

London Borough of Richmond upon Thames

Minutes of the meeting of the School Improvement Committee of Chase Bridge Primary School held at the school on Tuesday 16 October 2012 at 5.30 p.m.

Present: Mr Will Arnold (Chair) Mr Andrew King (Headteacher)
Mrs Zoë Griffiths (Associate Member – Deputy Headteacher) Mrs G Morrow (Associate Member – FoCB)
Mr Deepak Jha Mrs Eleanor Wright

Also attended: Ms Kate Gauvain (Faculty Leader, Extended Services and Every Child Matters)
Miss Beryl Hawkins (Clerk to the Governors)

Apologies: Mr Raj Basra Ms Iris Klever
Mr Bob Hope

1. Declarations of Interest There were no declarations of interest.

2. Teaching and Learning Presentation Kate Gauvain gave a presentation on a holistic approach to teaching and learning that had been adopted by the school following Kate's attendance on a course in November 2011. The Committee noted that: attendance on the course had in view making the best use of the new building and looking at 'the child'; on completion of the course, Kate gave a presentation to staff on approaching behaviour issues in school, which was followed by further work by staff.

Zoë Griffiths stated that the work had made a difference to behaviour around the school. Andrew King stated that behaviour was good at Chase Bridge, but that the initiative was picking up on some specific behaviours and that the emphasis on managing behaviour consistently was increasingly important with the expansion of the school.

In answer to questions from governors, it was noted that:

- Consistency of approach was more relevant than the focus.
- Assessment of the effect in the classroom was anecdotal, but it would be possible to monitor behavioural incident data.
- The use of carpet tiles was deliberate. It had contributed to the calm atmosphere around the school and children settling more quickly. The wider range of equipment in the playground had also helped.

Kate Gauvain was thanked for the work she had done to improve behaviour in the school and for her presentation and she then left the meeting.

3. Election of Chair and Vice-chair Will Arnold was elected chair and Deepak Jha was elected vice-chair.

4. Minutes and Matters Arising The minutes of the meeting of the Committee held on 24 May 2012 were confirmed and signed (copy in the minute book). The Committee reviewed progress since the last meeting and in particular on the quality of teaching. It was noted that:

- Following the completion of the building work it was now possible to ensure that a regular schedule of lesson observations was back in place.
- Inspectors and consultants were used on a regular basis to support the school's own self-evaluation process and confirm judgements on outcomes for children, provision and leadership and management. Elaine England would be visiting at the end of November 2012 to help evaluate the use of teaching spaces and the new school environment.
- In the spring term the school would focus on the quality of feedback, through lesson observation.
- The school was taking on board legislative changes relating to the teaching standards. The headteacher would observe all teachers spread throughout the year; appraisers would also observe teachers and the deputy headteacher would drop in and drop out of lessons to look at planning, the quality of work and marking. Verification would be obtained from inspectors periodically.
- Iris Klever and Mary Holden, Assistant Headteachers, now had management release time to work on self-evaluation and monitoring and self-evaluation tasks were now widely distributed amongst the whole Senior Management Team.

5. Confidentiality The Committee agreed that no items of business on the agenda were confidential.

6. Future Meetings The Committee confirmed future meeting dates:

	Reports to Clerk	Agenda Despatch
Tuesday 5 March 2013 at 5.30 p.m.	25/2/13	26/2/13
Tuesday 21 May 2013 at 5.30 p.m.	7/5/13	8/5/13

7. Headteacher's Report The report of the headteacher was received (copy in the minute book). Arising from the report:

7.1 Key Indicator Data It was noted that:

- The percentage of pupils on the SEN (special educational needs) register was likely to reduce to 11-12% as there had been some over-identification.
- The number of pupils with EAL (English as an Additional Language) was levelling off, but there continued to be a remarkable diversity of languages being spoken.
- The school had the capacity to manage the range of languages spoken by pupils attending the school and families of children that had little or no English had been supported very well as demonstrated in an analysis of achievement.
- The school was now responsible for organising external support directly, which offered more flexibility. The school was able to budget for extra hours and employed an independent consultant to help where needed, including some direct work with pupils and parents. The school could consider teachers obtaining an EAL qualification if felt to be necessary.

