immediately when they did not do what the school needed. The assessment system is in line with Sir John Lillie and Addison, which is good for moderation and allows for robust conversations around data.</p> <p>The school will continue to assess 6 times a year, but the data will look different as SIMs only records 3 times per year. There are 3 formative assessment points, as well as 3 teacher assessment points and progress review meetings.</p> <p>There is different terminology used on the reports – Emerging is expected in Autumn, Developing is expected in Spring and Secure is expected in Summer. MA (Mastery) can only happen in Summer term. The reports show the percentage of Mastery, which is something that Target Tracker could not do.</p> <p>Ms McAlister noticed that the Y4 and Y5 data were standing out. Mrs Asserati</p>	

	<p>explained that the Y4 teacher left at Easter and Y5 mobility is very high at 33%. The 67% home-grown pupils are on track. The Chair pointed out that it is clear that something is going on with these two classes.</p> <p>Progress is still strong. Writing is the weakest across the school and Maths is the strongest. Maths AMA is the strongest</p> <p>The Chair asked if she should visit Y4 and Y5. Ms Graham explained that these classes will be doing formative assessments at the end of half term. The Head invited Ms McAlister to attend the progress review meetings for these classes. Miss O'Donnell will let Ms McAlister know the date and times of the meetings. They will be out of teaching time.</p> <p>Mrs Asserati explained the main data headlines – 72% of the school made expected progress or better. Disadvantaged pupils are slightly lower but have also doubled in numbers.</p> <p>GLD prediction is 71% - this is in line with the national average last year. The school last year was 73%.</p> <p>The Y1 phonics prediction is 83%. The national average last year was 81%.</p> <p>Ms McAlister expressed that she is pleased with the AMA progress across the school.</p> <p>Interventions have been taking place for AMA pupils in Y1 to Y5. In summer 2 there will be a big writing push which will show at the next data point.</p> <p>Y4 class are bring reading percentage down across the school. The Y3 teacher was being cautious and is now running lunch time boosters to be sure to cover objectives before moving pupils up.</p> <p>Ms McAlister is keen to have more data training.</p> <p>The Head explained that it took Mrs Asserati 2 years to find the right assessment system for the school and the smooth transition is a credit to her. Governors thanked Mrs Asserati for her work on this and for the vigorous training for staff.</p> <p>Governors noted the SATs predictions provided.</p>	HO'D/SMc
	<p>RESOLUTION:</p> <p>Science update be an agenda item at the next meeting.</p> <p>Miss O'Donnell will let Ms McAlister know the date and times Y4/5 progress review meetings.</p> <p>Miss O'Donnell to organise date for assessment system training with Mrs Asserati.</p> <p>Governors noted the SATs predictions.</p>	
7.	<p>5-YEAR DEVELOPMENT PLAN (5-Y-P) AND SEF</p>	
	<p>Governors noted the 5 Year Plan that has been updated and RAG (red, amber, green) rated for Spring term. The Head said he is happy with the progress made.</p> <p>The Chair questioned if there was anything standing out to the Governors as a</p>	

