

School Improvement – Part I Minutes					
Date/Time	28 th October 2019 at 18:15		Location	Okehampton Primary School	
Attendees	Initials	Attendees	Initials	Attendees	Initials
Emma Goodwin	EG	Caleb Stevens	CS		
Ian Meese	IM	Neil Payne	NP		
Richard Parsons	RP	Tess Petts joined at 18:20	TP		

Apologies	Initials	Reason
Sarah Godbeer	SG	Illness
Robert Hicks	RH	Personal commitments
Absent without apology	Initials	
None		

ACTIONS
DECISIONS
QUESTIONS AND CHALLENGES
ETHOS
GOVERNOR VISIT

In Attendance	Initials	
Ann-Marie Bowles	AMB	Clerk
Hannah Bancroft	HB	Potential Co-Opt Governor

1.1 and 1.3– Apologies and Pecuniary Interests
<ul style="list-style-type: none"> Apologies were received from SG and RH. The meeting was content to accept their absence. Hannah Bancroft was welcomed to the meeting. All those present at the meeting confirmed that they had no pecuniary interests to declare that would affect the discussion at the meeting. The meeting was quorate.
1.2 – Agree the previous Minutes
<ul style="list-style-type: none"> The previous Minutes were accepted as a true and accurate record of the previous meeting, The Chair signed them.
2. Matters Arising from previous minutes
<p><u>6.1 Review and develop Collective worship (11.03.19)</u> Action: RP to action an ethos Governor visit. Undertaking an exemplar visit this week with AF.</p> <p><u>4.1 Science (08.07.19)</u> - Follow up points in relation to Science to be carried forward to Autumn 2. Action: The Clerk to carry forward to the next meeting. The Clerk confirmed that the science slides were distributed to the LGB.</p> <p><u>5.1 Review and Monitor SEF (08.07.19)</u> - Follow up curriculum design Autumn 2. Action: The Clerk to carry forward to the next meeting. RP to liaise with Heather Richards in relation to including science as part of her next Governor visit.</p> <p><u>6.1 Receive report from SENCO on SEN progress (08.07.19)</u> - Future agenda item – Transition, How this worked for year 5. The Clerk advised that a system is in place to pick up these future items.</p> <p><u>7.1 Monitor and evaluate SIP (08.07.19)</u> EG distributed Appendix A. EG advised that most areas are good to outstanding, with room for improvement in some areas.</p> <p><i>TP joined the meeting at 18:20</i></p>

<p>KPI part of annual cycle. Action: SG to distribute electronically the KPI to LGB. Clerk to agenda for next meeting.</p>
<p>Actions:</p> <p>RP to action an ethos Governor visit.</p> <p>Follow up points in relation to Science to be carried forward to Autumn 2, the Clerk to carry forward to the next meeting.</p> <p>SG to distribute electronically the KPI to LGB. Clerk to agenda for next meeting.</p>
<p>3. Matters brought forward at the direction of the Chair</p>
<p>No matters brought forward.</p>
<p>4. Monitor and evaluate curriculum area of school development plans</p>
<p>4.1 <u>Monitor and evaluate curriculum area of school development plans</u> - Due to postponement of September School Improvement meeting item covered at LGB meeting 14th October 19. Detail can be found in the LGB minutes. Action: Clerk to agenda for January 20 meeting.</p>
<p>Actions:</p> <p>Clerk to agenda SIP for January 20 meeting.</p>
<p>5. Report on impact of sports funding and approve report for website</p>
<p>5.1 <u>Report on impact of sports funding and approve report for website</u> - EG distributed Appendix B and C. EG advised that the Daily Mile is undertaken, Young Sports Leaders continues and new resources have been purchased for lunchtime, for use by sports leaders.</p> <p>Key indicator 2: The profile of PE and sport being raised across the school as a tool for whole school improvement.</p> <p>Each year group has access to specialist dance and gymnastic provision. HB gave feedback in relation to an experience where Ofsted had identified that another school was too reliant on sports experts. Experts used to upskill Teachers. Comment would be useful to include the impact on staff. Action: EG to look into this.</p> <p>EG reported that a sports coach is used during PPA and after school to run interventions for vulnerable children.</p> <p>Key indicator 3: Increased confidence, knowledge and skills of all staff in teaching PE and sport. EG advised that a new platform for planning is in use.</p> <p>A Governor asked: gymnastic provision, do teachers feel more confident after observing? EG teachers then use these skills independently. Discussion was held.</p> <p>A Governor asked: KI4, Funding allocation to be confirmed? EG advised that this document is on the website. It was queried whether the document should be on the school website prior to approval. It was identified that the original meeting had been postponed. Action: EG to look into funding figures.</p> <p>EG advised that SEN children are attending ability games, an example of an event in Plymouth was given. RP gave feedback on skills and sporting events that he has attended with pupils. EG confirmed that OPS had hosted Year 2 skills festival.</p> <p>A Governor asked: Is the £1680 OCRA subscription part of a total across more than one area? EG confirmed that this is the case. Action: EG to amend to show OCRA subscription as more than one area.</p> <p>A Governor asked: Final page of document, do we have the percentages? EG confirmed that these percentages will be added at the end of the year.</p> <p>A Governor asked: Is this an annual document or a live document? Action: EG to clarify for next meeting and distribute the final document.</p>
<p>Actions:</p> <p>EG to look into the use of experts to upskill teachers and the impact on staff – including the recording within the report.</p> <p>EG to look into funding figures that need to be confirmed within the sports funding document.</p> <p>EG to amend to show OCRA subscription as more than one area.</p> <p>EG to clarify for next meeting if this is a live document or annual document and distribute the final document.</p>

