

CARLTON PRIMARY SCHOOL SCHOOL IMPROVEMENT COMMITTEE

**Draft Minutes of the School Improvement Committee
held on Tuesday 14 April 2016 at 5.30pm**

Attendance:

Kate Jarman – **Chair**
 Jacqueline Phelan – **Head Teacher**
 Mandi Howells – **Deputy Head Teacher**
 Jessica Wren
 Marianne Pringot

Others Present:

Helen Hill – **Governor Support Clerk**

	PRE-DISCUSSION: CAROLINE HAYES – EYFS LEADER	Action
	<p>The Early Years Foundation Stage (EYFS) Leader introduced this item.</p> <p>She outlined to the Committee the following:</p> <ul style="list-style-type: none"> • what the EYFS was; • how parents were supported by the EYFS team to identify what speech/language needs the children might have; • that 30-40 per cent of children in the EYFS received support from the school’s speech therapist; • the EYFS team worked alongside other early years’ experts and agencies; • the four themes of the school’s EYFS – ‘A Unique Child’; ‘Positive Relationships’; Enabling Environments; and Learning and Development – all underpinned the principles of good practice of the teaching and learning in the EYFS. 	

PRE-DISCUSSION: THE EYFS FRAMEWORK	Action
<ul style="list-style-type: none"> • The EYFS guidance booklet explained clearly how ongoing formative assessment was central to effective early years' learning in the school. The team carried out regular close observations of the children as a basis for further planning. • The EYFS team took day-to-day iPad snapshot observations of the children. These observations were reviewed and used to identify any further gaps in the children's learning. • There was a significant emphasis in the EYFS Unit on the personal, social and emotional development of the children. This emphasis was crucial as it was a building block to developing other learning experiences, such as communication and language skills; understanding the world; literacy; mathematics; and the expressive Arts and Design. • There was an excellent dialogue between the EYFS team and the parents of EYFS children. Parental involvement in the day-to-day work of the EYFS was very high. • In response to discussion with the Governors, it was stated that the EYFS team worked closely with other external agencies and with health visitors attached to particular families. • The Forest Schools Initiative was a very significant development for the school. EYFS children would benefit enormously from this initiative. CH was involved in being trained in this area and, subsequently the EYFS team would be involved in this professional development. • The children's awareness and enjoyment of the physical environment, both in the school playground and outside areas such as the Mortimer Terrace Nature Reserve, would benefit them in all other areas of learning; incorporating, for example, literacy and maths work into their learning experiences. <p>CH identified the next steps for developing the effectiveness of leadership and management in the EYFS team.</p> <p>The Committee thanked CH for such an informative presentation and acknowledged how beneficial the Forest Schools Initiative was.</p>	

1.	APOLOGIES FOR ABSENCE	Action
1.1	Apologies for absence were received in advance of the meeting from Noella Bello Castro and Kevin Hull.	
2.	DECLARATION OF INTERESTS IN RESPECT OF ITEMS ON THE AGENDA	Action
2.1	There were no declarations of interest.	
3.	MINUTES FROM THE PREVIOUS MEETING AND MATTERS ARISING ON THURSDAY 9 JULY 2016	Action
3.1	The minutes of the meeting held on 8 December were agreed as a true and accurate record (with minor amendments made) and were duly signed and dated by the Chair.	
4.	CURRICULUM UPDATE	Action
4.1	The Head teacher reported that the curriculum was being covered in some depth by pupils. The SLT met regularly to review what was going well in the curriculum and which aspects needed further development.	
4.2	Middle managers/leaders in the school met regularly with the SLT to review specific curriculum areas, such as food technology; maths; literacy; Pupil Voice; and pupil progression.	
4.3	The curriculum map that the school used was a useful indicator of how the curriculum was being embedded and which areas needed further development.	
4.4	Feedback from pupils had also been very positive about how exciting the curriculum was. By the end of the year, there would be a 'Carlton School' curriculum in place.	
5.	SEND UPDATE	Action
5.1	A SEND report would be prepared for the next Committee meeting.	SLT

6.	ASSESSMENT	Action
6.1	MH, the Deputy Head Teacher, introduced this item. She reported that a draft policy would be prepared for the next FGB meeting in the autumn term.	MH
6.2	There was a magnitude of assessment requirements needed by schools now in the absence of national curriculum levels.	
6.3	Schools were focusing on formative assessment procedures, with a particular emphasis on pupil progression. This was being addressed by cross-borough moderation meetings that were taking place and in the Cluster School Partnership arrangements.	
6.4	Extensive moderation exercises were also taking place within the school, with teachers focusing on moderating particular pieces of work by pupils. Book Scrutinies was also a useful moderation exercise undertaken by the SLT and also within teams in the school.	
6.5	Carlton school was working on a two-year assessment cycle – for example, grouping years 3/4 and 5/6 together and then reviewing progress measures between these groups.	
6.6	Lessons learned from the new SATs tests for 2016 would provide useful information about how the school could accommodate pupils' learning in a meaningful way, rather than just using the test results as raw data.	
6.7	The Committee agreed that the cross-borough moderation initiative would be useful in reviewing lessons learned from this year's SATs results in terms of looking at exemplification materials and linking this with assessment procedures.	
7.	RAISE ONLINE	Action
7.1	The Committee agreed that a pre-discussion meeting would take place at the next FGB on the Data Dashboard. The meeting would be held at 5.30pm.	Head teacher
8.	ANY OTHER BUSINESS	Action
8.1	The Chair raised the issue that the school needed to fill governor vacancies on the governing body. A new Chair also needed to be elected for the School Improvement Committee. Volunteers were requested.	Head teacher/ Chair

9.	CONFIDENTIAL ITEMS	Action
9.1	There were no confidential matters.	
10.	DATES FOR FUTURE MEETINGS	Action
10.1	The next Carlton Governors' School Improvement Committee meeting will take place on Tuesday 12 July 2016 at 6.00pm.	
10.2	The next FGB meeting will take place on Monday 6 June 2016 at 5.30pm.	

There being no further matters to discuss, the Chair thanked those present for attending and closed the meeting at 6.30pm.

Signed: Date:

**Kate Jarman, Chair of Carlton Governors'
School Improvement Committee**