



Bowhill Primary School

Personnel and Curriculum Meeting

Date of meeting	10 th November 2015	Present	Name of Governor	Initials	Category		Name of Governor	Initials	Category
			Time of meeting	6:00 p.m.	Caren Brooks		CB	STH	Reg Edwardson
Stephen Cousely	SC				Co-Op	Matthew Giles	MG	PAR	
Karen Cronin	KC				Foundation	Karen Webb	KW	PAR	
Caroline Havard	CH				PAR				
Room	Year 6/2	Apologies	Ruth O'Neale	RO	PAR	George Littlejohn	GL	Co-Op	
			Debra Ward	DWd	STAFF				
		Absent							

	Minute	Actions
	<p>Fire Alarm There is no fire test today. If the alarm sounds then make your way quickly and safely to the playground</p> <p>Business interests None Declared</p>	
1	<p>To receive apologies for absence Apologies received as above.</p>	
2	<p>To consider the minutes from the Personnel and Curriculum Committee meeting held on Tuesday 15 September 2015 Minutes approved as accurate record of meeting</p>	
3	<p>To discuss matters arising from minutes 3.1 Item 6 The presentation of EAP: Excellence for All replaces the Targeted Support and Intervention Programme (TISP). CB stated: The criteria will be made available to schools and all schools should evaluate their performance against these evaluation criteria. Schools will be supported to do this through the provision of a data dashboard and guidance for self-evaluation against the criteria. Provision of a data dashboard and guidance for self-evaluation will support schools to evaluate their own</p>	

	<p>performance against the criteria.</p> <p>The LA, through its commissioning of services with Babcock LDP, will undertake on-going monitoring of all schools during the year. A visit to schools not meeting aspects of the criteria to discuss school self-evaluation and agree key challenges for improvement. The visit will be paid on 24th November 2015.</p> <p>Teaching Schools have been commissioned to deliver nationally accredited professional development programmes focused on teaching 'Getting to Good' and improving schools from 'Good to Great'.</p> <p>Mark Bunard (Deputy Head & Maths Lead), Sue Cashmore (literacy lead) and Jo Carter (Foundation Stage lead) attended 'Getting to Good' all day session run by Babcock at Exminster from 9.30 - 3.00 on 21 October 2015.</p> <p>Schools will be rated using the Excellence for All criteria from green (meeting all or almost all criteria), through amber (meeting many criteria and with capacity to improve), to red (meeting some criteria, with limited capacity to improve) and schools will be informed about their Red, Amber, Green (RAG) rating.</p> <p>C.B. advised that this is the same day as the governors & staff working meeting. If the advisors are going to make a feedback presentation, this can form the content of the meeting. (If there is no feedback, we will work as planned on the visions and values as item 3.2)</p> <p>3.2 Item 8 The policy of Aims & Values was circulated by Caren to all Governors for the discussion over Staff/Governors Tea.</p> <p>3.3 Item 17 Restructuring the Year Links is being undertaken by APMC.</p> <p>3.4 Item 19 GL would like to take this job to communicate with or visit other schools. He will visit Exwick Heights Primary School's Teaching and Learning Committee on Thursday at 5:30pm.</p> <p>GM took the training of 'Headteacher Appraisal' on 22 October 2015 at Babcock, which will be recorded into Governors Training file.</p>	GL
4	<p>Deputy Chair of P&C Committee</p> <p>CH was elected as Deputy Chair of P&C Committee and this was proposed by KC, seconded by KW and approved by all Governors;</p>	
5	<p>Raiseonline & data from academic year 2015</p> <p>CB briefly introduced: Raiseonline (Reporting and Analysis for Improvement through school Self-Evaluation online) provides interactive analysis of school and pupil performance data to enable schools to analyse performance data in greater depth as part of the self-evaluation process.</p> <p>Features include:</p> <ul style="list-style-type: none"> • Contextual information about the school including comparisons to schools nationally. • Reports and analysis covering the attainment and progress of pupils at Key Stage 1 and 	

phonics, Key Stage 2 and Key Stage 4, with interactive features allowing exploration of hypotheses about pupil performance.

