

Willow Brook Primary School
Strategic Development and Pupils Committee
Draft Minutes of Meeting, 20-Jun-18

1 Members present/Apologies/Declarations of interest

Present: Neil Rabbitts (NR), Louise Ballard (LB), Anthony Williams (AW) [Chair], Lisa Walsh (LW), Kip Herrington (KH), Clare Limon (CL), Brett Hands (BH) [Minuting this meeting]

Apologies: Simon Harris (SH), Dan Condon (DC).

There were no declarations of interest, either direct or indirect, for items of business on the agenda.

2 Minutes of previous meeting 27-Feb-2018

The minutes of the previous meeting dated 27th Feb 2018 were accepted and approved. Post meeting, they were recorded as such on the SDP SharePoint site and provided to the school office for upload to the school website.

3 Matters arising/outstanding actions from the last meeting

All previous actions were confirmed to be complete with the exception of the following: -

ACTION: Link Governor training to be arranged, date to be circulated to all Governors [LB, NR].

NR and BH will meet to agree content of the Link Governor training pack, with the aim of delivering training before the start of the next academic year.

AW requested an update following on from the EYFS discussion at the SDP meeting on the 27th February with Miss Tarrant (now Mrs. Sampson) which was around EYFS attainment, the differences in curriculum and expectation between EYFS and KS1 (Class R and Class 1) and the plan to close the gap. LB described the increased moderation of the current class assessments and results which are now being triangulated through LB and Miss Hackett in addition to external moderation. It was reconfirmed that we should expect to see a slight drop in the percentage achieving GLD at EYFS for the 2017/2018 year but that this would be a fair reflection of their attainment with Year 1 expectations in mind.

It was discussed that there is only limited background information available to the Reception class teacher for those children arriving in September, being from a variety of pre-school settings. Children typically arrive with an 'All About me' document which contains only very basic information; their ability to hold a pen, write their own name, counting, and their health & social skills. Children have pre-start visits in early July but these serve mainly to introduce the children to the school and provide only limited opportunity for the teaching staff to get to know them before term starts in September.

4 Items delegated from Full Governing Board

No actions delegated from the Full Governing Board held 14th May 2018.

5 Standing Item: Review of the SIP and associated Governor actions

The committee discussed the mechanism for setting the 2018/2019 School Improvement Plan and agreed that ideally it should be done after results are available and have been analysed, but before the start of the new academic year such that action can be taken as early as possible.

It was agreed that the SIP will be drafted in conjunction with staff/subject leaders (with invitations extended to the appropriate Governors) on week beginning 3rd September – exact date to be confirmed by LB.

Key subject leaders and link governors are to review progress of the 2017/2018 SIP at the first staff meeting of term on 10th September. Any shortfalls can be addressed in the drafted 2018/2019 SIP.

It was agreed that the recent Ofsted report and thoughts of the staff as a result of the process will be a key input into the SIP.

As per the agenda, LB was asked to comment on whether, in her opinion, Governors are providing the necessary support, interrogation and analysis required to make progress. One opportunity for improvement would be an increased understanding and challenge on the data & results by the whole governing board, and in particular link governors for English, Maths and EYFS for whom the data is particularly pertinent. This will be emphasised during the link Governor training later in the year and included in the link Governor report template. KH raised, and it was agreed by all, that the governing board should recognise the already considerable burden on the Head to generate and report on the data and that they should be capable of reviewing and analyzing data without any additional input.

6 Safeguarding

It was agreed that Safeguarding had been given due consideration in all topics discussed at this board meeting.

7 Any other business

No additional items were raised.

8 Confidentiality

No items were raised.

9 Dates of Future Meetings

Safeguarding training: 17th September. All Governors to confirm attendance.

Full Governing Board: 5th November 2018, 18:00

Next SDP Meeting: 21st November 2018, 18:00

AH thanked all for their attendance and closed the meeting at 18:47