7.2 Pupil Achievement The Committee noted that at Key Stage 2:

- Progress in writing of more able children had not been as good as hoped.
- The rate of progress overall was very good.

7.3 Clubs The Committee noted the report and considered setting a target for 2012/13. It was noted that:

- There was no lack of demand for more clubs, but constraints in terms of on-costs and administration.
- A lot of clubs were being run free of charge by teachers.
- Many children would also be involved in activities elsewhere, but many chose the school because activities were free or low cost and avoided travelling.
- Staff enjoyed running the clubs and parents appreciated them.

Andrew King agreed that he would like parents to be more involved with running clubs, but stated that this could present management issues.

The Committee agreed that the number and range of clubs on offer in 2012/13 should be maintained or increased on the previous year.

7.4 Faculty Visits The Committee noted the report on progress in faculties:

- **Core Subjects** With reference to the contribution of the maths project run by the local authority up to summer 2012, Andrew stated that he could report to governors on expectations for end of Key Stage 2.
- The report on the phonics screening test was noted.
- **Humanities** The Committee noted that Deepak Jha had met with Mary Holden earlier in the day to review the Humanities faculty and that:
 - The faculty was looking at how the themed curriculum could be extended into MFL (modern foreign language) teaching.
 - International links were difficult to maintain partly because of the different school systems.
 - A balance needed to be maintained in the amount of time given to MFL and other subjects.
 - Pupils received a good quality language experience.
 - It might be possible to extend provision through clubs.
 - The school was planning a language celebration evening.
- **Inclusion** The Committee noted that:
 - The EAL Friendship Group continued to provide free English lessons and a social network for EAL parents within the school.
 - The recently appointed Family Worker had a wide remit and was focussing on attendance and lateness, and child protection issues, with a view to improving pupils' rate of progress and ensuring that safeguarding concerns were properly logged and in a confidential manner.

It was noted that there were few children at the school on the child protection register and in answer to questioning by governors Andrew stated that:

- Children were placed on the child protection register by the local authority children and families team if there were serious concerns that they might be at risk of harm from neglect, or emotional, physical or sexual abuse.
- It was the role of social workers to put children on the register. If a school had concerns they would involve social workers and sometimes the Police. A case might involve a statutory Section 47 investigation. The school would not investigate, but would record incidents and report concerns.
- Andrew King was the named child protection officer and Zoë Griffiths the deputy. These roles might be reviewed in the future as Sue Wood would have an increasing role in child protection cases when she had received relevant training.
- **ICT** The Committee noted that maintenance contracts were being put in place and that staff were moving ahead with putting information onto the website, including past and future events and activities in each year group.
- **Creative Arts** It was noted that a theatre club, as opposed to drama, was being set up.
- **Every Child Matters and Extended Services** It was noted that the faculty would be considering the best way to build on the Chase Bridge Challenge scheme.
- **Early Years** The Committee noted that the school would begin to benefit from the nursery being part of the main school.

7.5 Summary of Recent Evaluative Reports

- **Achievement at the End of the Early Years Foundation Stage** The Committee noted that the attainment of pupils at the end of the Foundation Stage tended to be above national levels and in line with Richmond.
- **Achievement in the Year 1 Phonics Screening Test** It was noted that:
 - Achievement in the Year 1 Phonics Screening test was below the Richmond average.
 - The test included 50% non-words and pupils who were better readers did worse in the test.
 - The school had been using Letters and Sounds to teach phonics for the last three years.
 - External scrutiny of phonics teaching judged the school to be doing extremely well.
 - The school would be analysing the data further with a view to improving results.
 - Children that had not met the required standard were being given additional support in Year 2 from a qualified teacher who had particular expertise in the teaching of phonics.
- **Achievement at the end of Key Stage 1** The Committee noted that:
 - Achievement was generally strong and between the Richmond and national average.