6. Term dates
<u>6. Term dates</u> - Due to postponement of September School Improvement meeting item covered at LGB meeting 14 th October 19.
Actions: None
7. Report from SEN Governor Lead (termly)
<u>7.1 Report from SEN Governor Lead (termly)</u> CS advised that he has spoken to BPJ (SESCO) with regard to SEN. Action: CS to forward to the Clerk his SEND Governor visit from the Summer Term. CS to meet with BPJ, focus on Health Care Plans. RP/CS met with Jeannette Savage (JS) in the Summer Term, focus on SEND. OPS was ok, need to show best practice. CS meeting with JS. RP advised that JS is looking at SEND within the Secondary schools in the MAT. A Governor asked: Does BPJ attend these meetings? RP advised that these are meetings for Governors. There is currently no lead for SEND within the MAT.
Actions: CS to forward to the Clerk his SEND Governor visit from the Summer Term. CS to meet with BPJ, focus on Health Care Plans.
8. Receive reports from subject leads
<u>8.1 Receive reports from subject leads</u> - EG distributed year group plans. EG advised that these were completed last half term. Year group leads actioned plans for year groups. Identified Year 6 maximum use of learning time and identifying challenging children. Documents show objective, action, lead, time period, resources and monitoring. Governors viewed these documents. A Governor asked: How is this reviewed? EG confirmed that SLT review. A Governor asked: Learning behaviours is this from the end of last year? EG advised the focus on mental health and will be reviewed 29 th October. EG distributed English Action Plan. HB identified that questions need to monitor action points. Guidance for Governors on action points, success criteria and key monitoring questions. Action: EG to share these actions with SLT. Governors expressed that they would like to look at this again in detail. Action: Clerk to agenda for next meeting, focus on English, Maths, Science and SEND.
Actions: EG to share with SLT the need to monitor action points, success criteria and key monitoring questions. Clerk to add reports to agenda for next meeting, focus on English, Maths, Science and SEND.
9. Ensure pupil targets are agreed and set by end of term
<u>9.1 Ensure pupil targets are agreed and set by end of term</u> - EG stated that this is being undertaken over the next two weeks. Needs to be achievable, targets will focus on closing gaps. A Governor asked: What is the process? EG advised that Year group leaders, SLT and SEND look at where children were last year, any children that need more support for Year 2 SATS. Look at greater depth pupils and any that can improve to greater depth. Look at a class at a time – English, Maths etc.
Actions: None
10. Review school reporting systems to parents
<u>10.1 Review school reporting systems to parents</u> - EG detailed that parents evening will be held soon. PP/SEND - Parents are contacted to make 20 minute appointments. Building relationships with parents and carers. 10 minute sessions for other children. Appointment system is live next week. EG advised that the Facebook page is live. Limited access. For use in relation to positive information