- Question level analysis, allowing schools to investigate the performance of pupils in specific curriculum areas throughout the key stage.
- Data management facility providing the ability to import and edit pupil level data, and create school-defined fields and teaching groups.

CB circulated the Inspection Dashboard and the 60-page RAISEonline 2015 Summary Report to Governors at the meeting.

CB explained: The inspection dashboard is designed to show at a glance how well previous cohorts demonstrated characteristics of good or better performance. It contains a brief overview of published data for the last three years. It shows progress first, including from the main starting points. Schools' dashboards will be updated following each RAISEonline release.

The RAISEonline summary report tables and charts that compare school and national figures. The figures allow governors to ask themselves questions that are essential for evaluating pupils' performance. Such questions for each set of tables are shown in the lists.

CB informed Governors: There were three copies of 35-page out of the summary related to Governors available.

CB will email Governors a 5-page Important Information for Governors- Primary document for their information and Governors will send their feedback back to the Clerk who is responsible to organise the opinions and then submit it to CB.

CB/The Clerk

KW asked: The attainment of girls and boys is different. We should make sure that we provide good guidance and help for pupils with differing interests.

CB agreed and elucidated the figures from the summary:

Early Year Foundation Stage Profile outcomes (EYFSP)

	Percentage of pupils achieving a good level of development	
	School	National
Male	63	53
Female	71	69

CB added: Girls are more confident in Mathematics and our focus should be on girls.

SC asked: Have you recognised the trend of pupils' achievements between years such as 2014 and 2015?

CB answered: The summary provides the year-trend analysis such as pupils' average point scores over the last five years in the National Curriculum core subjects and three-year trend figures like Basic Characteristics of your school from 2013-2015.

KW asked: Are there any difference between Pupil Premium and Disadvantaged pupil?

CB replied: The definition of disadvantaged pupil has changed to reflect changes to the conditions of funding for pupil premium in 2014-2015. Pupils will be defined as disadvantaged in RAISEonline if they are recorded as:

- Eligible for Free School Meals (FSM) in the last six years or
- Looked after continuously for one day or more or

- Adopted from care

SC wondered: How do we know where they come from?

KW explained: We asked pre-schools to fill in documents for us.

CB added: Pre-schools could provide transition documents in which we check the information they enter. We provided speech language training last year and invited them to attend.

KW added: We had literacy meetings to support parents to help their children at home, which was warmly welcome by parents.

KC added: We should check the information throughout the continual assessment and keep reviewing performance.

Percentage achieving the expected standard in year one and by the end of year two-3 year trend of disadvantaged pupils.

	School	National
2013	50	57
2014	71	63

RE asked: Have we got more disadvantaged pupils?

CB relied: We have informed parents to fill in the form to get free meals. What Joanne Carter (Teacher – Class R1) and I are going to recommend that teachers should ask parents to fill in the form when they have home visit.

KC summarised: Governors realised that if less Pupil Premium is coming at the bottom of the school there will be negative effect on finances.

CB showed the figures:

Attainment at Key Stage 2

Attainment, Average Points Score at Key Stage 2: Overall and by Subjects

	School	National
All subjects	29.6	28.8
Mathematics	29.9	29
Reading	29.5	29
Writing	29	28.2
English Grammar, Punctuation & Spelling	30.2	29.1

KW asked: Are we addressing that gap?

CB said: Interventions are run by Beccy Rankin/ Clare Bates/Mary Blower where possible, these extend the school day. e.g. Beccy's group start at 8:20 with breakfast & teaching & learning. They are focussing on writing skills, particularly for PP boys because boys are behind girls. We're closing down the gap sooner.

KC asked: Are teaching staff able to deliver adequate teaching to the class?

CB replied: We had some concerns last year as some of the students did not reach the highest levels. Teachers have changed the way students are being taught and pupils have gained more confidence to share knowledge and good practice.