	concern with the 5 Year Plan – all Governors were pleased with the progress. Lettings are on track for the 30% increase target. Governors found this encouraging and thanked Ms Elven for her work.	
	RESOLUTION:	
	Noted.	
8.	5 YEAR SPORTS ACTION PLAN / SPORTS MARK	
	Governors are very encouraged by the feedback from the Youth Sports Trust inspection and are very pleased with the outcome of the Gold Mark award. The Head explained that Mr Finney has now started the process of gaining QTS through St Mary's University and will be an NQT from September 2018. Governors queried if this would mean Mr Finney would need time out of school to which the Head explained that he would not, and that observations would take place in the school and essays be completed outside of school time. The Head expressed that this would allow for more flexibility and is great for both Mr Finney and the school. The Chair thanked Mr Finney for his work and feels that the Gold Mark achievement is outstanding for the school.	
	RESOLUTION	
	Noted.	
9.	PUPIL PREMIUM AND SPORTS PREMIUM	
	The Pupil Premium and Sports Premium reports were noted by Governors. The Sports Premium report was checked during the Youth Sports Trust visit and is on the school website. The Head explained that he and Mr Finney has spent a lot of time working on it and Ms Graham had spent a lot of time working on the Pupil Premium report. Governors expressed that they are happy with both reports as they are sufficiently detailed and easy to understand. Governors thanked staff for their work.	
	RESOLUTION	
	The Pupil Premium and Sports Premium reports were noted by Governors.	
10.	EXTENDING MORE ABLE CHILDREN	
	Covered in data reports provided.	
	RESOLUTION	
	Noted.	
11.	UPDATE ON EARLY YEARS - EY inspection by the Sir John Lillie Primary School EY team	
	The Head informed Governors that Nursery and Reception staff will be visiting Sir John Lillie and Adison again. The Head is investing in furniture and fixtures for the EYs classrooms. Nursery and Reception will be swapping classrooms from September – this will allow for smoother transition from Rec to Y1 as they will be closer to the heart of the school. The Chair asked what the questions at the bottom of the report provided meant, questioning if they are for the school to consider. The Chair is interested in the questions and will use them in the next EY link Governor visit. Mr Hamilton questioned if Governors should be concerned about the report from SJL. The Head explained that he had asked SJL staff to look at specific areas that need improving. Ms McAlister said that the report highlights the same things that arose at the last EY Governors visit. It was highlighted by the Head that the provision in EY remains good and that more strengths were given in SJL's verbal feedback and were not recorded in the report. The strengths mentioned were previous concerns which shows improvement. Claire Sutherland will be moderating Reception on 8 th May. Governors	

	<p>questioned how closely SLT will be keeping an eye on EY and Mrs Asserati stated that she will be moderating Early Years a minimum of once a half term, as well as in whole school moderation. Mrs Asserati advised that Ms Sutherland's moderation will be extremely thorough.</p> <p>The report from Ms Sutherland will be presented to Governors at the next meeting, as well as the whole school review report. This will show that internal and external moderation is robust. SLT and Governors agreed to keep an eye on this area.</p> <p>Ms McAlister and Ms Yusuf will be visiting EY this term.</p>	
		SMc/NY
	RESOLUTION	
	<p>The report from Ms Sutherland will be at the next meeting.</p> <p>Whole school review report will be at the next meeting.</p> <p>Ms McAlister and Ms Yusuf to visit EY next half term.</p>	
12.	ADMISSION	
	The Chair and Miss O'Donnell have been working on supporting parents with secondary application and transition and will continue this.	
	RESOLUTION	
	Ms McAlister and Miss O'Donnell to keep working on supporting Y6 parents.	
13.	MUSIC	
	<p>The minutes from the Tri-Borough Music Hub and Wigmore Hall partnership meetings were read and noted by Governors, who are pleased with what has been discussed.</p> <p>Mr Wright has been liaising with the Head, asking questions about the music provision and has followed up with further questions. This will be discussed at the next meeting.</p>	
	RESOLUTION	
	<p>Minutes of music steering group meetings were noted by Governors.</p> <p>Mr Wright to inform Governors of Music Link Governor findings at next meeting.</p>	
14.	GOVERNOR VISITS	
	<p>Sports, Drama and Arts visits will take place this term.</p> <p>SEN and Safeguarding visits will take place this term.</p> <p>Early Years visit will take place after half term.</p> <p>Ms Hill will be doing an English visit this term.</p>	
	RESOLUTION	
	Noted.	
15.	POLICIES	
	No policies to be approved by Governors	
	RESOLUTION	

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16.	ANY OTHER BUSINESS	
	<p>The Head advertised internally for the Maths Leader position from September – Ms Abbasi was appointed after interview. Mrs Asserati will be taking over phase leadership of Early Years and KS1 from September. Ms Woodcock will be overseeing Y3, 4, 5 and 6.</p> <p>The termly subject reports from middle leaders were noted by Governors. Ms Graham explained that this is the first time that subject leaders have been asked to produce such reports, and they will improve with practice. Middle leaders were given training on what evidence needed to be provided and Ms Graham has given them suggestions for improvement. Governors are invited to attend the end of year subject leader’s presentation. Miss O’Donnell the send date to Governors.</p>	HO’D
	RESOLUTION	
	Miss O’Donnell the send date of the end of year subject leader’s presentation to Governors.	
17.	CONFIDENTIAL – minutes to be sent separately	
18.	DATE OF THE NEXT MEETING	
	To be confirmed.	

Meeting closed at 8.40pm.

CHAIR _____ DATE _____