

CARLTON PRIMARY SCHOOL SCHOOL IMPROVEMENT COMMITTEE

**Draft Minutes of the School Improvement Committee
held on Tuesday 17th January 2017 at 5.30pm**

Attendance:

Marianne Pringot – Chair
Hugh Graham
Jacqueline Phelan – Head teacher
Mandi Howells – Deputy Head teacher
Jess Wren

Others Present:

Georgina Harcourt-Brown – Assistant Headteacher
Flossie Del Santo – Governor Support Clerk

1.	APOLOGIES FOR ABSENCE	Action
1.1	Apologies for absence were received in advance of the meeting from Noella Bello-Castro and Kate Jarman.	
2.	DECLARATION OF INTERESTS IN RESPECT OF ITEMS ON THE AGENDA	Action
2.1	There were no declarations of interests.	
3.	MINUTES FROM THE PREVIOUS MEETING AND MATTERS ARISING ON TUESDAY 12th July 2016	Action
3.1	Matters Arising All items were on the agenda	
4.	ASSESSMENT POLICY	Action
4.1	The Assessment Policy was circulated before the meeting. The Policy had been updated to reflect the national changes.	
4.2	The Headteacher outlined how the assessment process was applied in pupil progress meetings. She and the deputy had met with every year group teacher to review practice, moderations of children's work, pupil voice feedback and Key Performance Indicators, all which will be used to form a grid for teachers to fill in while doing their assessments.	
4.3	The Committee noted the new appendix for each subject made it easier to find the information. Curriculum details would be added to the Policy after which it would be uploaded onto the school website.	
4.4	The Assessment Policy was accepted and signed by the Chair of the Committee.	

5.	SECURING OUTSTANDING TEACHING AND LEARNING	Action
5.1	The Headteacher reported at the end of the year 2015-16 teaching and learning was solidly good at the school with elements of outstanding. New teachers showed strong teaching and were developing well.	
5.2	At the beginning of the year the Headteacher had collated all evidence of their teaching in the previous year, highlights were reviewed and areas of development were discussed. This allowed teachers in the Performance Management to set targets for the year. The Headteacher confirmed she had set all the targets.	
5.3	Inset days had a focus on improvements to Teaching and Learning	
5.4	Teaching and Learning improvements were being supported using the IRIS programme. Teachers filmed themselves teaching lessons which enabled them to reflect with a senior colleague on themselves and what they were delivering, noting what went well and areas they could improve on. The focus last term included oracy. The IRIS programme provided an opportunity for staff to meet for professional discussions with another colleague.	
5.5	<p>A governor asked if the school was using IRIS for peer mentoring. The Deputy Headteacher confirmed teachers were taking ownership themselves to improve their own practice. The Headteacher added there were no perfect lessons, the system was for developing their own professional practice. Teachers reflected what to change to improve impact of teaching and to assess and analyse their own practice. The Headteacher was confident the model works. A further development would include a new microphone which would capture the children's conversations during lessons.</p> <p>The Chair noted the filming does not disturb the children and was less intrusive than if a visitor was in the classroom observing and reviewing teaching practice.</p>	
5.6		
6.	HOMEWORK AND HOME LEARNING POLICY	Action
6.1	The Deputy Headteacher reported research had found there was limited impact in primary school age children doing homework. Foundation actions were supported by homework with weekly reading at home, spelling and Mathematics also used.	
6.2	Home Learning Projects had been found to be useful to embed depth of learning and reinforced learning concepts being taught at school. Previously the Home learning Projects had been optional but are now compulsory for all pupils and go out with the curriculum maps each half term. The teachers keep records of completion.	
6.3	Teachers design projects and can be simplified for pupils or set at a more challenging level to support higher levels of learning of the curriculum topic. A governor asked how low attainers and SEN pupils and those without parental engagement could complete the project. The Chair confirmed the school accepted different scales of completion and was organising additional support for pupils with coaching and parent's sessions and a writing club.	
6.4	The Headteacher confirmed for those families that did want to have homework. Pupil premium money had been used to provide study books to support SPAG, Reading and Maths for all year groups Reception to Year 6. These can be taken home to practice what had been taught in class. Answers were in the back so pupils can mark their own work. Mathematics was already being used.	

