

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

Members:

- Jacqueline Phelan – **Head teacher (JP)**
- Georgina Harcourt-Brown – **Deputy Head teacher (GHB)**
- Jess Wren - **Chair of governors (JW)**
- Cyrus Suntook - **Sabbatical**
- Anu Manthri – **Chair of committee (AM)**
- Peter Ptashko (**PP**)
- Sarah Woodcock (**SW**)

Others Present:

- Dionne Jackson (**DJ**) – **Clerk**
- Jessica Marsh (**JM**) – **Year 5 Teacher**
- Hannah O’Brien (**HO**) – **Year 1 Teacher**

1.	Apologies for absence	Action
1.1	CS not in attendance due to sabbatical, no apologies required previously discussed and approved by Chair.	DJ
1.2	PP sent apologies due to a work commitment.	
1.3	SW sent apologies and JW stated that she has stepped down from the committee due to work commitments. Action: SW to be removed from Governor register, email and Governor Hub access.	
1.4	DJ apologised for late arrival due to traffic conditions.	
2.	Declaration of interests in respect of items on the agenda	Action
2.1	No declarations declared.	
2.2	JW provided the committee with the definition of declarations of interest.	
3.	Minutes from the previous meeting matters arising on 19th March 2019	Action
3.1	No minutes taken due to clerk’s absence.	
4.	Standards Meeting	Action
4.1	No minutes taken due to clerk’s absence.	

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

5.	Camden Project Group	Action
5.1	JP presented the committee with the Camden Project Group action plan.	
5.2	JP explained to the committee that the Camden Project Group provides additional support for schools that have had a decrease in national standard attainment. The project provides support to increase this. JP informed the committee that Carlton Primary is a part of the board as a result of the decrease in reading attainment in KS2.	
5.3	JP stated that the prepared proposal action plan was sent to John Abbey last week, there has been no response yet.	
5.4	<p>JP informed the committee that Tracey Goldback (TG), a reading specialist for Camden conducted learning walks and reviewed planning with JM and GHB. TG found that some areas in reading requires refining to provide consistency across the school. JW asked JM to provide clarification on points from TG. JM stated that amendments are required in the areas of planning and preparation to simplify reading, making concepts easier to understand for children and that limiting resources to simplify learning and therefore more effective learning outcomes for the children.</p> <p>JM stated that the review that TG conducted was on a new planning format, some teachers were not familiar, while some referred to previous planning framework that created inconsistencies. JM has provided coaching for reading and planning with members off staff. GHB added that it is evident through previous reviews, reading is an area that requires improvement. This is not relating to leadership of reading, but to staff and experience levels and will be a continuous working point.</p>	
5.5	JP advised the committee that one of the actions from TG's visit was to ensure all reading strategies are displayed in all learning areas. This has been completed. Other actions included the adjustment of teachers being explicit in the teaching of reading strategies and encouraging the use of metta language. JP stated that action planning with JM is due 26 th November. The review of planning and monitoring is currently being conducted and that PDM's have been used for coaching sessions for teachers.	
5.6	JP stated that this action is being addressed across the school, not just in KS2 were attainment decreased.	

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

<p>5.7</p> <p>5.8</p> <p>5.9</p>	<p>JP informed the committee that requests have been made within the action plan. JP has requested that TG conducts training sessions (2days) with LSAs at Carlton Primary with the focus of reading. Some LSAs have attended central training, however JP would like to extend this with TG during spring term as an additional resource. JP proposes that on Jessica Brills return from maternity leave, she will cover Year 5 and 6 as additional support (1 day per week) to increase attainment between January-July. JM added that rich text has been extended to Y4 from the Islington Library Service, JP added that this will cost an additional £500.00. JP has also requested that Maggie Greene (MG), Carlton Primary Camden Professional Partner attends an additional 2days (currently 3 days), this is in the proposal to John Abbey and was emailed across last week.</p> <p>JW asked how much money allocation Carlton Primary will receive being a part of the Camden Project. JP stated that she is not aware at this current time, and this will be raised with John Abbey. JW informed the committee that the Chair of Fleet Primary advised her of an additional full time learning mentor as being a part of the project. GHB and JP were not aware of it being an option, JP will enquire.</p> <p>Action: JP to find out about full time learning mentor allocation.</p> <p>JP stated that no half-termly meeting has been conducted, this was arranged previously with the Camden Project Group. JP has followed this up with no response at this time.</p>	<p>JP</p>
<p>6.</p>	<p>Ofsted action</p>	<p>Action</p>
<p>6.1</p> <p>6.2</p>	<p>JP summarised the Ofsted Actions document. JP explains to the committee that changes to Ofsted framework relating to Arts, Geography and History, indicates that the Carlton Creative Curriculum needs to show progression. Caroline Barnett (CB) lead of the curriculum, has been monitored and reviewed the curriculum and planning to assess what adjustments that are needed. CB has conducted one round of monitoring and will continue this process and liaise with SLT.</p> <p>CB identified that there is an increased focus from teachers in planning for the subjects, this is shown in the learning journeys across the school - however it is inconsistent and requires improvement. JP informed the committee that CB made an observation that floor books are not at expected standard and requires improvement. JP stated that CB has joined the DT leads meetings and will continue to attend.</p>	