- Of the 18 children who had attained a 2C in writing 12 had poor attendance. It was clear from internal analysis that attendance had an impact on achievement.
- Part of the role of Sue Wood, the new family worker, would be to work with families with poor attendance to help improve the children's achievement.

Andrew was thanked for his report.

8. Faculty Reports The Committee received reports from faculty link governors:

8.1 ICT The Committee received a report from John Justice on a visit to the school in July 2012 to review the ICT faculty with Iris Klever. It was noted that:

- There was no attainment measure for ICT and the local authority noted a year previously that the school was not able to teach ICT due to the building work and replacement of the ICT systems. Plans for the future development of ICT systems would be considered by the Community and Resources Committee at its meeting on 18 October 2012.
- The need for a robust structure fit for the future was being directly addressed.
- The role of the new ICT technician within the ICT faculty would be a matter for consideration by the Community and Resources Committee.
- In the past about 90% of pupils had had access to ICT out of school, but it was important to look at meaningful access and another review was needed.
- The school was getting into a better position to be able to engage more with parents in the use of ICT. Many children were very well engaged with online resources.
- A more detailed visit would be made during the autumn term.

The Committee wished to record their thanks to John for a useful report and appreciated the appropriateness of the questions.

8.2 Early Years The Committee received a report from Janet Scott on a visit to the school to review the Early Years faculty with Laura Jeffrey on 15 July 2012 and noted that a visit report had been written for a further visit that took place on 3 October 2012. The Committee noted that effective transition from nursery to Reception would be facilitated in 2012/13 by the completion of the building work and relocation of classes.

8.3 Core Subjects The Committee received a report from Will Arnold and Geoff Acton on a visit to the school to review the Core Subjects faculty with Zoë Griffiths and Andrew King on 4 October 2012.

Andrew stated that he had made progress on the analysis of data, but that it was not yet in a presentable format and that he would welcome a visit from Deepak Jha to look at what had been done so far. **DJ**

In answer to questioning about the analysis of the data, Zoë stated that expectations were being reviewed.

In answer to a question about the place of science in the new National Curriculum, the Committee noted that this would be part of a wider debate and that a report would be made to governors in the spring term. **AK**

- 8.4 Humanities** See Minute 7.4
- 8.5 Inclusion** Eleanor Wright stated that she had arranged to meet with Susan Newbigin later in the term.
- 8.6 Every Child Matters and Extended Services** Will Arnold agreed to ask Bob Hope whether he had arranged to visit the school. **WA/BH**
- 8.7 Creative Arts** It was noted that Tapuwa Chabata had not arranged to visit the school.
- 9. Changes in Education Law** This item was deferred. **JS/BMH**
- 10. Training** Governors were reminded of the need to attend relevant training. **All**
- 11. Self-evaluation and Preparation for February meeting of the Governing Body**
Will Arnold agreed to review the governing body self-evaluation form, circulate it to governors on the Committee for comment and collate the responses. **WA/All**

It was noted that the responses would be taken into account at the school development planning day on 5 February 2013.

The meeting ended at 7.20 p.m.

Chase Bridge Primary School School Improvement Committee Minutes Action Sheet		
Minute reference	Action required	By whom and when
8.3 Core subjects	Arrange to view data analysis system with Andrew King	DJ Immediate
8.3 Core subjects	Report on science in the curriculum	AK Spring term 2013
8.6 Every Child Matters/Extended Services	Contact Bob Hope regarding faculty visit. Arrange to visit or send visit report.	WA BHope Immediate
9 Changes in Education Law	Provide report for Committee on changes in education law	JS, BMH Immediate
10 Training	Consider available training and arrange to attend relevant training	All
11 Self-evaluation and preparation for February meeting of the GB	Arrange for self-evaluation document to be sent to governors and collate responses. Complete and return self-evaluation document	WA Immediate All