6.5	Workshops for parents to explain the Home learning projects had been held: the first session was well attended with 38 parents, the second had 20 parents. The Committee agreed that although parents were now familiar with the system it would be beneficial if the parents had continued support with video clips put on the website. This would enable them to review clips from home while they were working with their children at home.
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7.	SAFEGUARDING UPDATE	Action
7.1	The Chair asked about the increase in numbers of CIN and CP children registered at the school. The Deputy Headteacher reported quality and practice was not as good as it had been from social work teams. She reported she spends 12-14 hours a week on child protection issues. Meeting dates were being set at short notice and she was unable to attend 3 meetings. Statutory reports were sent to the conferences. She reported some cases were closed too quickly and had to be reopened resulting in more children going into public orders. Families were often in crisis as there could be a 2 term delay. As a result, families were no longer in need of low level support from the Camden Early Help Service as their needs had escalated.	
7.2	There were also many children new to the school including 24 who were new to Camden in the Autumn Term. Many families had domestic violence issues. The Headteacher confirmed 14 children had left the school and were not taken off the roll until the school knew where they were.	
8.	UPDATE on TEACHING of READING in response to KS2 SATs results	Action
8.1	The Headteacher reported the Raise on Line data dashboard results would be reviewed at the next meeting, through a training session for all governors. The current data was unvalidated. The Deputy Headteacher confirmed teachers were submitting 2 minor changes to the data as a girl had been entered as a boy and the school had had previous data on a Year 6 pupil.	
8.2	Reading results for Year 6 had been below the school's expectations. The new SATS exam questions asked were more difficult so changes have been made to the way Guided reading is being taught, with a focus on inference, and the current Year 6 were making excellent progress.	
8.3	A new model of reading, the Hackney Model was now being taught in Reception. The model supported purposeful practice it was expected there would be higher level readers this year as a result.	
8.4	Year 2 were being supported with a guided reading system. There were more adults supporting Reading in Reception to -Year 2 and this guided reading would stretch some children and pull up lower achievers by working together.	
9.	SEN UPDATE	Action
9.1	The Headteacher reported Ms Bello-Castro and the Assistant Headteacher had met to review the school SEN Local offer and what would be uploaded onto the website.	
9.2	SEN attainment was below overall national attainment but there is no national SEN benchmark. Reading was in line with national levels and Maths was above national levels in progress made by pupils. It was noted by the Committee a child with a statement was in the top 10% nationally for attainment.	

10.	ANY OTHER BUSINESS	Action
10.1	<p>The Report of the Standards Meeting held on 14th October with Jean Lang, Head of Learning, School Improvement and Partnership had been circulated in advance of the meeting. The Headteacher gave feedback to the Committee: the audit had been held to discuss the priorities and outcomes of the school and it had been a good opportunity to be challenged about standards.</p> <p>Ms Lang agreed the evidence provided supported the school's Self Evaluation and the overall effectiveness of the school was good with many exceptional features. Camden Learning would provide 2 further days of support.</p>	
10.2	<p>EYFS data was being reviewed. Many children entered the school below standard levels and were making better progress by the end Years 1 and 2. The SLT met with Caroline the EYFS lead to discuss further training with staff to support closing the gap. Though the overall % of pupils attaining the GLD was improving, there were concerns over individual strands. The SLT/EYFS leaders were taking steps to ensure that these gaps were closing.</p>	
10.3	<p>Action EYFS Report to review Reading, Writing and Maths.</p> <p>The Headteacher reported many children on entry to the school with EAL needs can't hold conversations. There were also high numbers of SEN and many had delayed motor skills. Results should show 80-90% reaching EYFS targets but only 56% were meeting them.</p> <p>Caroline H, our EYFS Leader and Nursery teacher has asked for a stronger link with governors. We need to reassign governors to different areas of the school so governors have a link with pupils and teachers.</p>	EYFS Lead
10.4	<p>Staffing would be covered more at full governing body meeting as there had been some changes with 2 teachers now in different classes.</p>	
10.5	<p>Training for governors Kelly Ann Ray would be holding data dashboard training during the next SIC meeting.</p>	MH
10.6	<p>Policy cycle The Deputy Headteacher was finalising the Schools policy cycle of renewal which would be on the agenda for the next meeting.</p>	
10.7	<p>Items for the next agenda EYFS Report Safeguarding and training – SLT to identify training needs</p>	
11.	CONFIDENTIAL ITEMS	Action
11.1	There were none	
12.	DATE OF FUTURE COMMITTEE MEETING	Action
11.1	Tuesday 14 th March 2017	

There being no further matters to discuss, the Chair thanked those present for attending and closed the meeting at 6.50pm.

Signed:



Marianne Pringot, Chair of Carlton Governors' School Improvement Committee

Date:

14.03.2017