

Hazeldown School Governing Body

.School Improvement Committee Meeting (Spring Term) – Part 1 Minutes					
Date/Time	8 May 2024 at 6:30pm				
Location	Hazeldown Primary School				
Chaired by	Dave Dawson				
Attendees		Role	Attendees	Init	Role
Dave Dawson	DD	LA Chair	Paul Hamilton	PH	Parent
Stuart Ludford	SL	Headteacher	Tony Leney	TL	Parent
Samantha Atkinson	SA	Co-opted	Cloudi Lewis	CL	Parent

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

Minutes to
Attendees
School website

Apologies	Initials	Role	Absent without apology	Initials	Role
Ruth Walters	RW	Co-opted Vice Chair	Matt Hallett	MH	Parent Governor
Ruth Doughty	RD	Co-opted			
Kelly Harnett	KHtt	Parent			
Jasmine Garswood	JG	Staff Governor			
Kirsty Prentice	KP	Associate Member			

	Agenda	Led by
1	Apologies	Clerk
2	Declarations of Interest	Chair
3	Minutes of previous meeting: 24 January 2024	Chair
4	Matters arising from previous meeting: 24 January 2024	Chair
5	Headteacher's Report on data drop	SL
6	School Improvement Plan 2023/24	SL
7	Update on Governor Visits	
8	Impact from this meeting	Chair
9	SI Committee focus for the next meeting	Chair
10	Next meeting	Clerk
11	AOB	Chair

Item	Details of discussion	
1	<p>Apologies</p> <p>There were apologies received from RW, RD, KHtt, JG and KP. MH was also unable to attend.</p> <p>DD chaired the meeting.</p> <p>The Clerk reported that TL had been appointed as a Parent Governor with effect from 15 April 2024 and CL had been appointed with effect from today, 8 May 2024. For these parent governor vacancies, no further ratification was required by FGB.</p>	
2	<p>Declarations of Interest</p> <p>None declared.</p>	
3	<p>Minutes of previous meeting: 24 January 2024</p> <p>The minutes of the previous meeting held on 24 January 2024 were confirmed as a fair record of that meeting. A set was signed by the Chair.</p>	
4	<p>Matters arising from previous minutes: 24 January 2024</p> <p>There were three matters arising from the last meeting.</p>	
	SI 23/04	<p>RD to carry out compliance review of the website.</p> <p>Completed and findings reported to FGB by email on 6 Feb 2024. Some actions and recommendations are still to be addressed by the School. Action: see below.</p>

4	Matters arising from previous minutes: 24 January 2024 (continued)		
	SI 23/05	<p>SL to share links to the following sources of information about School events with Governors:</p> <ul style="list-style-type: none"> • Newsletter • Access by Governors to the School Diary through existing Outlook sign-ins. • Instructions for registering a Governor account with School Spider, which is the main source of information and news for parents. 	<ul style="list-style-type: none"> • The monthly newsletter is now distributed to all members of the FGB mailing group. • Access to the School diary through Outlook is now available for Governors. • Whole-School letters will go to Governors via School Spider and instructions for logging in have now been circulated. <p>SL advised that, owing to the interplay between different access rights, Parent Governors have a slightly different set of instructions from other Governors.</p>
	SI 23/06	Clerk to liaise with DD over incorporation of the above discussion and progress into the Governance section of the School Improvement Plan.	An updated draft is available for review and approval. Action: see below.
<p>Action: Clerk to carry forward Matter Arising regarding School response to recommendations made in website review.</p> <p>Action: Clerk to ask Governors to review redrafted Governance section of SIP 2023/24 and to feed back and comments or questions to DD prior to next FGB meeting.</p>			

Headteacher's Report on the December 2023 data drop

SL introduced his report on the March 2024 data drop and reminded Governors that the work on the data drop was very much a team effort. Contributions had been made by many members of staff. He was pleased that staff had all responded actively to the data and that they were identifying actions for individual pupils and identifying which pupils needed additional focus.

He described the moderation process led by Rebecca Cosgrove, DCC advisor, which was designed to ensure that the judgments made by Hazeldown were comparable to judgements made by other schools. It was possible that Hazeldown may be advised to report a slightly smaller proportion of children with greater depth ("GD") and also possible that GD should be identified among older cohorts only.

DD asked whether this might mean that Devon's expectations had reduced over the years/. SA pointed out that GD was designed to be age-related. SL acknowledged both these points and said that the school had paused work on responding to DCC while further research on this was undertaken. PH asked whether DCC took an approach which was consistent with the national picture. SL responded that Rebecca Cosgrove was known nationally and that this should not be an issue. He also reported that GD was no longer a feature at foundation level, which was designed to show conclusions which were either "at" or "not at".

DD felt that it was very positive that the Senior Leadership Team was prepared to question DCC's pronouncements and to ensure that they understood the rationale for new initiatives.

DD observed that, for most year groups, there was a drop between the Summer term data and the December picture. He asked what the School was doing to address this. SL acknowledged the observation and confirmed that the School was investigating whether staff were underassessing pupils or perhaps assessing them too early. In theory, the School should be adding to age-related grades rather than seeing them fall. He pointed out that in Y4 the expected trend was visible. KHee added to that work was being done to ensure that staff understood that age-related attainment should be assessed termly as opposed to annually. For example, a pupil should at least maintain age-related attainment between the end of Y3 and Term 1 of Y4.

TL asked whether there might be some evidence of regression perhaps due to the presence of the summer holidays between those two assessment dates. LG did not think that this was the case and pointed to a sample data set which showed pupil numbers running from 40 to 32 and back up to 39. This suggested that there was not a regression issue but rather an Autumn Term measurement issue. **TL asked how the school would identify a case of genuine regression.** SL and LG explained the systems and processes in place to ensure that this would be picked up.

