

**CARLTON PRIMARY SCHOOL
SCHOOL IMPROVEMENT COMMITTEE**

**Minutes of the School Improvement Committee
held at the School on Tuesday 13th March 2018 at 5:30pm**

Members:

- Marianne Pringot – **Chair**
- Noella Bello-Castro - absent
- Hugh Graham - absent
- Jacqueline Phelan - **Headteacher**
- Mandi Howells
- Jess Wren
- Cyrus Suntook - absent
- Anu Manthri - absent

Others Present:


Flossie Del Santo – Governor Support Clerk

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| 1. | APOLOGIES FOR ABSENCE | Action |
| 1.1 | <p>Apologies were received from Ms Manthri and Ms Bello-Castro</p> <p>The meeting was not quorate, and no decisions would be made at the meeting.</p> <p>It was agreed to reschedule the meeting to the 8th May following the Full Governing body meeting.</p> <p>Action: The Chair to email the members of the Committee and stress the importance of attendance and to notify the Chair or Clerk in advance of the meeting of their nonattendance.</p> | |
| 2. | DECLARATION OF INTERESTS IN RESPECT OF ITEMS ON THE AGENDA | Action |
| 2.1 | There were no declarations of interests. | |
| 3. | MINUTES FROM THE PREVIOUS MEETING AND MATTERS ARISING ON TUESDAY 11th July 2017 | Action |
| 3.1 | <p>Actions from the previous meeting were reviewed by the Committee.</p> <p>4.3 The Early Years link governor to report to the next meeting the impact of the changes to Nursery Funding. Ongoing</p> | MA |
| 3.2 | 5.1 The Curriculum Policy was being updated and would be on the agenda for the July meeting. | |

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| 3.3 | The ASP training had been held on 21 st November and a review held of the 2016-17 assessment data. | |
| 4. | ELECTION OF COMMITTEE CHAIR AND COMMITTEE TERMS OF REFERENCE | Action |
| 4.1 | As the meeting was not quorate elections were not held for the Chair of the it was proposed to elect a Chair at the July meeting and the term of office would include the next academic year. The Committee Terms of Reference were reviewed and proposed was to form a panel of governors for Pupil Discipline Panels when required during the year. Agreeing a committee of governors would not be practical as their availability when required to attend could not be known in advance. | |
| 5. | LEARNING WALKS FEEDBACK | Action |
| 5.1 | The Chair reminded the governors to submit and circulate their reports after visits and Learning Walks. Action: Learning Walk reports to be submitted by all governors and circulated before the 8th May. | All |
| 6. | CHALLENGE PARTNER REPORT | Action |
| 6.1 | To be carried over to the May meeting | All |
| 7. | POLICY UPDATES | Action |
| | <p>Safer Recruitment – The Committee confirmed the Policy had been circulated and agreed by the governors by email</p> <p>RE/Collective Worship Policy was currently being updated by Caroline and would be circulated by the end of the Spring Term for the May meeting</p> <p>The Data Protection Policy would be presented for ratification at the May Governing Body meeting.</p> <p>Calculations Policy Ms Brill was updating the Policy and it would be presented to the Committee at the meeting in July. It was confirmed the policy would include the key concepts of Maths with age appropriate explanations</p> <p>Equalities Policy to be presented at the July Meeting Admissions Policy to be updated and include attendance Complaints Policy the procedures would be reviewed by Ms Bello Castro, Mr Carew and Ms Kirkness. The policy would also include a summary page. EYFS Policy including the Nursery would be presented at the July meeting Medical Policy – would be reviewed by the Resources Committee</p> <p>Other policies to be included in the committee terms of reference and to agree with the policy planner will be: Subject: Humanities and the Arts, DLC Science, PE Policy. Induction Policy, PPA Policy, CPD Policy, Pupil Premium Policy and E-safety Policy</p> | Clerk |
| 8. | ANY OTHER BUSINESS | Action |
| | There were none. | |

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| 9 | DATE OF 2017-18 COMMITTEE MEETINGS | |
| 8.1 | Meetings would be held following the governing body meeting on 8 th May and on 10 th July 2018 | |

There being no further matters to discuss, the Chair thanked those present for attending and closed the meeting at 6:50pm.

Signed:  Date: 8/5/2018.

Marianne Pringot, Chair of Carlton Governors'
School **Improvement Committee**