<p>sharing such as curriculum etc.</p> <p>A Governor asked: Is this closely monitored? EG advised that people can't put items on the page, people can only comment. Comments can be deleted. Discussion was held in relation to the need for the option to delete comments.</p> <p>EG advised that the end of year reports will remain the same. Nuala McDermott to attend parents evening to provide a drop in session as guidance to parents in relation to 'Parent Lite' app.</p> <p>RP identified the importance of parental engagement and giving parents the 20 minute slot for parents evening. EG reiterated the importance of engaging with hard to reach parents.</p>
<p>Actions: None</p>
<p>11. Policy review</p>
<p><u>11.1 School and Nursery Admission Policy</u> - The Clerk confirmed that the school admissions policy had been reviewed by the LGB on the 14th October. Governors had requested that the catchment area be amended to include Folly Gate. The Clerk confirmed that she was awaiting clarification on the process from the central MAT team and that the draft policy had been added to the school website for the consultation period. The Clerk advised that the Nursery policy was approved by the LGB on the 1st July. Action: The Clerk to check with SG if the Nursery admission policy would require review.</p> <p><u>11.2 Governor visits Policy</u> Decision: Policy agreed. Action: The Clerk to amend the recordings accordingly.</p> <p><u>11.3 Safeguarding Policy</u> - The Clerk advised that she had been informed that the Dartmoor MAT safeguarding Policy had been reviewed Sept 19. Discussion was held in relation to whether there is a MAT safeguarding policy and an individual school safeguarding policy. Action: The Clerk to clarify whether there is a MAT safeguarding policy and an individual school safeguarding policy or only the MAT safeguarding policy.</p> <p><i>Thanks were expressed to EG</i></p>
<p>Actions:</p> <p>The Clerk to check with SG if the Nursery admission policy would require review.</p> <p>The Clerk to amend the recordings accordingly in relation to the Governor visits policy.</p> <p>The Clerk to clarify whether there is a MAT safeguarding policy and an individual school safeguarding policy or only the MAT safeguarding policy.</p>
<p>12. Time and Date of next meeting</p>
<ul style="list-style-type: none"> • New date of 25th November 2019 at 18:15 at Okehampton Primary School – Rainbow Central • Meeting closed at 19:10

Action Table from 28.10.19		
WHO	WHAT	WHEN
RP AMB	Action an ethos Governor visit. Follow up points in relation to Science to be carried forward to Autumn 2, the Clerk to carry forward to the next meeting.	
SG/AMB	Distribute electronically the KPI to LGB. Clerk to agenda for next meeting.	
AMB	Clerk to agenda SIP for January 20 meeting.	
EG	Look into the use of experts to upskill teachers and the impact on staff – including the recording within the report.	

EG	Look into funding figures that need to be confirmed within the sports funding document.	
EG	Amend to show OCRA subscription as more than one area.	
EG	Clarify for next meeting if this is a live document or annual document and distribute the final document	
CS	Forward to the Clerk his SEND Governor visit from the Summer Term. CS to meet with BPJ, focus on Health Care Plans.	
EG	Share with SLT the need to monitor action points, success criteria and key monitoring questions.	
AMB	Clerk to add reports to agenda for next meeting, focus on English, Maths, Science and SEND	
AMB	The Clerk to check with SG if the Nursery admission policy would require review.	
AMB	The Clerk to amend the recordings accordingly in relation to the Governor visits policy.	
AMB	The Clerk to clarify whether there is a MAT safeguarding policy and an individual school safeguarding policy or only the MAT safeguarding policy.	

Appendices	
Appendix A	OPS KPI 2019-2020 Draft
Appendix B	PE and School Sport Action Plan 19-20
Appendix C	PE and School Sport Action Plan 18-19
Appendix D	Year group and Action plans