



MINUTES OF THE DRIVE TEAM MEETING PART 1

NB:

Highlight the following within the text.

Decision:

Action:

Question:

| Date | Friday 10 November 2017 at 4pm | | | | | | | | | | | | | | | | | | | |
|--------------------------|---|-------------------|-------------|--------------------------|------------------|-------------------|----------------------------|----------------------|-----------------------------|-----------------------|---------------------------|--------------------|--|--------------------|--|--------------------------|--|-----------------------|--|--|
| Venue | Principal's Office | | | | | | | | | | | | | | | | | | | |
| Present: | <table border="1"> <thead> <tr> <th>Name</th> <th>Role</th> </tr> </thead> <tbody> <tr> <td>Claire McColville</td> <td>Principal</td> </tr> <tr> <td>Kathy Iles</td> <td>Executive Principal</td> </tr> <tr> <td>David Gilbert</td> <td>Vice Principal/SENCO</td> </tr> <tr> <td>Hilary Bunting</td> <td>Teaching Assistant</td> </tr> <tr> <td>Dave Taylor</td> <td></td> </tr> <tr> <td>Vicky Rolls</td> <td></td> </tr> <tr> <td>Rev Linda Isiorho</td> <td></td> </tr> <tr> <td>Trudy Thompson</td> <td></td> </tr> </tbody> </table> | Name | Role | Claire McColville | Principal | Kathy Iles | Executive Principal | David Gilbert | Vice Principal/SENCO | Hilary Bunting | Teaching Assistant | Dave Taylor | | Vicky Rolls | | Rev Linda Isiorho | | Trudy Thompson | | |
| Name | Role | | | | | | | | | | | | | | | | | | | |
| Claire McColville | Principal | | | | | | | | | | | | | | | | | | | |
| Kathy Iles | Executive Principal | | | | | | | | | | | | | | | | | | | |
| David Gilbert | Vice Principal/SENCO | | | | | | | | | | | | | | | | | | | |
| Hilary Bunting | Teaching Assistant | | | | | | | | | | | | | | | | | | | |
| Dave Taylor | | | | | | | | | | | | | | | | | | | | |
| Vicky Rolls | | | | | | | | | | | | | | | | | | | | |
| Rev Linda Isiorho | | | | | | | | | | | | | | | | | | | | |
| Trudy Thompson | | | | | | | | | | | | | | | | | | | | |
| Apologies: | No apologies | | | | | | | | | | | | | | | | | | | |
| Absent: | None Absent | | | | | | | | | | | | | | | | | | | |
| In attendance: | Amanda Rundle | Note Taker | | | | | | | | | | | | | | | | | | |

The meeting met its quorum

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| AGENDA ITEM 1 | Welcome and Apologies for Absence |
| Discussion | CM welcomed the team and all team members introduced themselves. |
| Action | |
| AGENDA ITEM 2 | Drive Team Vacancies and appointments and structure |
| Discussion | CM discussed the urgent requirement of appointing a Chairperson for the Drive Team. Roles and responsibilities were discussed. KI informed the team that the Trust will be putting together a training package specific for the Drive Team (noted: there will be a difference between government and trust training) |
| Action | Rev Linda Isiorho and Trudy Thompson have agreed to take up this appointment of chair on a shared basis |
| Discussion | CM proposed the possibility of a new member to be appointed to the Drive Team. The name put forward was Mrs Fran Westaway, who previously worked at the school and has a vast amount of knowledge and experience. |
| Action | Drive Team members all agreed she would be an excellent choice as a community member. CM will contact Mrs Westaway regarding the appointment. |
| AGENDA ITEM 3 | Declaration of Business & Pecuniary Interest |
| Discussion | CM discussed the importance of registers of interest. |
| Action | All registers of interest have been completed and signed. |
| AGENDA ITEM 4 | Minutes of previous Drive team meeting |
| Discussion | The last minutes were reviewed. Rev LI proposed that she would be happy to take on the RE role. |
| Action | The Drive Team all agreed. |
| Discussion | CM discussed the use of What's App for all Drive Team communications and asked for thoughts on this. |
| Action | Drive Team agreed it was a useful communication tool. It was agreed to email any communication to Rev LI until her What's App was in use. |
| AGENDA ITEM 5 | Actions and impact from action log |
| Discussion | |

