

**Thongsley Fields Primary and Nursery School**  
**Minutes of the School Improvement Committee Meeting**  
**15<sup>th</sup> November 2016 at 4.00pm**

**1) To record attendance and declarations of interest and to receive and accept any apologies for absence**

**Governors present:**

Mim Piper (MP) arrived 4.10pm	Trina Moesbauer (TM)
Graham Heywood (GH)	Rebecca Pentney (RP)
Lisa Moule (LM)	Melica Cutbush (MC)
Derrick Woolf (DW)	

**Also present:**

Mary-Lou Tyler (M-LT) (Clerk)

**Absent:**

Kerrie Tonks (KT)

Attendance sheet was completed as above, no declarations of pecuniary interests were declared. Meeting commenced at 4.00pm and was quorate.

**2) To agree the minutes of the last meeting**

Minutes from the last meeting were agreed to be a true and correct record and were signed by the chair of Committee.

**3) Matters Arising not covered elsewhere on Agenda**

None.

**4) To receive LAIG update**

The Acting Heads gave some background to the LAIG which stands for Local Authority Implementation Group. These meetings are chaired by Rosemarie Sadler from the LA with the Acting Heads, the school's Primary Advisor, Maths advisor, English Advisor, Early Years Advisor, Chair and Vice Chair of Governors in attendance.

There have been 2 meetings this term – 30.9.16 and 7.11.16. Meeting agenda has staffing, data, SIP and GB action plan and monitoring on. Minutes from the meetings are confidential however the Acting Heads are able to share the 5 key points from the meeting with Staff and Governors. (See attached for these from the previous 2 meetings). Key points from meetings will be shared at the next Governor meeting.

*Governors asked if the Acting Heads found them useful, they replied that they are exhausting and intensive but are beneficial as all stakeholders are in the meeting.*

MP arrived at this point

**5) To receive Data overview from Autumn A**

(See attached).

The document contains:

An overview of the makeup of each cohort

Mobility statistics

Attainment for each year group

Summary on attainment data

Progress data for each year group

Summary on progress data  
Priorities for each phase

The Acting Heads have held Pupil Progress meetings with each class teacher (or team for the job shares). During these meetings individual pupils were discussed who had not made progress. In addition for year 2 and 6 all pupils were discussed with end of year targets for each pupil reviewed and agreed. These meetings will be held each half term.

*Governors asked if the targets set for year 2 and 6 were achievable the Acting Heads responded that they felt that although aspirational they were achievable. Attainment in year 6 is lower due to previous teaching either being of poor quality or there were periods of prolonged teacher absence.*

Aspiration is the key message for staff and pupils this year and is one of the school's values.

The reduction of TA hours means that there are less TA interventions taking place this has meant that the Acting Heads have reinforced the need for quality first teaching with teachers being more focused on addressing the gaps in their pupils knowledge.

Target Tracker now produces exemplar documents for each year group RP is currently looking at these to see if they would be useful for teachers to have.

Expected progress is 6 steps (i.e. one each half term) therefore progress data is showing 1 step

The Acting Heads informed the committee that they have concerns as to their capacity to be able to monitor impact given the continued issue of there being 1FTE less in the SLT. However the Maths and English Advisors will be working with the teachers in years 3 and 4.

#### **6) School Improvement Plan review**

(See attached).

Feedback from the fist LAIG meeting re the SIP was that there needed to be more detail in the monitoring column – the Acting Heads have addressed this – see updated SIP. Evidence has been added ready for the next LAIG meeting.

The Acting Heads will be updating the SIP with information from the Pupil Premium review and from the Maths and English action plans.

Governors will need to complete Governor visits forms each time they undertake a monitoring visit with these being given to M-LT to file.

#### **7) To discuss and review the Pupil Premium Review document**

(See attached).

The review was undertaken on 2<sup>nd</sup> November the Acting Heads found the review useful with practical suggestions of how the funding could be used to benefit the PP pupils.

Section 5 details the school's strengths and details the recommendations made.

LM has developed tracking systems for the areas of Pupil Premium spend.

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Signed:..... Date: .....

**8) Feedback from Link Governor sessions**

M-LT will check that all the forms have been completed and returned to her, there will be a standing item on the Full Governors agenda for questions that have come out of monitoring visits.

Previous forms and updated action plans will be emailed to Governors before the next session so that Governors have chance to read and decide on what they wish to discuss during the meeting.

**9) Governing Body Action Plan**

Sue Bowman would like to hold a meeting with Governors to look at the action plan that was drafted after the Governance Review last March – Date agreed as 5<sup>th</sup> December in the afternoon.

**10) AOB**

School website – the school are having issues with the current company that hosts the website and are in the process of changing to CambIT that currently looks after the ICT support for the school.

MP and GH attended some Governor training that included information on the importance of understanding the Pupil Premium spend. There was also some information re SEND audit that they gave to LM to look at.

Meeting closed at 18.06pm