



**CARLTON PRIMARY SCHOOL  
SCHOOL IMPROVEMENT COMMITTEE**

**Minutes of the School Improvement Committee held at the School on Tuesday 19th March  
2019 8am.**

**Members:**

Jacqueline Phelan - **Headteacher**  
 Jess Wren - **Chair of governors (JW)**  
 Cyrus Suntook - **Sabbatical**  
 Anu Manthri – **Chair of committee (AM)**  
 Peter Ptashko (**PP**)  
 Sarah Woodcock (**SW**)

**Others Present:**

Georgina Harcourt-Brown – Deputy Head (advisor) (**GHB**)  
 Dionne Jackson – Clerk  
 Parvez Faruque – – observing prospective parent Governor

1.	<b>APOLOGIES FOR ABSENCE</b>	<b>Action</b>
1.1	Cryus Suntook not in attendnace due to sabbatical, no apologies required previously discussed and approved by Chair.	
2.	<b>DECLARATION OF INTERESTS IN RESPECT OF ITEMS ON THE AGENDA</b>	<b>Action</b>
2.1	Sarah Woodcock declared that a pupil attending Carlton is a mentee of the Kids Network, (charity), however Sarah has not been assigned to the pupil.	
3.	<b>MINUTES FROM THE PREVIOUS MEETING MATTERS ARISING ON 19<sup>th</sup> March 2019</b>	<b>Action</b>
3.1	Chair introduced both Sarah Woodcock as a new member of the committee and Parvez Faruque as a prospective Parent Governor.	
3.2	Chair acknowledged that Noella Bello Castro has stepped down and is no longer a Governor.	

3.3	The Chair conducted a review of the previous meeting minutes.	
3.3	The Chair requested an update of the cost of Camden's Key Website for Governors. JP stated that she has been in contact with Camden and is awaiting a response as Camden annually cover some of the cost. <b>Action: JP to chase up costings of Key Website service from Camden.</b>	JP
3.4	The committee discussed the training log for Governors. Jess Wren enquired if the NSPCC training was included on the log for Governors, Dionne Jackson confirmed that it has not been logged. <b>Action: Governors to send scanned versions of training certificates to Dionne Jackson for the training log.</b> <b>Action: M to complete training through NSPCC</b>	All Governors AM
	The Chair noted that a meeting should be scheduled for the ACE curriculum and any activities that are outstanding to be discussed with GHB. <b>Action: AM and GHB to schedule meeting.</b>	GHB/AM
	The Chair requested that all Governing Board members sign up for the Giving Machine. <b>Action: Dionne Jackson to provide details to the Governors for sign up.</b>	DJ
4.	<b>Planned actions from the Ofsted visit</b>	<b>Action</b>
4.1	JP circulated the planned school actions to the committee. JP gave the committee a recap of outcomes from Ofsted visit in January 2019 and then explained each of the planned actions. JP stated that Ofsted's framework is changing in September 2019. In light of this, the actions listed would take place in the summer term. At the end of the term, they will be reviewed and any future actions will be part of the coming year's School Improvement Plan.	
4.2	JP indicated that reviews provision, including Ofsted and challenge Partners commented on the consistency of teaching that children are provided with. The SLT are aware of this and have found the same to be true in their monitoring. In response SLT produced the action plan that will audit the review of key policies such as teaching, learning and marking. This training will also be provided for LSA's and teachers as a part of the marking policy, there will be an emphasis on the continued development of peer and self-review.	
4.3	As a part of the work, there will be a focus on re-establishing the non-negotiables establishing in planning and teaching. This will provide teachers with a clear outline of what is expected as a minimum and anything extra they do is their choice. In that way, teacher's individuality and strengths will be considered. This will be implemented throughout the Summer term.	
4.3	JP detailed that PDM will be designed for teachers for summer term with new framework according to the action plan. This will incorporate 2-3 sessions of training around the use of questioning.	

