

<p>Richard Potter provided an overview of the School Improvement Plan. Governors had set out some detailed questions on the plan, and these would be added to the plan. There were four priority areas:</p> <ul style="list-style-type: none"> • Developing the application of verbal and written reasoning skills to maths and English; • Continuing effective partnership working with quad schools; • Developing the teaching and assessment of speech and language; • Embedding a new method of teaching reading and writing – ‘DERIC’. <p>8. Governors asked who was leading on the speech and language priority, and Richard Potter confirmed that this was being taken forward by the senior leadership team collectively. Marilyn Rivett would undertake a monitoring visit to focus on this priority.</p> <p>9. Richard Potter provided an overview of the ‘DERIC’ method of teaching reading and writing. This was a structured programme based on the principles of metacognition. The method had been brought to Home Farm by one of its teachers, and had been trialled in school and modelled by two of the quad schools.</p> <p>10. Governors asked what the outcome of the trial had been, and Richard Potter explained that the cohort involved had been assessed to be comparable overall to the cohort above them. Governors asked how teachers differentiated using the method. Differentiation was achieved in a number of ways, including through the input given before the reading. Some of the less able readers would focus on certain areas of the method, such as the decoding. Governors asked how staff felt about the method, and staff members present noted that it was early days, but it had been positive so far, and there were parallels between the method and the skills focus within KS2 SATs.</p> <p>11. Governors agreed that Emily Hale would undertake a monitoring visit focusing on the use of DERIC; that Hugh Crayston would undertake a visit focusing on the Viking topic; that Stephen Lefley would carry out health and safety monitoring visits; and that Marilyn Rivett would visit to review the Single Central Record.</p> <p>12. Turning to other areas of the Headteacher’s report, Governors asked whether the KS2 SATs results had been as expected by the leadership team. It was noted that the results had been slightly better than expected; the class had been prepared well. The maths reasoning paper had been very difficult, and this was an area in which there could be some improvement. The data looked positive in comparison to national data and other consortium schools.</p> <p>13. The Governing Body discussed progress and attainment in other areas of the school, and this discussion is recorded separately. Progress and attainment were discussed in detail by staff on a child by child basis during standards meetings, and Governors were welcome to come and observe these meetings. It was agreed that Caroline Croydon would observe standards meetings on behalf of the Governing Body.</p> <p>14. Marilyn Rivett commented on the safeguarding training which had been delivered to staff and Governors on the inset day on 4th September, and confirmed that the Headteacher had covered whistleblowing in the staff training and that staff were clear about these procedures.</p> <p>15. Governors asked how partnership working with the ‘quad’ schools was working. Richard Potter explained the areas of focus and confirmed that there was scope for positive impact and outcomes.</p> <p>16. Governors discussed planned inset days. Due to changes in the plans for partnership</p>	<p>Action – Monitoring visit focusing on speech and language; DERIC; topic; health and safety; and the single central record to be undertaken.</p>
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<p>working with other local schools, the inset day scheduled for 30th October was no longer needed, and Richard Potter explained that he would like to change this to 20th December. Holidays which had already been booked would be honoured and absences which fell into this category would be recorded as authorised absences. The Governing Body agreed to this proposal, and Marilyn Rivett noted that she had asked to see detailed plans for training on the inset days. The Governing Body noted that there was one final inset day to be confirmed and this would be chosen after the January inset day, so that the area of focus could reflect any needs emerging at that time.</p> <p>17. Governors asked a series of questions about the use and cover of preparation, planning and assessment (PPA) time. It was noted that all teachers were eligible for PPA time worth 10% of their classroom time commitment. The use of supply teachers to cover PPA time was prohibitively expensive, so a cover supervisor arrangement was used, often involving two staff members working in partnership. The staff members knew the children and the school, and were often more effective than supply arrangements. Governors asked how these arrangements were monitored and Richard Potter provided an overview of the monitoring and observation which was in place.</p>	
<p>Strategic issues</p> <p>18. The Governing Body discussed Essex County Council's plans for the expansion of Home Farm, and this discussion is recorded separately.</p>	
<p>Update from the Chair of the FAM / HR Committee</p> <p>19. The Committee would be meeting on 27th September, and a further update would be provided at the next meeting.</p>	
<p>Residential trips</p> <p>20. The Governing Body discussed the plans for the Year 6 residential visit to Kingswood. The risk assessment had been sent to County and a response was awaited. Four staff members would be taking part in the visit. The Governing Body agreed that Marilyn Rivett should review and approve the risk assessment as soon as it was available.</p>	<p>Action – Chair to review risk assessment for residential visit.</p>
<p>Updated policies for approval</p> <p>21. The Governing Body considered and approved the updated safeguarding policy.</p>	
<p>HFSA fireworks display</p> <p>22. Tracey Khan provided an update on HFSA plans for a firework display to take place on 2nd November. Now that it was clear that building work would not be happening on site in November, the HFSA was working to deliver a display. Detailed plans were available from previous displays, and the company being used knew the site and the plans well. It would be important to identify a team of 12 marshalls who could be appropriately briefed and trained before the event. The Governing Body noted the plans and agreed that it would be happy for the display to go ahead as long as there were sufficient marshalls.</p>	
<p>Any other business</p> <p>23. At a previous meeting, the costs of Educational Psychologist support had been discussed, and Governors discussed whether there was scope to purchase such services privately. Some information was provided about possible costs, and Richard Potter would consider this further.</p>	
<p>Date of next meeting</p>	

24. The next meeting would take place on 28 November, starting at 7pm.	
Confidential discussion 25. Governors who were staff members left the meeting at this point, and there was a confidential update from the Pay Committee. This discussion is recorded separately. The meeting closed at 8:55pm	