

**A meeting of the School Development Committee of Carlton In Snaith Community Primary School was held at the school on 23 February 2016**

**Minutes**

<b>No</b>	<p><b>Present</b> – Alex Dawson (Chair), Jon Watson (Head), Helen Snowden (Committee Chair). Karen Longfield and Joanne Mackintosh.</p> <p><b>In attendance</b> - Georgina Thomas (clerk).</p> <p><b>A – Action</b> <b>R - Resolution</b></p>	
1	<p><u>Welcome and Introductions</u> All were welcomed to the meeting.</p>	
2	<p><u>Apologies for Absence</u> None and no absences.</p>	
3	<p><u>Confidentiality and declarations of interest, pecuniary or non-pecuniary</u> None identified.</p>	
4	<p><u>Notification of Other Urgent Business</u> None raised.</p>	
5	<p><u>To approve the minutes of the meeting of 20 October 2015</u> The minutes of the meeting were approved as a correct record.</p>	
<b>Res</b>	<p><b>That the minutes of 20 October 2015 be approved.</b></p>	
6	<p><u>Matters arising</u> None.</p>	
7 & 9	<p><u>Pupil Performance and Curriculum and Assessment updates</u> Assessments were carried out in December in maths and reading and will be repeated in March and again in the Summer term. The data will be provided to governors as soon as it is available and performance data will be available to review at the next SDC meeting.</p> <p>The Sheffield Stat system is being used and staff are all positive about this means of assessment as it should allow for more frequent and ongoing tracking.</p> <p>Q. How often will it be used? A. This system can be used daily which is very positive for all as it will allow staff to keep as close an eye as possible on progress. Staff are being trained on it next week.</p> <p>The Head spent some time describing the changes in the new assessment system to governors and it was acknowledged that the current period is one of slight uncertainty in terms of measuring attainment.</p> <p>In terms of progress, the recent tests led to a review of each child's progress and</p>	

	steps have been put in place where identified necessary. Further Pupil progress review meetings will follow in late March or early April	
<b>Res</b>	<b>That pupil performance data be reviewed at the next SDC meeting.</b>	
8	<u>Review of School Development Plan (SDP) and Priorities</u> The SDP had been circulated to governors in advance of the meeting. Governors agreed that the sections on Teaching and Learning and Assessment be the focus of this committee. The Head talked governors through the salient features and governors agreed the contents and the priorities. It was agreed that the SDP be a working document that is subject to regular review with staff targets closely linked.	<b>Head</b>
<b>A</b>	Point 2 of the action plan for assessment will be amended to refer to “pupil achievement” and sections of the SDP were identified as appropriate to publish on the website.  Q. How often should we look at the SEF? A. This should be reviewed half termly and the SDP will form part of the SEF. The Head intends for the SEF to be produced by the end of the Summer term.  Q. Are all subject leaders nominated monitoring roles? A. Yes and they are all going to be asked to report to governors at specific intervals over the year. This will be very informative for governors and will also give CPD opportunities for staff.  The SDP will be a regular item on the agenda for this committee.	
10	<u>Policies relating to school development</u> The following policies were ratified: Behaviour; EYFS; Administration of Medicines; School Information/Data Protection.	<b>Head</b>
<b>A</b>	A condensed version of the Behaviour Policy will be created for supply staff.	
<b>A</b>	The Head will bring an updated version of the Home School Agreement (HSA) to the FGB next for ratification. Pertinent points in the Administration of Medicines policy will be included in the HSA.	<b>Head</b>
<b>Res</b>	<b>That the HSA be brought to the FGB meeting next; That the following policies be ratified: Behaviour; EYFS; Administration of Medicines; School Information/Data Protection.</b>	
11-12	<u>Reports on Pupil Premium and Sports Premium</u> To be deferred to FGB meeting next.	
<b>Res</b>	<b>That PP and SP Reports be deferred to FGB next.</b>	
13	<u>Link governor visits</u>	<b>AD</b>
<b>A</b>	AD has carried out the Safeguarding Audit with the Head and a record of visit will be provided.	
<b>A</b>	HS has worked with the Head on the creation of the SDP and a record of visit will be provided. HS will also finalise the timetable of governor visits and circulate it to governors.	<b>HS</b>

<p><b>A</b></p> <p><b>A</b></p> <p><b>A</b></p>	<p>Governors acknowledge the need to ensure a robust system of governor visits that are well evidenced and productive. It was agreed that termly visits should be achieved and all recognise the value in these visits being well planned with clear objectives where possible. The timetable of governor visits should assist in ensuring such visits.</p> <p>Link governors will also make plans to meet their subject leaders and were encouraged to attend the training session on Sheffield Stat.</p> <p>The need to fill current vacancies was discussed as a priority and will be brought to the FGB meeting next for an action plan to be drawn up. In the meantime, AD will draw up a letter to send to local companies to try and get some interest from outside the school and immediate community.</p> <p>The clerk will assist HS in sourcing a template new governor induction pack.</p> <p>Governors will also check availability to attend a visit from EDA, Helen Davey, and mentor Head, Rick Weights.</p>	<p><b>All</b></p> <p><b>Clerk AD</b></p> <p><b>Clerk HS</b></p>
<p>14</p>	<p><u>Pupil numbers and staffing provision</u>  There are currently 166 children on roll. Recent departures have been mainly for geographical reasons but one is the result of reasons that, whilst not reflective of the school itself, are linked to the school community.</p> <p>Early predictions of numbers for next year are not very positive as yet with only nine children applying to Carlton as a first choice. It is expected that, based on current predictions, next year's reception class will be a cohort of twelve. 23 children are due to leave year 6 resulting in a net loss of eleven.</p> <p>Governors and the Head discussed the concerns about outward mobility being high but it was felt that this is not a direct reflection on the school. Furthermore, the local playgroup has confirmed that the upcoming year is a low cohort year as numbers are low in the village in general.</p> <p>Governors were advised of the need to keep a focus on this but were advised that a more definite position will be known in April once school places have been notified.</p>	
<p>15</p>	<p><u>Items Identified at item 4 and AOB</u>  None.</p>	
<p>16</p>	<p><u>Dates of next SDC Meeting</u></p> <p>The next SDC meeting is to take place on 7 June 2016 at 6pm.</p>	