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| Action | |
| AGENDA ITEM 6 | Policies |
| Discussion | CM informed the team there were no policies to discuss at this current meeting, however, the Trust were reviewing the policies on attendance, whistleblowing and behaviour. |
| Action | CM will bring these policies to the next meeting. |
| AGENDA ITEM 7 | Training |
| Discussion | CM informed the team that staff would be receiving Stonewall Training on Monday 13 th November. |
| Action | |
| AGENDA ITEM 8 | Website |
| Discussion | KI has audited the school website and highlighted areas which needs to be looked at. The main areas would be the school results and governance sections. |
| Action | CM and AR will update as appropriate. |
| AGENDA ITEM 9 | Principal's RIR Report |
| Discussion | <p>CM had sent the Drive Team a copy of this report prior to the meeting.</p> <p>CM discussed reviewed the report with the team, highlighting and discussing key areas.</p> <p>Contextual information was discussed: pupil numbers on role, the requests received for new places in Years 1 and 2 and that we are currently full.</p> |
| Action | CM will provide a rolling report which will be updated at each meeting. |
| Discussion | CM informed there were no more changes to the staffing structure at present. |
| Action | |
| Discussion | <p>CM discussed the effectiveness of leadership and management, taken from the RIR, in-line with the Academy Development Programme.</p> <ul style="list-style-type: none"> that 2 members of staff (Nicole Floyd/Bryony Drewett) would be taking part in the Ambitious Leaders course on the 17 November David Gilbert has taken up the role of Facilitator for Ambitious Middle Leaders across the Trust covering all the ALAT schools. DG discussed briefly how he would see this role as a supportive one where he would be able to offer advice and feedback to staff. |

Monitoring Staff:

DG will be developing an overview to track staff progress.

Rev LI questioned "How comfortable are staff at being monitored and scrutinised?"

CM informed the team that staff are getting used to this and act well on advice given. This is a developmental process for staff and enhances effective teaching. DG talked of how the school are helping staff to review their own teaching practices by giving the example of Nicole Floyd having the opportunity to observe other classes which has had an impact on her own teaching. CM talked about the the positive impact of supporting each other and bringing middle leaders into this. HB commented on how useful feedback marking training was from a Teaching Assistant's perspective.

My Concern:

CM discussed with the team the move to recording information on the new system 'My Concern' and how paperwork is still being used during the transition. CM clarified that lots of staff were using this trackable system.

TT questioned "Is it straightforward to use?"

CM informed the team how it works and that they were very happy with the system. CM and DG sees all entries on the My Concern system and can see that it is tracked safely, securely and very confidential.

CM proposed that a another training session was needed for staff.

DT questioned "Is it CM and DG's responsibility to deal with all concerns?"

DG/CM both commented that yes they were primarily the main staff to deal with all concerns and that although the concerns were logged, it was important for staff to approach them in person as well.

TT questioned "What is the biggest challenge with the new system?"

DG replied that using both systems at the moment was a challenge.

TT questioned "Why the risk and possible barriers entry was not completed?"

CM is currently reflecting on this area and will feed back.

Leadership Actions – Performance Management

This cycle has been completed but the performance management outcomes needed to be added to RIR.

CPD for staff needs to be added to on item 3.6 of the report. Staff meetings that are delivered will be added.

Parental Engagement

CM reported EYFS held a reading and writing afternoon for parents which was poorly attended. EYFS have an open morning pending and 2 parents evenings have happened across all classes through the school. A consideration was made that a lot of parents work and it is hard for them to attend events.

Rev LI questioned "Could we live stream for parents?" and VR questioned "If we should target parents in a more direct way for those who really need it?"

CM informed the team that Tara Kerley was leading on parental engagement and is currently looking at how we can improve using research. CM also commented that they were looking at Pupil Premium children and how they can support those children and parents. Historically we have offered workshops but maybe we

need to invite certain groups of parents rather than open invite.

DT commented "We need to send out invitations", Rev LI suggested "incentives", VR suggested "colouring, activities for other children, childcare".

TT raised the issue of communication and how we need to improve communication from discussions she has had from other parents. TT feels that parents come across barriers, ie, entering the school, making calls, etc. TT thinks we have good communication. CM commented that communication is a key issue and that she will be putting the Drive Team on the newsletter mailing list.

HB questioned "whether facebook could have the newsletter added to it?". TT stated "school information could be shared on the shop window/shop facebook and village shop website". VR suggested sending invites to events on facebook.

TT was enthusiastic about the "growth mind set strategy that the school is developing" and has caused a lot of discussion in the community. TT commented on the importance of this current topic and how children had an intense conversation with the children on the issue of bullying. CM praised our teacher Broni Jones in her lead on this area and the positive effective this had on the children. DT commented "a lot of time has to be spent on developing social media". CM stated it was difficult to keep on top of it.

A discussion took part regarding sharing information with staff which raised issues of safeguarding of staff.

Sports Premium/Pupil Premium

This report was sent to the Drive Team prior to the meeting and needs to be looked at by everyone.

