

St Catherine's C of E Primary School  
School Improvement Committee Meeting  
6<sup>th</sup> June 2023 – 5.00pm

**MINUTES**

*Let Your Light Shine*

**Committee members:** Ange Wallis (AW-Head), Peter Falconbridge (PF-Chair), Cathy Irons (CI), Sarah Thompson-Storey (STS), Jelisa Smith (JS)

**In attendance:** Jo Devonshire (JD) - Associate Member

No	Item	Action
1.	<p><b>Welcome and prayer</b></p> <p>PF opened the meeting with a welcome and prayer.</p>	
2.	<p><b>To receive apologies and consider approving absence</b></p> <p>John Forest sent apologies. Rachel Pennant on sabbatical. Absences approved.</p>	
3.	<p><b>To declare a conflict of interest that may arise during the meeting.</b></p> <p>None declared.</p>	
4.	<p><b>To approve the minutes of 28<sup>th</sup> February 2023</b></p> <p>The minutes of the meeting were approved as an accurate record of the meeting and signed by the Chair. Copy of signed minutes passed to AW for filing.</p> <p>Approved minutes to be sent to Dan Wallis for adding to website and replacing November minutes.</p>	PF
5.	<p><b>To confirm that the actions from the previous minutes have been taken.</b></p> <p><b>Item 5 – Diversity &amp; Equality Report:</b> AW confirmed that the school had received the Diversity &amp; Equality Report. A copy to be uploaded to GovernorHub for governors to read. A copy will also be sent to JS. <b>Action completed</b></p> <p><b>Item 12 – PF to monitor website for DfE compliance:</b> PF noted he now oversees the website, on behalf of the governors, along with DW and JD. <b>Item 11 on agenda</b></p> <p><b>Item 7 Vulnerable Groups update (Autumn 2022):</b> JD to upload adjust data on GovernorHub once Year 5 &amp; 1 data has been included. <b>Action completed.</b></p> <p><b>Item 8 Receive update on key areas for monitoring:</b> The SIAMS Working Party will action this and keep governors informed. <b>Item 8 on agenda.</b></p> <p>JS agreed to arrange a link visit with AW/JD to go through the</p>	

	<p>Cultural Diversity Report and look at its recommendations.</p> <ul style="list-style-type: none"> <li>- Meeting to be rescheduled.</li> <li>- Agreement to include discussion on Black History Month and Anti-racism flowchart.</li> </ul> <p>All to alert PF of any change in ratings on Governor Development Plan. No changes forthcoming – further update under item 8 on agenda.</p> <p>The staff wellbeing survey will be shared with governors via GovernorHub.</p> <ul style="list-style-type: none"> <li>- JD reported need to format the document before sharing as currently in Google Form. Headlines shared:</li> <li>- 90% of teachers responded they were proud to be member of staff.</li> <li>- One comment stood out ‘<i>Team strong and genuinely care for each other and the children</i>’.</li> <li>- 10% responded they would be prouder if involved in decision making, e.g., rewriting curriculum, budgeting – stationery orders etc.</li> <li>- 60% feel they have an acceptable workload (a dip to previous).</li> <li>- 90% believe SLT take actions to support wellbeing of staff.</li> <li>- Some discussion regarding pupil behaviours and SEN reporting.</li> <li>- Suggestion of Mental Health checks throughout the year – staff are signposted to what is available and encouraged to talk to us in confidence if they have any concerns.</li> <li>- Ofsted staff questionnaire was very positive.</li> </ul> <p><b>Q.</b> Could the question ‘are there any concerns you wish to discuss?’ be asked at appraisals to give staff the space to share any concerns?  <b>A.</b> We always ask the question at appraisal meetings held with staff.</p> <p><b>Item 10 Ofsted Inspection Report:</b></p> <ul style="list-style-type: none"> <li>- The draft report should be available for factual check by next week and AW will share with PF. <b>Action completed</b> – report published and now available on website.</li> </ul>	<p>JS/AW/ JD</p>
<p>6.</p>	<p><b>Notification of any other business</b></p> <p>None received.</p>	
<p>7.</p>	<p><b>Pupil progress</b></p> <p><b>Vulnerable groups update (summer 2023):</b></p> <ul style="list-style-type: none"> <li>- Too early in the summer term to report – JD to upload data on GovHub in early July.</li> <li>- Summer data to be reviewed once posted on GovernorHub – all SIC members to look and post questions or bring to autumn term meeting.</li> <li>- Agreed moving forward to discuss previous term data early in new term – e.g., summer data discussed early autumn.</li> <li>- Unvalidated SATs data will also be available on GovernorHub and will be discussed at FGB on 22<sup>nd</sup> June.</li> </ul>	<p>JD SIC</p>
<p>8.</p>	<p><b>To receive update on key areas for monitoring</b></p> <p><b>2022-2023 Self-Evaluation Form</b></p> <ul style="list-style-type: none"> <li>- End of year so review due.</li> </ul> <p><b>Q.</b> When will SLT start the review?  <b>A.</b> Normally the end of September ahead of the Governor Awayday.</p>	