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

<p>6.3</p> <p>6.4</p> <p>6.5</p> <p>6.7</p>	<p>JP discusses the marking policy review and monitoring. This has indicated that the marking is inconsistent across the school. JP states that bridging comments could be stronger in maths, to challenge learning. JP indicated that this is teacher specific and has seen examples of peer marking. This is being monitored by SLT and middle leaders. Coaching and improvements around marking will be included in performance management. JP notified the committee that training has been external for LSAs, although the main approach will be with TG’s training in spring term with the focus of reading. JW questioned why SLT feels that TG training would be more successful for early reading rather than internal training, GHB clarified that the reason for this as its extra support and provision from the Camden Project and allows the school to use resources elsewhere.</p> <p>JP states that Impact data has not been listed, this will be presented at the coming SIC meeting in the future. AM requested that this item is listed as standing on the next agenda.</p> <p>Action: Ofsted action, impact data to be included as a standing item on the next SIC agenda.</p> <p>JM informed the committee that during her time conducting learning walks, it became clear that there are inconsistencies in relation to reading. JM suggested that small quick fixes are needed – LSAs have plans before lessons and carried through in guided reading lessons.</p> <p>AM queried the recent coffee morning’s engagement with high attendance parents. JP stated that this has been successful and as a result regular attendance coffee mornings have been scheduled. JP explained to the committee that this had been listed as an Ofsted action due to the school falling just under the benchmark. JP clarified that Carlton Primary fell below the benchmark because of individual cases. JP added that bespoke situations are documented that show the attempts made to increase attendance for those pupils, this may not effect benchmark, however is an indication of the actions being conducted. JW questioned the possibility to celebrate progress in the area of punctuality and attendance as well as success from improvements for targeted families. GHB and JP added that they are looking at ways to engage more with those who attendance is rising.</p> <p>Action: To import Impact data to Ofsted action plan and to be placed on the standing list for agenda next meeting.</p>	<p>DJ</p> <p>JP/DJ</p>
---	--	------------------------

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

7.	Check in on Governor meeting dates and visits	Action
7.1	<p>AM provided a reminder for Governors regarding the visits to be conducted. JW informed the committee that some Governors are yet to organise their visit. AM suggested for them to attend dates that there are other events going on during the school year. JW made note of Charul and Tim who did not complete visits the previous academic year.</p> <p>Action: JW to send out a reminder to Governors to complete their visits.</p>	JW
8.	Impact of ACE (Standards and included PP) /BBF	Action
8.1	<p>GHB explained to the committee that the impact data was not analysed before the SIC meeting held on 22nd July 2019. GHB stated she would provide an update at this meeting.</p>	
8.2	<p>GHB provided the committee with a summary document for the data.</p>	
8.3	<p>GHB informed the committee that early years data indicated a slight decrease in attainment from last year, 62% are at good level of development. GHB clarified that the cohort profile is different from previous year, this year PSED is an area of need. This is effecting attainment data and interventions of 6 hours per week is ongoing this term for the cohort.</p>	
8.2	<p>Phonics data displays a decrease from last year, which is below national standards. GHB stated that a large number of children are SEND. There were more children that scored higher in the cusp, however this proved difficult in the phonics check due to the alien words. 3 children are being monitored for reading.</p>	
8.3	<p>There was an attainment increase in KS1 from previous academic year. Reading 67%, writing 60% and Maths 70%. GHB states that analysis shows that this is cohort specific. There is a high level of SEND in the cohort, all children made a good level of progress apart from 2. GHB suggests that there are external factors that have impacted on progress of these children.</p>	
8.4	<p>GHB discusses that there was a significant decreased in KS2 data, standards in reading 51%, writing 73% (5% decrease from last year) and writing 78%. GHB suggests that reading is having an impact on the combined scores and is a concern. GHB states that 70% of children were at scaled score at 90 or above, indicating that reading is there, however more progress is needed. Comparisons are needed of those that achieved a scaled score of 90 to 10, which will then show can progression can be managed to reach a higher scaled score.</p>	

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

8.5	<p>GHB stated that reading stamina is area of concern. Analysis of the reading papers indicate that emotional resilience and reading stamina have contributed to the decrease in scaled scores. JW asked what can be put in place to encourage reading stamina, GHB responded and said a focus is on facilitating the children and teachers understanding about reading stamina. GHB stated that this has initiated at PDM's. GHB suggested that other elements include challenging children that do not have reading stamina to push them to achieve this, and encouraging reading at home. GHB continued to say that reading road maps can also engage children in reading. GHB indicated that inference and understanding of vocabulary is also a factor on this. GHB states that the continuation of encouragement of teachers and children will help with reading stamina and challenge the amount of reading that is being done during the school day. GHB noted that although there was a decrease in scaled scores, progress in KS2 was average, with some children making good learning progress.</p>	
8.6	<p>GHB moves on to discuss year 1-6 data. GHB states that the data shows that there were 13 children that was not SEND, EAL or disadvantage. 4 of those had joined during that last academic year. GHB explains that this has had a direct impact on attainment data. GHB noted that 9 children on roll for more than 1 year, 8 out of 9 were on track and making good progress.</p>	
8.7	<p>GHB explains that the disadvantage group with no additional EAL or SEND are at expected standards in reading writing and maths. EAL children, with no additional SEND or disadvantage are making good progress - scaled scores in the 80's for reading, writing and maths. Attainment is below national standards in early years Phonics and KS1, GHB suggests that this is linked to the high proportion of SEND children. However the data shows that SEND vs SEND nationally make more progress at Carlton Primary.</p>	
8.8	<p>GHB explains that disadvantage analysis show no clear trends across the school. The gap is well below the national gap at Carlton primary.</p>	
8.9	<p>GHB added that there is more analysis available if Governors would like to contact her, she is happy to provide any additional information.</p>	
8.10	<p>AM stated that PP will provide an update on BBF at the next meeting.</p>	

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

9.	Any other Business	
9.1	AM stated that she is now stepping down as Chair and a Governor. Action: AM to be removed from Governor register, email and Governor Hub access.	DJ
10.	Future meetings	
10.1	AM stated that 24 th March is the next FGB meeting	
10.2	AM stated that 28 th January is the next SIC meeting	

Signed: _____

Date: _____