5	<p>Headteacher’s Report on the July 2023 data drop (continued)</p> <p>SL turned to another element of the report, the question of how much progress should be deemed satisfactory for children with SEND. He was satisfied that the School had good systems for establishing where a child was and where a child was making progress, however it was less straightforward to establish how much progress represented good progress where the circumstances of each child with SEND were unique. He noted that James Crompton (one of Devon’s SEND advisory team) had expressed himself satisfied on his recent visit that the School was measuring progress well.</p> <p>Moving on, SL reminded Governors that the School was continuing to follow its philosophy of seeking to teach children properly rather than simply equipping them with tips and tricks for passing tests.</p> <p>DD was pleased to see the progress at Foundation Stage, especially after the challenges of the previous year, and he felt that this demonstrated the impact of the actions which had been taken by the School. He asked whether it might be possible to create a link from actions identified in the data drop report to actions included in the School Improvement Plan and SL agreed to look at this.</p> <p>DD thanked SL for this comprehensive and informative report.</p>
6	<p>School Improvement Plan 2023/24</p> <p>SL introduced the school improvement plan and drew attention to the sections on Attendance and on SEND.</p> <p>On Attendance, and as reported at previous meetings, the School had undertaken a great deal of work. Consequently much of this section of the plan was now presented in green (denoting completed). The School had not anticipated all of the challenges which a number of discrepancies between the DFE guidance and Devon County Council guidance had given rise to. There were some areas where the School was still tweaking systems to cope with the substantial workload created by the new national approach to attendance.</p> <p>DCC’s Attendance Improvement Officer, Justine Williams, was due to visit the school on Friday. SL would ask her for her view on whether the tweaks to systems which the School had made were acceptable.</p> <p>SL reminded Governors that attendance had consumed significant School resources and that it had unfortunately had an adverse impact on progress in addressing the curriculum-related elements of the School Improvement Plan. <i>PH asked whether LG’s forthcoming departure at the end of this term would make the situation harder to deal with.</i> SL replied that the budget included some additional office time including the creation of a D Grade post which would allow some autonomy to the post holder; he anticipated that these measures would help to take up some of the gap left by LG.</p>

6	<p>School Improvement Plan 2023/24 (continued)</p> <p><i>TL reflected on the disproportionate time required to undertake these procedures.</i> He noted that communications from the School on attendance now represented a significant proportion of the School's personalised communication to parents, being probably the most noticeable communication of this type after the School's pupil reporting system. He felt that this might not be a positive factor in terms of the School's relationship with parents.</p> <p>SL said that's the School was bearing the brunt of dealing with societal changes. For example, it was now widely acceptable among parents to take holidays in term time and the DfE was evidently expecting schools to tackle this. He agreed to that this was not conducive to a positive relationship with parents.</p> <p>Turning to Curriculum, SL reported that more responsibility was being given to subjects leaders. For example, they were now responsible for reducing some of the repetition of content which was inherent in the default Cornerstones setup.</p> <p>SL reported that good progress had been made on the SEND elements of the Plan. Work had been carried out on the Ordinarily Available Teaching Framework and on Targeted Support.</p> <p>The School had made use of a framework devised by Essex County Council and this had enabled good progress to be made. Subsequently Devon had announced that it was developing its own framework and as a result the School had put its work on hold while this was finalised. It was not clear why Devon had not adopted an existing model.</p> <p>SL reported that the School was interviewing for the role of SENDCo on the next day.</p> <p>DD thanked SL for this update on the School Improvement Plan.</p>
7	<p>Governor Visits</p> <p>DD reported that he was working on the EYFS visit and that he would report on this later in the term.</p> <p>LG reminded Governors of the purpose of the Subject Leader conversations. Subject leaders would report on a review of the current year and set out their plans for the 2024/25 academic year. These would take place on 11 and 12 July and represented a good opportunity for Governors to obtain an insight into this process as well as support the School.</p> <p>Action: Clerk to send details of arrangements for Subject Leader conversations to the two new Parent Governors.</p>

8	<p>Impact from this meeting</p> <p>DD summarised the impact from this meeting. Governors had raised various questions and challenges to SL and the Senior Leadership Team. The meeting had provided an important progress report on various improvements made in line with the School Improvement Plan.</p> <p>Two new Parent Governors were now in post and bringing new perspectives to the work of the Governing Body.</p>
8	<p>SI Committee focus for the next meeting</p> <p>The next meeting is scheduled for Wednesday 3 July and, in line with recent practice, this will not be an SI Committee meeting. FGB will decide in the coming weeks whether this meeting slot will be required; there are no current plans to utilise this, but this remains subject to confirmation. After that, there will be an SI Committee meeting early in the Autumn Term to look at the July 2024 data drop and review the draft SIP 2024/25.</p>
9	<p>Next Meeting(s)</p> <p>The next meeting of FGB is on Wednesday 22 May.</p>
10	<p>AOB</p> <p>There was no AOB.</p> <p>A brief discussion on communication with parents and the School's planned actions and communication in response the recent Parent Survey followed the meeting.</p>
	<p>The meeting ended at 08:15pm.</p>

Summary of decisions and proposed actions		
SI 23/07	Clerk to carry forward Matter Arising regarding School response to recommendations made in website review. The Senior Leadership Team will clear some remaining actions in response to the internal review of the website.	
SI 23/08	Clerk to ask Governors to review redrafted Governance section of SIP 2023/24 and to feed back and comments or questions to DD prior to next FGB meeting.	Done by email on 9 May 2024.
SI 23/09	Clerk to send details of arrangements for Subject Leader conversations to the two new Parent Governors.	Done by email on 9 May 2024.

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