



**CARLTON PRIMARY SCHOOL  
SCHOOL IMPROVEMENT COMMITTEE**

**Minutes of the School Improvement Committee  
held at the School on Tuesday 10<sup>th</sup> July 2018 at 5:30pm**

**Members:**

Marianne Pringot – **Chair**  
 Noella Bello-Castro  
 Jacqueline Phelan - **Headteacher**  
 Mandi Howells  
 Jess Wren  
 Cyrus Suntook - absent  
 Anu Manthri – absent  
 Peter Ptashko - absent  
 Gabriela Awad - absent

**Others Present:**

Flossie Del Santo – Governor Support Clerk

1.	<b>APOLOGIES FOR ABSENCE</b>	<b>Action</b>
	<p>Apologies were received from CS, AM and PP and GA who were on holiday</p> <p>The Committee noted the meetings were not well attended by a number of governors. The meeting dates had been set a year in advance and governors were expected to arrange their commitments in order to attend the meetings.</p> <p>It was discussed by those present that the time of the meetings could be changed to be held in the mornings to support better attendance. Governor visits may also be arranged after the meetings.</p>	
2.	<b>DECLARATION OF INTERESTS IN RESPECT OF ITEMS ON THE AGENDA</b>	<b>Action</b>
	There were no declarations of interests.	
3.	<b>MINUTES FROM THE PREVIOUS MEETING MATTERS ARISING ON TUESDAY 8<sup>th</sup> MAY</b>	<b>Action</b>

3.1	<p>The Actions from the meeting were reviewed</p> <p>The minutes of the 8<sup>th</sup> May were noted and the request to rephrase the role of Maths Mastery in supporting reaching Greater Depth was requested. The Headteacher to confirm this with the Chair.</p> <p>The minutes of the meeting of 8<sup>th</sup> May would be signed as accurate with the above change.</p>	
4.	<p><b>EMERGING END OF YEAR DATA</b></p>	<p><b>Action</b></p>
	<p>The unvalidated results of the KS1 and KS2 SATs tests were reviewed by the Committee.</p> <p>The Committee noted the Early Years level of development at the end of Reception showed improvements over four years. 2015- 43%, 2016- 45%, 2017 – 61% and the current year at 64%. The assessment data showed gaps were closing in many areas between those in receipt of Pupil Premium funding and non-funded children. This was not the case in Literacy and Reading.</p> <p>The Quality of moderations and observations had improved with the Head and Deputy Headteacher moderating all children looking for gaps. The starting point of most children in Early Years was below average and all made progress at the school</p> <p><b>Action: Analysis of the end of year assessment data would be presented at the Autumn term meeting.</b></p> <p><b>Year 1 Phonics</b></p> <p>The results were expected to be over 70% of those reaching expected standard. Many in this cohort had cognitive learning difficulties and this would be supported in their move to Year 2. Mobility of children across the school had been flagged up in the previous year and continued to impact results of the children. Leavers and joiners would continue to be recorded and demographics reviewed.</p> <p><b>KS1 SATs</b></p> <p>A drop in those reaching expected standard and Greater Depth was noted from the previous year. The data had been impacted by a number of children in the cohort who had high cognitive need. The results had been externally moderated by the LA and the school's judgements were found to be robust.</p> <p>The Committee noted;</p> <ul style="list-style-type: none"> <li>• 6 children had reached Greater Depth in Writing with results for those reaching Expected Standard also improved.</li> <li>• 3 children who were expected to reach Greater Depth in Reading had left the school</li> <li>• 50% of boys in the this year have cognitive delays</li> </ul> <p>The narrative from the school, Cluster and LA moderations for Writing confirmed the school was on the right path and this would be reflected in the next years EYFS and KS1 results.</p> <p>The school had returned errors in the draft results to the LA.</p>	<p><b>HT</b></p>

