

## Hazeldown School Governing Body

School Improvement Committee Meeting (Autumn Term 1) – Part 1 Minutes					
Date/Time	5 October 2022 at 6:30pm				
Location	Hazeldown Primary School				
Chaired by	Ruth Walters				
Attendees		Role	Attendees	Init	Role
Ruth Walters	RW	Co-opted Vice Chair	Kelly Harnett	KHtt	Parent
Stuart Ludford	SL	Headteacher	Kevin Gough	KG	Parent
Samantha Atkinson	SA	Co-opted	Laura Parfitt	LPar	Parent
Jasmine Banning	JB	Staff Governor			

In Attendance	Initials	Role
Lee Goodenough	LG	Associate Member
Kit Hardee	KHee	Associate Member
Tim Synge	TS	Clerk

Minutes to
Attendees
School website

Apologies	Initials	Role	Absent without apology	Initials	Role
Dave Dawson	DD	LA Chair			
Kirsty Prentice	KP	Parent			
Paul Hamilton	PH	Parent			

	Agenda	Led by
1	Apologies	Clerk
2	Declarations of Interest	Clerk
3	Minutes of previous meeting: 6 July 2022	Clerk
4	Matters arising from previous meeting: 6 July 2022	Chair
	Matters referred from Housekeeping meeting: 7 Sept 2022	Chair
5	Headteacher's Report	SL
6	July 2022 data drop	SL
7	Governance section of School Improvement Plan	RW
8	Portfolio report: Community and Parent Links	KP
9	Portfolio report: Vulnerable Pupils	RW
10	Portfolio report: Curriculum	LPar
11	SI Committee focus for the next meeting	Chair
12	Next meeting	Chair
13	AOB	

Item	Details of discussion	
1	<p><b>Apologies</b></p> <p>There were apologies received from DD, KP and PH. RW chaired the meeting.</p>	
2	<p><b>Declarations of Interest</b></p> <p>None declared.</p>	
3	<p><b>Minutes of previous meeting: 6 July 2022</b></p> <p>The minutes of the previous meeting held on 6 July 2022 were confirmed as a fair record of that meeting. A set was signed by the Chair.</p>	
4	<p><b>Matters arising from previous minutes: 11 May 2022</b></p>	
	SI 21/11	<p>Clerk to order standard review from Babcock LDP</p> <p>Done. Review scheduled for 25 November 2022</p>
	SI 21/12	<p>DD to circulate Summer Term Community &amp; Parent Links Portfolio Report</p> <p>Clerk to check that email was received by all.</p>
	<p><b>Matters referred from Housekeeping meeting: 7 September 2022</b></p>	
	FGB 22/03	<p>Confirmation of portfolio holder for Community &amp; Parent Links portfolio</p> <p>The Clerk confirmed that, following discussion between various parties after the Housekeeping meeting, KP had agreed to take on this portfolio role.</p>
	FGB 22/11	<p>DD to look at Governors' section of SIP and make recommendations</p> <p>Done. See agenda item 7.</p>
5	<p><b>Headteacher's Report</b></p> <p>SL introduced his report on the July 2022 data drop by reporting that there was some suggestion that Ofsted was focusing less than usual on benchmarking as it was acknowledged that schools had all been affected differently by COVID-19. He understood that, for a limited period, inspectors were taking this into account.</p>	