4.4	JP expressed that this is present within the school, however it is consistency that requires improvement.	JP
4.5	<p>JP informed the committee that as a part of the training package, the school receives Bristol Summaries, which are the results of a range of research projects that have taken place. The SLT have agreed to share these articles at morning meetings over the summer term and encourage staff to read them. This will help develop their professional knowledge.</p> <p><b>Action: JP to arrange distribution of articles weekly to staff.</b></p>	JP
4.6	<p>JP explained that the IRIS resources will be reintroduced in the summer term to improve the quality of teacher's delivery of lessons. JP explained that the Iris filming software is a key training and reflection tool for the teachers. Teachers will be expected to film themselves during guided reading for the best practise review. This has previously proven difficult as the teachers dislike the process, however findings were very impactful and is financially beneficial for the school. GHB suggested that middle leaders are not ready to model this process and require time. The starting point will be teachers filming themselves and reviewing during PDM time in the summer term.</p>	JP
4.7	<p>JP provided the committee with a recap on the training that LSA's received on SEND and guided reading. Further training on Maths has been arranged. The SLT have implemented a training model where LSA's are receiving training from a member of the team. Proving financially beneficial for the school.</p>	JP
4.8	<p>JP described concerns relating to independent reading activities (which was a development point from Ofsted). JP outlined that in the summer term, the teaching staff will agree a classification for the independent reading activities. It was acknowledge that children make better progress in reading when supported by an adult. Therefore if the activities were categorised according to their purpose, it would allow the teacher to plan their guided reading cycle and resources more efficiently. It will be launched in September 2019 with GHB and Jessica Marsh.</p> <p><b>Action: Teaching staff to agree a classification for the independent reading activities</b></p>	Teaching Staff/ JP
4.9	<p>JP will evaluate school improvement plan at the end of the year. Next year will include the Ofsted recommendations. JP will provide the SIC with an evaluation of the planned actions separately</p> <p><b>Action: JP to evaluate the SDP at the end of the academic year and alter the layout for the new year plan, to incorporate the recommendations from Ofsted.</b></p>	JP
4.10	<p>JP stated that the self-evaluation forms will be reviewed at the end of the academic year.</p>	JP

<p>4.11</p> <p>4.12</p> <p>4.13</p> <p>4.14</p>	<p>PP asked if there is a document that monitors the progress of the changes that SLT have planned to implement. JP advised that there currently is no document that tracks this, however the implementation is preparation and planned for the summer term, and most implementations will be a gradual process. PP requested a summarised sheet of information of gradual implementation and progress of plan.</p> <p><b>Action: JP to create summary sheet to record implementation and change of actions for the committee.</b></p> <p>JP provided the committee with an update of attendance. Ofsted’s recommendation was that the schools good practise will continue.</p> <p>In addition, an attendance board is now in the foyer area of the school, celebrating classes with high attendance. There has also been three year six pupils who have presented an assembly on attendance and will feedback on a monthly basis to the other children. Mary Lerner has created links with the attendance officer in some of the other cluster schools and a planned hub will be set up at Carlton for the cluster schools to discuss attendance.</p> <p>Jess Wren queried if children lose out due to genuine absence reasons that don’t achieve 100% attendance. JP advised the committee that those cases are investigated by Mary Lerner, and those children do quality for the awards and certificates.</p>	<p>JP</p>
<p><b>5.</b></p>	<p><b>IMPACT OF ACE (STANDARDS AND INCLUDED PP)/BBF</b></p>	<p><b>Action</b></p>
<p>5.1</p> <p>5.2</p> <p>5.3</p> <p>5.4</p> <p>5.5</p>	<p>GHB explained what the ACE curriculum is to the committee and presented an overview of the ACE Leader of learner report.</p> <p><b>Action: Chair and GHB to produce summary of document and circulate to the committee.</b></p> <p>GHB explained that previous system used for data analysis is no longer obtainable. GHB has developed a system that meets the needs of the school and is financially cheaper. GHB was commended on her hard work by JW.</p> <p>GHB discusses the content of the report to the committee. GHB states that trends show a dip in attainment since December 2018 in all year groups apart from year five. GHB explains that this is expected due to some pupils not obtaining national expected until later throughout the academic year. GHB predicts that attainment data in Easter will improve.</p> <p>Pupil Premium analysis indicate that PP pupils are attaining higher than non PP pupils in some years throughout the school. Whereas other years show that non PP pupils are attaining higher than PP pupils, GHB states that this isn’t a trend within the data.</p> <p>GHB continues to explain that from the data’s actions, provision from Autumn 18 has shown improvements in children’s attainment. This was embedded within the</p>	<p>AM/GHB</p>