<p><b>2022-2023 SIAMS SEF Summary</b></p> <ul style="list-style-type: none"> <li>- Meeting scheduled for 20.06.23.</li> <li>- Update to be provided following meeting.</li> </ul> <p><b>2022-2023 School Development Plan (Summer 2023 update)</b> Some minor updates as only half-way through term:</p> <ul style="list-style-type: none"> <li>- Reference to setting a balanced budget with a small carry forward.</li> <li>- Appointment of a new Head.</li> </ul> <p>AW will forward copy of updated SDP to PF</p> <p><b>Q.</b> Anything significant from the spring update to mention? <b>A.</b> The improvement in quality of teaching has been remarked upon. We had stated we wanted 100% of teaching good or better – that is now RAG rated as green.</p> <ul style="list-style-type: none"> <li>- All stakeholders know our vision ‘Let your light shine’.</li> </ul> <p><b>2022-2023 Governor Development Plan (R.A.G. – 06.06.23)</b></p> <ul style="list-style-type: none"> <li>- Updated with several changes to reflect a green RAG rating.</li> <li>- To be updated with appointment of Head (succession planning)</li> <li>- PF to upload with agreed changes.</li> </ul> <p><b>2022-2023 Pupil Premium Grant. Monitoring impact of strategies</b></p> <ul style="list-style-type: none"> <li>- Updated RAG rating against aims</li> <li>- PPG pupil attendance had been positive but has seen a dip this term.</li> <li>- PPG attendance remains at 91.3% for the year, which is lower than last year overall.</li> </ul> <p><b>Q.</b> Is there a specific reason? <b>A.</b> We have had a huge Chicken Pox outbreak which has had an impact as a number of those affected are PPG pupils.</p> <ul style="list-style-type: none"> <li>- Attendance Improvement Officer is visiting school tomorrow to meet some families.</li> <li>- Gap between PPG and Non-PPG has increased this term but remains smaller than last year overall (-2.5%).</li> <li>- Rise in PPG pupils since statement drafted. Now at 26% (96 pupils) compared to 23% (76% pupils) last year. All pupils will be included in this October census.</li> <li>- Supporting emotional resilience. Identified as green.</li> <li>- Ofsted inspection looked at personal development and saw emotional resilience of the pupils, with reference to ‘Zones of Regulation’ contributing to this.</li> </ul> <p>Ofsted feedback included:</p> <ul style="list-style-type: none"> <li>- <i>Pupils’ needs are well met, including pupils with special educational needs and/or disabilities (SEND).</i></li> <li>- <i>Staff are well trained to meet the needs of pupils with SEND.</i></li> <li>- <i>Leaders prioritise pupils’ personal development. Opportunities to extend learning beyond the curriculum are well considered.</i></li> <li>- Progress and attainment. Based on spring data there is a difference for spring term compared to whole academic year in that the gap is closing in reading and writing.</li> <li>- Work to do in Maths as not closing at the same rate.</li> </ul> <p><b>2022-2023 Sport Premium Grant. Monitoring impact of strategies</b></p> <ul style="list-style-type: none"> <li>- Using sport as way of whole school improvement</li> <li>- Active routes to school (Travel plan) seen more children coming to school in a more active way – e.g., scooters.</li> <li>- Bikeability made available to Year 5 and was offered to PPG pupils at no cost (funded from grant). Some pupils took the opportunity up and had an enjoyable time over the week.</li> </ul>	<p>AW</p> <p>PF</p> <p>PF</p>
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	<ul style="list-style-type: none"> <li>- Quality of PE teaching is good, also verified by Ofsted.</li> <li>- Evidence of a sequenced PE curriculum was seen, and quality of lessons observed were good.</li> <li>- Now swimming is taking place, all teaching staff are teaching athletics during the summer.</li> <li>- Additional weekly SEN swim has resumed for identified pupils this term.</li> </ul> <p><b>Q.</b> What support have they been given to teach athletics? <b>A.</b> The PE Lead supported with modelling a lesson.</p> <ul style="list-style-type: none"> <li>- Whole School Assessment format for swimming being embedded across year groups by the Swimming Lead. Information can be used next year to ensure pupils are moving on from their starting points each year.</li> </ul> <p><b>Staffing and personnel (wellbeing)</b></p> <ul style="list-style-type: none"> <li>- Nothing further to report (see headlines from staff survey – item 5)</li> <li>- Good to report new Head appointed.</li> </ul>	
<b>9.</b>	<p><b>To receive report from Performance Review Committee</b></p> <p>The Summer 2023 Report – detailed content confidential:</p> <ul style="list-style-type: none"> <li>- HT appraisal interim review has been completed.</li> <li>- Summer term QTLP (quality of teaching, learning and performance) meeting to be scheduled for June.</li> <li>- Written report will be available for full FGB.</li> </ul>	<p><b>PRC/ AW/JD</b></p>
<b>10.</b>	<p><b>To approve policies and confirm those due for review</b></p> <p><b>Policies for approval</b></p> <ul style="list-style-type: none"> <li>• NONE</li> </ul> <p><b>Policies for review in the Autumn Term 2023</b></p> <ul style="list-style-type: none"> <li>• Behaviour and Anti-Bullying Policy</li> <li>• Staff Time Off Work Policy</li> </ul> <p>Noted both policies are delegated to the Head/SLT for review with governors being invited to comment on the draft before approval.</p>	
<b>11.</b>	<p><b>To monitor website structure, format and content</b></p> <p>CI confirmed she had made contact with Dan Wallis to request:</p> <ul style="list-style-type: none"> <li>- Uploading Jim Nicolson’s details as new Foundation Governor</li> <li>- Amending terms of office as transition of information had affected the original dates.</li> </ul> <p><b>Action Completed</b></p>	
<b>12.</b>	<p><b>To receive items of any other business (item 6)</b></p> <p>None.</p>	
<b>13.</b>	<p><b>Date/time of next meeting and key items for agenda</b></p> <p>2023-24 dates to be agreed as part of Governor Annual Planning.</p> <p>Meeting concluded at 5.45pm.</p>	