	<p>A governor asked if parents had been informed of the results. It was confirmed they would be at the Parent Meetings to be held before the end of term, The results would be compared to national standards and if parents asked to see their child's test results they could do so.</p> <p><b>KS2 SATs</b></p> <p>The unvalidated results of the SATS had been received by the school that day. So detailed analysis could not be presented.</p> <p>Combined scored for Reading, Writing and Maths was 62% with the National Average at 64%. 2 children, one previously home educated and the other new to the country in this cohort would be applied to be disallowed which would raise the figure to 64.7%.</p> <p>Some children came within a couple of points from a pass score and their tests would be reviewed.and these results resubmitted to the LA.</p> <p>The Chair asked if the results were what the school had expected. The Deputy Headteacher noted many schools had reported the reading texts had not been very accessible to children in urban schools and were not very suitable for the diverse backgrounds at many schools.. 28 marks out of 50 were required for a pass score. Some students not reaching expected standards had not attended the booster classes offered and a child with deaf parents and others from EAL families did not do as well as others.</p> <p>The Committee noted 4 children expected to reach standards had narrowly missed the pass score and would be very disappointed at their results. The school would support them to be proud of their efforts and hard work.</p> <p>A governor asked if the results would impact these students in their transition to secondary school. The Headteacher confirmed it would not as teacher assessments were also included in their end of school report and in Year 7 additional test would be given to students.</p> <p>The Committee noted</p> <ul style="list-style-type: none"> <li>• 9 children had reached Greater Depth scores of 110 in different subjects. Five had scored 109 and their results would be rechecked.</li> <li>• 84% had reached Expected Standard in Grammar and SPAG which was well above the national average.</li> <li>• The average scaled score had shown improvement year on year and was very close to the national average.</li> </ul> <p>Poor attendance had impacted the results of 2 students whose parents had been taken to court. Another had been taken out of school during the year but the school was unable to take the child off roll as they were not officially registered for home education.</p> <p>The School Improvement Plan would be updated to reflect the steps to be taken in the coming year arising from the assessments. Inset day would review the design of lessons to support this..</p> <p>The Committee noted the hard work of the teachers and children during the year and thanked them</p>	
5.	<b>2018-19 STAFFING STRUCTURE</b>	<b>Action</b>

	<p>The final staffing structure had been reviewed before the meeting.</p> <p>The Committee noted Years 5 and 6 would not be in mixed ages classes. There would be 3 classes in Reception and Year 1. Three children of Year 1 age would be start the year in the Reception Class. The teachers would be planning lessons and working closely together. All Early Years would be on the ground floor to support access to outside learning, the swimming pool and would go to the Forest School.</p> <p>The Headteacher confirmed the school had not been able to recruit a full time experienced SENCO. An experienced teacher who has completed the SENCO training had been recruited instead and would be supported to grow into the role. The teacher was enthusiastic to learn and had strong teaching skills when observed. As the appointment was not made of a full time SENCO the role would no longer be on the Leadership scale. Instead she would be a class teacher 2 days a week to support PPA and fill the SENCO role for 3 days. Ms Harcourt-Brown would support the teacher in the handover. As a result of the change to the role there were savings made which was used to hire additional teaching support and Years 5 and 6 would not be combined year groups.</p> <p>The LSAs had not been allocated to their classes next year. The allocation would be agreed after a review of children with EHC Plans in each class.</p>	
<b>6.</b>	<b>ACE CURRICULUM UPDATE</b>	<b>Action</b>
6.1	<p>The Deputy Headteacher confirmed she had met with Ms Manthri, the ACE link Governor. All subjects, individual children as well as class cohorts were reviewed and comparisons would be made between the Autumn and Spring Terms.</p> <p>The Chair would circulate the Summer Term data in September.</p> <p>The Committee noted the Deputy Headteacher would lead on ACE next year and the Assistant Headteacher the Building Brighter Future programme.</p>	
<b>7.</b>	<b>POLICY UPDATES</b> Equalities Policy and Calculations Policy	<b>Action</b>
	<p>The Calculations policy would be presented at the Autumn term meeting. Updates were on-going to include the curriculum maps.</p> <p>The Equalities Policy was reviewed and agreed.</p> <p>The Higher Learning Higher Progress Policy was circulated. It was agreed a key would be added for the terminology. The Talent and Excellence Policy would be moved into this Policy.</p> <p>The Deputy reported the TED HP leader held 5 workshops at the school to introduce TED. All but 8 parents attendied. Higher performing children were noted as coming from a wide range of families from different backgrounds.</p>	
<b>8.</b>	<b>ANY OTHER BUSINESS</b>	<b>Action</b>
	The Committee Chair reported she would be moving to New Zealand at the end of October. This would create a vacancy for Parent Governor. A new Chair would be	

	<p>needed to be appointed before the first Committee meeting which would not be held until November. Committee members would be asked to fill the role. The Committee thanked the Chair for her hard work in her role at the school and as a governor.</p> <p>The Deputy Headteacher reported the school had been involved in a pilot programme for a higher potential learning charity, Potential Plus. An audit had been held and evidence reviewed. The school was expected to become a Kitemark organisation.</p>	
9.	<b>DATES OF 2018-19 MEETINGS</b>	<b>Action</b>
	<p>2<sup>nd</sup> October – Full Governing Body</p> <p>Committee meeting dates would be confirmed before the end of term.</p>	<b>Clerk</b>

The meeting closed at 7:20pm.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_