	preparation for Ofsted. The report indicates that the schools self-evaluation is sound and effective.	
5.6	GHB verifies there is a new Literacy team and they are working very well. Leilani is now Maths lead as Jessie Brill is on maternity leave. Maths was front loaded before Jessica began her maternity leave, allowing Leilani to focus mainly on book looks and planning.	
5.7	AM asked if there are any concerns that GHB needs addressing. GHB stated that there are not enough children being assessed at greater depth, this is evident in trends seen throughout the school.	
5.8	PP provided an update to the committee of BBF. Discussions with Shayne David's (linked in with the priorities for Ofsted) have shown that opportunity for all within programmes that are currently working well in Carlton – Reach Out, STEM, EE allowing children to look at professional careers.	
5.9	PP stated that he has seen vocabulary use extended by the children, they have shown that they are able to reason and explain ideas and theories during his sessions as a Reach Out mentor.	
5.10	PP referred the document presented by GHB and requested if there is a way to measure the impact from priorities implementation, and the effect this has on BBF. GHB states that leader's reports will indicate when and how priorities are implemented, then this should reflect within data. GHB suggested that it will be difficult to document on measureable graph. JP interjected and stated that with the implementation in summer term, this should be present in data to follow. JP stated that leader's plans potentially will be changed to challenge impact and streamline the priorities moving forward. <b>Action: Work plans to show Ofsted priorities at the next BBF meeting</b>	JP/SD
<b>6.</b>	<b>GOVERNOR VISITS (REMINDER)</b>	<b>Action</b>
6.1	AM reminded the Governors that two visits must be booked in before May 2019. Jess stated that this year's process has changed due to several new Governors starting mid-year, and some Governors changing year observations. Jess Wren previously visited reception and year one, now is year three. Cyrus is now on sabbatical. <b>Actions: Governors to book in visits with Dionne Jackson</b>	<b>All Governors</b>
<b>7.</b>	<b>POLICY DOCUMENTS REVIEW</b>	<b>Action</b>
7.1	GHB presented policy review document to the committee. GHB stated that there are currently 81 policies. GHB wants to have a clear idea of who is responsible for the review of specific policies, the time frame that is required to have presented to Governors and what committee needs to approve.	
7.2	Clarification is provided on review process by GHB. GHB suggested to the committee that the review process is in circulation of itself due to timescale. GHB proposes	

	<p>that reviews should be conducted annual by the responsible person for the policy, if no changes are required, this will not need to be presented to the Governors.</p> <p>7.3 AM suggested if polices should be assigned to a specific governor to sign off, Jess Wren felt that this stops cross collaboration and places responsibility on one. GHB advises the committee that she has listed on the document who she believes who is responsible for reviewing and approving policies and begins to verbally reiterate this to the committee.</p> <p>7.4 SW suggested the possibility of condensing some of the policies into one document. GHB suggested that this may be possible with some.</p> <p>7.5 GHB suggested that Yiannos Theodoridis ((YT) RFC member) should be responsible for reviewing and signing the accessibility plan policy. JP stated that the Pay Policy is modelled from Camden, this generally is outside of the Carltons review policy timetable, but usually updated annually.</p> <p>7.6 GHB suggested that a five year review by the board is sufficient with annual reviews to be conducted by those who are responsible for the policy. This will be distributed to the Governing Board if there are changes before this period.</p> <p>7.7 GHB and the Chair now verbally address each policy within the document. Charing and admissions, four years review and emailed to committee. Capability of staff, four years and emailed to committee Exclusion, four years SRE. JP stated that this policy will need reviewing due to changing commencing in September 2020. Four years and emailed to committee. SEN, updated annually. GHB suggested SEN link Governor YTto provide update on policy to FGB. Policies 8, 9 and 10. JP stated that policy 10, (Pay Policy) can be disregarded as Camden provide a model policy for this. 4 years review unless changes. 11, GHB states that four year review period is sufficient with annual review by responsible person and will be emailed to the RFC. Support staff probation policy, four year review period by committee and annual review by responsible person. Emailed to RFC. 12, GPDR and Data Protection policy to be reviewed every two years, annual by those who are responsible. YT is link Governor and is to feedback to the FGB. Health and Safety policy, reviewed annually by JP and emailed if significant changes. Accessibility Policy, YT is the link Governor and to feedback to the FGB. Behaviour Policy to be reviewed annually by responsible person, at SIC committee every four years unless significant changes.</p> <p>7.8 PP requests clarification of how the FGB obtains information regarding policies. GHB explains that policies to be recorded in committee meetings as being addressed, the committee is able to request the FBG adopt the policy onto agenda for discussion. JP explains that the documents are available on Governor Hub for the Governing Body</p>	
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	to obtain if needed and that set polices that been assigned to a committee can be signed off and agreed at committee level without being adopted at full board.	
7.9	PP questioned where policies do not need to be presented at full board because of collaboration purposes. The Chair purposed that FGB is to have access to all policy reviews, so if any scrutiny needs to be challenged, this can be done at FGB and then reviewed for sign off. The committee agrees.	
7.10	GHB continues breakdown of policies. 17, policy to be reviewed annually and emailed to board every four years 18. Single central record is reviewed by Mary Larner and PP every term and will continue. Jess Wren suggests it is not best practise for PP to sign off and accept sole	
7.11	accountability, and stated that it is to be noted at SIC meetings when this has been signed off and provide update, that is currently practise at FGB. Equality plan. Jess Wren stated there is not an equality Governor link at present. The committee discussed if an equality link is needed within the committee, it was agreed that SW will take the roll of equality link within the Governing Body. Policy is to be reviewed every four years at board, annually by those who are responsible.	
7.12	GHB continues breakdown of policies. It was discussed that the home school agreement to be available on Governor Hub <b>Action: Dionne Jackson to upload home school agreement on Governor Hub</b>	DJ
7.13	Governor induction policy, Jess Wren advised the committee that the policies are national governance. GHB states that the induction policy must be approved by the FGB legally. Jess Wren suggested that the induction policy is not Carlton specific and therefore is not inducting Governors appropriately. Jess Wren advised the committee that the general induction file at Carlton suits well with Governors inductions and should be provided to all governors. It was noted that Jess WREN stated that Camden do provide a good standard of induction for Governors. Sarah Woodcock suggested that she will review the induction documents with fresh eyes. <b>Action: Dionne Jackson to upload Governor induction policy and documents to the Governor Hub.</b> <b>Action: Sarah Woodcock to review induction documents and process and feedback to SIC.</b>	DJ SW
7.14	JP states that there will be a bi-annual report for Governors that includes a premises, safeguarding and health and safety updates. This will be provided to the Governing Board when produced bi-annually.	
7.15	School information policy for website is required to be audited Governors at present annually. The committee came to the agreement that statutory changes will be reported to Governors and that an annual audit is not viable, JP Informed the committee that Camden communicate key documents for statutory information that is required to be present ion the website.	