<p>6</p>	<p>SEF /SMIP</p> <p>July data showed a 20% increase in achievement for year 6 pupils in maths, a key area for improvement.</p> <p>Teaching is not yet consistently outstanding across all classes and year groups and there are further developments to be made to ensure a rich and relevant curriculum for mixed year groups.</p> <p>We do not yet judge achievement as outstanding as the percentage of pupils (including PP children) making significantly accelerated progress over time is not yet securely established. There is room for further development of a rich and varied curriculum which will address the needs of mixed year groups.</p> <p>The pupil premium % of this cohort was over 50% and PP pupils achieved broadly in line with peers. We would not rate behaviour and safety as outstanding as a proportion of children with BESD means we are unable to be unreservedly positive about learning behaviours at all times. Management are not yet outstanding as pupil progress for all groups is not yet significantly above the national average in all areas.</p> <p>KC stated: There are two or three areas which need improving. She is working on reviewing the Governance identifying through RAG sheets and developing plans accordingly. 'Review the Governance' will be reviewed in Jan 2016.</p> <p>With regard to the RED areas, KC will email them to CB.</p> <p>It was agreed that all Governors will give feedback to Caren about SEF.</p> <p>SMIP (School Management & Improvement Plan)2015-2016 includes four objectives:</p> <ul style="list-style-type: none"> • Objective one: ACHIEVMENT-To continue to raise attainment in core subjects across the school (Key priorities in response to LA Evaluation July 2015) • Objective two: QUALITY OF TEACHING-Improve the quality of teaching in Maths and English so it is consistently good or better • Objective three: BEHAVIOUR & SAFETY –Behaviour & Safety + SMSC • Objective four: LEADERSHIP & MANAGEMENT SMIP 2015-2016-To lead and manage effectively <p>It was advised by KC and agreed by all Governors that adding 'Improving Governance' to Objective four as Item 4.4.</p>	<p>KC/All Governors</p> <p>CB</p>
<p>7</p>	<p>Review Redundancy and Grievance Procedures</p> <p>Both policies were fully adopted without amendments and updates by all Governors.</p> <p>The Clerk should update the review date at the end of the policy.</p>	<p>The Clerk</p>
<p>8</p>	<p>Review Freedom of Information Publication Scheme</p> <p>The policy was adopted with slight aments by all Governors.</p> <p>The Clerk should update the review date at the end of the policy.</p>	<p>The Clerk</p>
<p>9</p>	<p>Discuss Register of Pupils</p> <p>Bowhill Primary School is a larger than average primary school with 450 pupils on roll and is expanding annually with a PAN which increased from 60 to 75 in September 2012.</p>	

	<p>It was agreed by all Governors that this item will be deleted from the calendar which will not be discussed as an individual item in the future.</p>	The Clerk
10	<p>Review Absence Policy</p> <p>All Governors agreed to adopt the policy with minor amendments.</p> <p>The Clerk should update the review date at the end of the policy.</p>	The Clerk
11	<p>Review Safeguarding (Child Protection Policy, Volunteers in Schools)</p> <p>It was agreed that KW will take the responsibility to review the latest 2015 version of the policy and send the updated one to the Clerk before 24 November 2015 so that this policy will be submitted to FGB meeting for approval.</p> <p>The Clerk is responsible for updating Policies in the Governors Folder and transferring all old versions of policies into a separate folder to guarantee that all policies sent to Governors are the latest versions.</p>	<p>KW/The Clerk</p> <p>The Clerk</p>
12	<p>Recommend targets for performance at KS2 (current Y5)</p> <p>It was fully agreed by all Governors that item was adapted into 'Recommend targets for performance at KS2 (all year groups)'. MB is charging of project and working together with Catherine Lawes (KS1 Phase Leader).</p> <p>All Governors came to the agreement that MB's team sets the figures and then APMC will have them reviewed. The reviewed version will be submitted to P&C for further discussion and ratified by FGB.</p> <p>The Calendar needs amending in line with this change.</p>	<p>MB</p> <p>APMC</p>
13	<p>Review nutritional standards policy</p> <p>It was agreed that SC & CH will review and rewrite the policy and bring it back to the next P&C meeting (12 January 2016).</p> <p>SC advised: To build up the relation between science, history, sport and so on with food could present knowledge and convey information in a practical and interesting way.</p> <p>CB believed: There will have positive impact on the whole curriculum.</p> <p>SC asked: Could you briefly tell us things that are going on in the kitchen?</p> <p>CB introduced: The kitchen manager Brenda Taylor was away for 9 months owing to shoulder surgery. She started a phased return yesterday. In her absence, Richard Elgar undertook the role. His contract will finish at the end of B.T's phased return. Projected savings until the end of the year are £7,000 and waste has been reduced to approx one quarter. GM advised to keep contact with Richard as an adviser since he has got the skills and ability to keep the kitchen running well.</p> <p>SC wondered: Were Governors committed to continuing to develop the curriculum in</p>	SC/CH