VR thought it was a very strong report. CM reported that Broni Jones is responsible for this area and is currently looking at "Healthy Living" status. We have bid for a £10,000 grant for the development of the playground. We are currently working with Playground Solutions to help with the bid. We would like to develop an outdoor gym. HB is working with children on 2 competitions for designs in the playground and field. HB is contacting Angel Trails to look at the possibility of a mountain bike track in the field. TT mentioned she also had contacts. CM proposed this could also link with "non stop tri" who will be using the school in the holidays to train children in triathlon skills, this also will provide a revenue for the school..

Rev LI questioned "Is there any other physical activities we could promote and offer other than sports, like dance?"

CM informed the team Alice Walker is a Dance Teacher we use to offer clubs at the school.

DT questioned "Looking at the curriculum, are we covering what we need, which will cover all skills?" CM explained that we are mapping skill progression across the curriculum

Quality of the Teaching

CM reported 90% of teaching was currently good with 10% requiring improvement.

VR questioned "How have we improved with the Year 6 spellings?"

CM reported progress going forward, that spelling was an issue but this is now being addressed, monitored and tracked on a weekly basis. Age related spellings are being assessed with a 2 prong attack to improve this. Spelling lessons are taking place daily for 30 minutes and challenges are happening for each child.

TT questioned "How could we help parents engage?"

CM informed the team that advice has been given on newsletters on helping your child with homework.

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| | TT is keen to assist with this through the village shop, ie, spelling competitions. CM will liaise with Bryony Drewett, English Lead, and ask her to make contact with TT. |
| Action | <p>CM to organise extra training for staff on My Conern</p> <p>CM to reflect on the risk and possible barriers on the RIR report and bring to the next meeting</p> <p>PM outcomes need to be added to the RIR report</p> <p>CPD for staff needs to be added on item 3.6, to include meetings</p> <p>Drive team need to be added onto newsletter mailing list</p> <p>Bryony Drewett to make contact with TT regarding assisting with spellings through village shop</p> |
| AGENDA ITEM 10 | Attendance/Safeguarding |
| Discussion | CM reported Nigel Shaddick from the Trust had been in and discussed the policies. CM informed the team of the attendance tracker and how this monitors attendance on a weekly basis. Attendance is good but maintaining attendance is a key priority. Our attendance is above the national average but tracking and keeping attendance up to date is important. |
| Action | |
| AGENDA ITEM 11 | Data Drop (Report compiled by DG) |
| Discussion | <p>DG addressed the team with his report and discussed the data drop. He conveyed it was a tricky first term and that there are 5 points of progress but 6 data drops. The main points were:</p> <ul style="list-style-type: none"> • Pupil progress meetings have happened with each teacher to discuss individual children and how we can support them. The teachers have produced provision maps to aid progress. • EYFS – different areas have been looked at where we were lower last year. Children coming in with lower base lines with reading/writing skills compared to previous years. |
| Action | |
| AGENDA ITEM 12 | Training |
| Discussion | <p>KI asked the Drive Team at ARC level what are our training needs? Once established a package will be put together.</p> <p>CM reported that the skills audit will need to be looked at.</p> <p>KI questioned “Have all members of the Drive Team had safeguard training?” She informed the team that Nigel Shaddick will be running training at Fowey in January for those that need it.</p> |

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| | <p>Rev LI commented that as many of the team as possible needed to attend this course. CM informed the team that it would be relevant and interesting.</p> <p>KI also commented that after attending the training the team would be able to bring further questions to the meeting.</p> |
| Action | <p>Drive Team to assess training needs for next meeting</p> <p>Drive Team to put forward names of who will attend Safeguarding Training</p> <p>CM will inform Drive Team when date and time available</p> |
| Discussion | Any Other Business |
| Action | <p>Richard Sloan report was discussed</p> <p>CM identified the main points the school were looking at in relation to this report:</p> <ul style="list-style-type: none"> • Middle leadership • Deeper look at Pupil Premium Children – CM/DG are investigating poor attendance, layers of barriers and what are our responsibilities are to these children. • Spelling <p>Since the last inspection:</p> <ul style="list-style-type: none"> • All areas have improved since last inspection • Quality and teaching standards have improved • Senior leadership has improved. <p>This was a very positive report.</p> |
| Date of Next Meeting | Friday 19 th January 2018, 4pm in the Principal's Office |
| Action | CM to provide any information for the Drive Team for the meeting by the 12th January |

There being no further business the meeting closed at 7pm

Appendix 1 – Drive Team Action Tracker

(To be used for all drive team meetings)

Date:

| Carried forward/pending actions | | Who | When | Actual Impact (detail) | Completed (date) and by whom |
|---------------------------------|--|-----|------|------------------------|------------------------------|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| New actions | | Who | When | Actual Impact (detail) | Completed (date) and by whom |
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |

MINUTES of the Drive Team meeting

Of the xxx School

On xxxxx

Signed by: _____ (Chair)

Date: _____

MINUTES of the Drive Team meeting

Of the xxx School

On xxxxx

Signed by: _____ (Chair) Date: _____