7.16	GHB continued to present policies to the board. Child protection policy, required to be discussed at FGB and emailed out to the board. No other changes.	
7.17	GHB explains the coming policies are non-statutory and therefore can be decided at committee level who is responsible and who approves policies. JP to continue make changes within Camden's Model for the special leave policy. Preventing radicalisation policy will be discussed at SIC. Prevent policy to be reviewed and approved at SIC. Anti-bullying policy to be reviewed and approved at SIC. Absence and management policy to be reviewed and approved at RFC. Educational visit policy to be reviewed at SIC. Records and retention policy to be merged with the current GDPR policy	
7.18	PP enquired why the prospectus has not been reviewed at committee level as a result of the GDPR legislation and policy. JP explained that this was not present at committee level as it was not required at the time the prospectus was developed. JP informed the committee that a prospectus will not be created this year due to financial and legislative reasons. JP explained that a professional photographer will be on site 30 <sup>th</sup> April for the current vision of website development.	
7.19	JP requested that subject policies to be the responsibility of subject leaders and SLT. The committee agreed with notion.	
7.20	GHB has requested the board to email her with any questions relating to the policies to reduce time of the meeting. This has been agreed by all committee members. <b>Action: Governors to email GHB questions relating to policies.</b>	<b>GHB</b>
7.21	GHB proposed that policies will be emailed out for review to committee members and no longer need to be presented at board. It is to be noted at meetings what feedback and changes have occurred on policies so it can be recorded at meetings. The committee agreed. <b>Action: GHB to provide committee with summary of agreement for polices and email to committee members.</b>	<b>GHB</b>
<b>8.</b>	<b>ANY OTHER BUSINESS</b>	<b>Action</b>
8.1	JP explained that the pool has been out of action for the academic year and a review was conducted by Camden. The review indicated that the cost to rectify the poll is £94,000, which neither Camden or the school can finance. JP has requested that Camden create a space that is fit for purpose for the schools use. JP is waiting for a response from Camden.  JP reminded the committee of the membership with Challenge Partners. JP and SLT made the decision not to participate in Challenge Partners moving forward as a result of financial constraints. However SLT are very confident with the links that have been made, the school is in a strong position to move forward with priorities.	



	JP explained that the school is in negotiations with Reach Out and Enabling Enterprise for current and future provision. JP is conscious that by removing Reach Out and Enabling Enterprise will narrow the curriculum, however due to financial constraints, we must negotiate at this time.	
<b>11.</b>	<b>FUTURE MEETING DATES</b>	<b>Action</b>
	Budget meeting 2 <sup>nd</sup> April 6:30pm	

Signed: \_\_\_\_\_ Date: \_\_\_\_\_