	<p>keeping with new Foods Standards. Opportunities to develop the curriculum alongside the canteen e.g. with PE and science.</p> <p>It was fully agreed that the Governing Body has the right to develop the curriculum, meet the new standards required by Ofsted and to lead our school to 'Good' and then 'Outstanding'.</p> <p>CH asked: 'Do we have a Nutrition Action Group?'</p> <p>CB replied: We had one initially. There used to be some students who belonged to School Council who met with a previous governor.</p> <p>SC is going to meet with Brenda Taylor and Richard Elgar on next Monday at the start of her second week of phased return.</p>	
14	<p>Review Pupil Discipline & Behaviour/Anti-Bullying Policy</p> <p>It was agreed that those two policies will be brought to the next P&C meeting for discussion.</p>	
15	<p>To review Terms of Reference of Pay Committee</p> <p>Pay Policy has been reviewed and updated by SC, RO & IB. It was agreed that it will be recirculated to Governors and be ratified by FGB on 24 November 2015.</p>	The Clerk
16	<p>To Consider Headteacher and Deputy Headteacher Pay</p> <p>Deputy Headteacher is at top of pay scale. KC will write a thank-you letter to MB for his wonderful work.</p> <p>Headteacher left the room in order that Governors could discuss Headteacher's Pay. Governors agreed that CB has had appraisal. Pay as per Part Two Minutes</p> <p>Governors wondered: How was the recruitment for Governors going?</p> <p>CB said: There were two parents who showed their interest. After receiving Mrs Farmer's letter, the Clerk on behalf of the Chair has sent an official letter to one parent inviting her to Staff/Governor Tea and the FGB meeting. The other parent's letter is about to arrive soon.</p> <p>SC & CH are going to attend Chair Training next Wednesday (18 November 2015). The Clerk should add the training details to Governors training record.</p>	SC/CH
17	<p>Review Supporting Students with Medical Conditions policy(Medical Needs Policy)</p>	

	It was agreed by all Governors that this policy will be discussed at the next P&C meeting.													
18	Governors Report KC stated: MB has looked at books through each year group meeting and sharing good practice as well as a more formal walk with Caren to look at the Working Walls as well as looking at books in the classrooms.													
21	To agree dates of next meetings <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">B&F 17 Nov</td> <td style="width: 50%;">P&C 12 Jan</td> </tr> <tr> <td>B&F 19 Jan</td> <td>P&C 23 Feb</td> </tr> <tr> <td>B&F 1 Mar</td> <td>P&C 19 April</td> </tr> <tr> <td>B&F 26 April</td> <td>P&C 7 June</td> </tr> <tr> <td>B&F 14 June</td> <td></td> </tr> <tr> <td>APMC 23 November</td> <td></td> </tr> </table>	B&F 17 Nov	P&C 12 Jan	B&F 19 Jan	P&C 23 Feb	B&F 1 Mar	P&C 19 April	B&F 26 April	P&C 7 June	B&F 14 June		APMC 23 November		
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All related documents to the meeting were circulated prior to the meeting.

There being no further items to discuss the meeting closed at 8.31 p.m.

Signed Dated.....