5	<p><b>Headteacher’s Report (continued)</b></p> <p>Nationally, it was being reported that many schools were experiencing a higher than usual rate of behavioural issues. These were sometimes related to COVID-19 and sometimes to family/parental pressures in the current economic climate. This was not a trend that was especially recognisable at Hazeldown. There was a lot of focus on mental health and a lot of subtle interventions were being applied. This had possibly led to a little slippage on curriculum subjects but matched the School’s approach of prioritising the individual.</p> <p>The “School on a Page” (“SOAP”) documentation had been received this week. It reported each school by reference to quintiles and SLT had not yet had an opportunity to review it. SL felt that it was of limited value on account of the very differing experiences of different schools as noted earlier.</p> <p><b>Action: SL to circulate “School on a Page” detail to FGB once SLT have reviewed it.</b></p> <p>LPar asked whether tables of outcomes by subject were still published and SL confirmed that there was separate reporting of reading, writing and maths. SLT would hold a session to review the data and would use Question Level Analysis. SL explained how this was reviewed and analysed. He noted that progress in maths at year six was not as strong as might be hoped. Attainment across the school was good, however. The School’s approach in analysing data was to look at all children and specifically at Pupil Premium and at SEN pupils and to assess whether it had done the best for these groups.</p>
6	<p><b>July 2022 data drop</b></p> <p>SL turned to the data. He drew attention to the comments made in his written “Headteacher’s Data Report” which had been uploaded to OneDrive. He drew attention to Year 6 progress in maths, which was reported as -2.2. This was below expectations. However results in writing were good. It appeared that some of the upper ability groups may not have demonstrated fully their ability as a result of periods of teaching being online.</p> <p>At Foundation Stage, some of the “Not on track” percentages were higher than previously. SL felt that this may reflect their lack of opportunity to experience “normal” life during and following the COVID-19 pandemic.</p> <p>SL reported on related matters:</p> <ul style="list-style-type: none"> <li>- Year 5 had taken the Year 6 SATS paper in July as an experiment.</li> <li>- Ofsted had indicated that the curriculum should be the focus and that, from their viewpoint, data was less important. However, for any schools other than those rated as excellent, it was evident that they would focus on data.</li> <li>- All staff were being encouraged to review and analyse relevant data sets for their classes as part of their individual CPD diaries.</li> <li>- SLT had spent some time analysing the data, however the inclusion of children who had joined from other schools and the complexity of the DfE’s algorithms made it difficult to track precisely.</li> </ul>

### School Improvement Plan (continued)

- It appeared that DfE was moving towards an approach of measuring children's progress from the baseline assessment (ie when they start school) rather than from the first round of testing.
- As the Conservative Party's annual conference drew to a close, there was a suggestion from one insider that the government was planning to take £11 billion out of the education budget, which was alarming given the government's continued exhortations to the sector to improve outputs.

***LPar asked whether, in the light of the report, the School stood by the approach that it had taken in maths, having adopted the approach of maths mastery instead of the more traditional approach.*** SL confirmed that SLT was satisfied that this was a good decision. LG said that the results were not a surprise. The younger groups, which had only ever encountered mastery, were performing well. The older groups, such as Years 5 and 6, had switched from the traditional method and had not had so long to adapt to the mastery approach. LG and KHee both gave examples of the "life skills" approach inherent in maths mastery.

SL continued by reporting that Year 2 had achieved a score of 51% in maths. This was low and accorded with the School's assessment of the Year 2 cohort in 2021/22. As previously reported, steps had been taken to address some underlying issues including reformation of groups and changes in staffing.

***KHtt asked whether additional support was being provided to the Year 3 teachers and staff taking on these groups this year.*** SL confirmed that this was the case.

SL described the School's approach to the employment and training of Early Career Teachers (ECTs).

***SA asked how often the School switched staff from one group to another.*** SL explained that staff were given an opportunity to specify where they wished to teach and this was taken into account in considering what was best for pupils and staff.

RW thanked SL for his comprehensive and informative report on this key area.

***LPar asked for some explanation of how pupil attainment was linked to staff appraisal targets.*** SL responded and explained the way that groups were collated into high attainment pupils who had slipped to a middle group, middle who had slipped to low, low who were ready to move to the middle group and middle who were ready to move to high.

7	<p><b>Governance section of the School Improvement Plan</b></p> <p>DD had drafted the Governance section for the 2022/23 SIP. This had been available for review on OneDrive. Members of FGB confirmed that they had no further changes to propose on this.</p> <p>RW reported that she had attended a Chairs' Forum meeting two days earlier. She had noted two matters to bring back to FGB:</p> <ul style="list-style-type: none"> <li>- Hazeldown was the only school present which maintained a separate "Governance" section in its School Improvement/Development Plan.</li> <li>- Some schools had found the challenge "Is there a risk that the Governing Body is too operational in its focus" a difficult one to assess.</li> </ul> <p>RW asked Governors to assess their own response to these questions.</p> <p>SL noted that he found the Governance section helpful, as it ensured that Governor responsibilities and plans did not get lost in the detail. The section helped to demonstrate the nature of the relationship between FGB and SLT as one which was open, strong and transparent.</p> <p>A discussion ensued on governance and the importance of maintaining a strategic overview. Governors sometimes needed to look at operational matters, however it was important that they did not start to make decisions in such areas.</p> <p><b>Decision: Governors approved the Governance section of the Plan.</b></p>
8	<p><b>Portfolio Report: Community and Parent Links</b></p> <p>RW reported that the latest Community &amp; Parent Links report had been uploaded to OneDrive today. KP had given her apologies for this meeting and was therefore unable to report in person. RW proposed that the report be deferred for consideration at the next meeting.</p> <p><b>Action: Clerk to add Community &amp; Parent Links portfolio report to the next agenda of FGB.</b></p>
9	<p><b>Portfolio Report: Vulnerable pupils</b></p> <p>No report was due at this meeting.</p> <p>RW noted that there were no urgent matters arising.</p>

10	<p><b>Portfolio Report: Curriculum</b></p> <p>LPar introduced her portfolio report which had been uploaded to OneDrive. She drew attention to her recommendation that there should be some linkage between Governor visits to the School and areas of the curriculum. If there was one Governor visit every half term, this would enable six Governors to add some focus to this activity and to strengthen the links to governor consideration of the School Improvement Plan.</p> <p>Governors agreed this approach and LPar confirmed that she would prepare some suggested areas of focus. SL said that he would highlight possible areas for consideration as he finalised the draft SIP which would be tabled at the next FGB meeting.</p> <p>LPar suggested that the termly curriculum portfolio report should be moved to the second half of each term to allow more time for the report to be prepared; this would also ensure that it was based on procedures and approaches which had settled down following the start of term. Governors agreed to this suggestion.</p> <p><b>Action: Clerk to amend portfolio grid to show Curriculum Portfolio at SIC2 each term.</b></p> <p>LPar noted that she would carry out the Governor visit due for the first half of the Spring Term and that she would prepare the next portfolio report after this.</p> <p>LPar drew attention to the highlights of this term's report. It addressed the matters suggested in the portfolio planner and it looked at Intent-Implementation-Impact in line with the SIP. One highlight was the introduction of Computing in all year groups from 1 to 6.</p> <p><b>SA asked how the School supported staff who moved year groups or subjects.</b> LG responded by describing the approach taken to providing specific targeted CPD to staff and the use of the individual CPD logs.</p> <p>RW thanked LPar for her portfolio report.</p>
11	<p><b>SI Committee focus for the next meeting</b></p> <p>The next meeting would consider the new School Improvement Plan 2022/23. RW invited Governors to consider a question which had been posed at the recent Chairs' Forum: how do Governors know that their school's School Improvement Plan is ambitious enough? Was it drawn up on a minimum approach; did it contain stretch goals which were achievable or which were unrealistic? Did it link sufficiently to Headteacher appraisal? She asked Governors to consider these questions as they reviewed and approved the SIP at the forthcoming FFGB meeting and as they received reports on progress against it at subsequent meetings.</p>

12	<p><b>Next Meeting(s)</b></p> <p>FGB – 19 October SIC – 30 November FGB – 14 December</p>
13	<p><b>AOB</b></p> <p>SL reported that there were some amendments to the School’s Feedback Policy and asked Governors to approve this. LG had amended some of the marking schemes.</p> <p><b>Decision: The Feedback Policy was approved by Governors on Wednesday 5 October 2022.</b></p> <p>RW noted that the Community &amp; Parent Links portfolio report had included a note about Governor support for Parents’ Evenings. These evenings were timetabled for 1 and 3 November. A Governor presence would be appreciated by staff and by parents. SLT would provide more information for Governors, however anyone who may be in a position to assist was asked to save the dates.</p> <p>KG suggested that the new combined Premises and Health &amp; Safety portfolio report should be timetabled for the second FGB meeting of each term. Governors accepted this proposal.</p> <p><b>Action: Clerk to amend portfolio grid to show Premises and H&amp;S Portfolio at FGB2 each term.</b></p>
	The meeting ended at 8:10pm.

Summary of decisions and proposed actions		
SI 22/01	SL to circulate “School on a Page” detail to FGB once SLT have reviewed it.	SL
SI 22/02	Clerk to add Community & Parent Links portfolio report to the next agenda of FGB.	Clerk
SI 22/03	Clerk to amend portfolio grid to show Curriculum Portfolio at SIC2 each term.	Clerk
SI 22/04	Clerk to amend portfolio grid to show Premises and H&S Portfolio at FGB2 each term.	Clerk

These minutes are agreed by those present as being a true record.	
<p>Signed (Chair of Committee)</p> <p>Name:</p>	<p>Date:</p>

