



MINUTES OF THE DRIVE TEAM MEETING PART 1

NB:

Highlight the following within the text.

Decision:

Action:

Question:

Date	Friday 19 January at 4pm	
Venue	Thrive Room	
Present:	Name	Role
	Claire McColville	Principal
	Paul Baker	Executive Principal
	David Gilbert	Vice Principal/SENCO
	Hilary Bunting	Teaching Assistant
	Vicky Rolls	
	Trudy Thompson	
	Fran Westaway	
Apologies:	Dave Taylor	
	Rev Linda Isiorho	
Absent:	As above	
In attendance:	Amanda Rundle	Note Taker

The meeting met its quorum

AGENDA ITEM 1	Welcome and Apologies for Absence
Discussion	<p>CM welcomed the team and all team members introduced themselves.</p> <p>CM also welcomed Fran Westaway who has joined the Drive Team.</p> <p>Apologies for absence where given by Dave Taylor and Rev Linda Isiorho.</p> <p>CM also announced Dave Taylor has informed her, he would like to step down from the Drive Team. The whole team agreed this would be a great shame due his wealth of knowledge.</p>
Action	CM will have a discussion with DT.
AGENDA ITEM 2	Declaration of Business & Pecuniary Interest
Discussion	No changes were reported.
Action	
AGENDA ITEM 3	Minutes of previous Drive team meeting
Discussion	Minutes of the previous meeting were reviewed by the Drive Team.
Action	The Drive Team all agreed they were a true and accurate account.
AGENDA ITEM 4	Actions and impact from action log
Discussion	<p>CM highlighted and discussed specific items from the Drive Team Action Tracker (RIR, appendix 1)</p> <p>(7) Stonewall Training</p> <p>CM informed the Drive Team all staff have a knowledge of all training. CM/DG are pulling together an action plan which encompasses all training. CM provided an overview of LGBT training to the Drive Team and how this relates to our school. CM also discussed how staff can deal with any situations that arise in using the training.</p>
Action	CM/DG to produce action plan of training.
Discussion	<p>(8) Complete hard landscaping around garden area</p> <p>CM reported the landscaping had been completed with new chippings.</p>
Action	

Discussion	(10) Parental Questionnaires (on-line format) CM reported parent questionnaires had been sent out on-line (Survey Monkey). The analysis has been completed with very positive feedback. A discussion took place within the Drive Team regarding the findings. Some of the questions had a high percentage of "Don't knows" which is mainly due to the question not being applicable to their child. This maybe something that needs reviewing on the next questionnaire and may require different wording on some of the questions. PB noted on the questionnaire analysis that he felt there was strong support towards the school from the parents. CM agreed with PB and felt the school had good relations with parents.
Action	Future questionnaire wording to be reviewed in order to eliminate/reduce "Don't know" responses.
Discussion	(12) Prepare file for Ofsted CM reported these files have been prepared and have summary information on all key areas. VR questioned "Where are we with Ofsted?" CM responded we can expect an inspection anytime. PB commented we are ready and HB felt we are all doing well and this needs to be reflected in the feedback from Ofsted.
Action	
Discussion	(14) Whistleblowing and Behaviour Policies CM asked PB "Where the trust was with these policies?"
Action	This was going to be looked into and emailed to CM to be personalised by the School.
Discussion	(16) CM to reflect on risks and barriers on the RIR VR acknowledged these had now been added.
Action	
Discussion	(19) Drive Team needs to be added onto newsletter mailing list Some of the Drive Team were not receiving the weekly newsletter. The school office has had a recent change of school administrator and the full handover has now happened and this will be noted. DG suggested it may also be good practice to text all parents to ensure they are still receiving their weekly newsletter by email or if they required a paper copy. TT is also happy to have weekly copies of the newsletter available in the shop for the wider community to become more aware of what is happening at the school. TT fed back how the community links to the school and how the village shop is a great link to both school and community. VR commented how a lot of ex-pupils use the shop. PB also felt the village shop could provide a great resource for the children in many areas, ie, from a business perspective. HB questioned "Could we spread the newsletter to other places, ie, local post offices, surgeries thus informing an even wider community on what the school is involved in?"
Action	School to email newsletters to Drive Team weekly. AR to text parents regarding regular newsletters.

AGENDA	Policies
ITEM 5	
Discussion	<p>The Drive Team viewed the ALAT and Bright Tribe Complaints Policy.</p> <p>PB talked through the process with the Drive Team from Appendix 2 of the Policy which provides a flowchart/summary of the various stages.</p>
Action	<p>CM will forward the new Complaints Policy to the Drive Team after it has been personalised by the school.</p> <p>AR will add the new Complaints Policy to the website.</p>
AGENDA	Principal's RIR Report
ITEM 6	
Discussion	<p>Characteristics of Pupils</p> <p>CM reported to the Drive Team that we have had 2 children leave and transfer to an academy with specialist provisions. We are also anticipating 3 children to start at the school after February half-term.</p> <p>VR raised the question "Do we need to enter the national comparisons on the table 2.1?"</p> <p>CM replied "yes we needed to," DG commented "the SEND report has got the national figures noted on this".</p> <p>VR questioned "Is this something that Ofsted will look at?" CM agreed they would. PB provided the national comparisons and this was added direct to the RIR Report. It was also noted at the meeting whilst the school is well below for percentage of pupils from minority ethnic groups, we do however, have a high deprivation percentage; 7% come from a deprived area which is a significant group.</p>
Action	CM/DG to research and investigate stability percentage
Discussion	<p>Parental/Community Engagement</p> <p>CM reported we have a fantastic list of engagements with parents and the community which are listed in 3.7 of the report. TT asked "Could the village shop be added to this list also?"</p>
Action	CM to add engagements with the village shop to the next RIR report.
Discussion	<p>Quality of Teaching</p> <p>TT asked "Are the spellings any better?" CM reported that this was improving. LM has put together an impact report which shows the improvement. It is very positive and practises that have been put into place are working. Children are aware of the expectations of good spelling and handwriting and know this is very important. Book scrutiny shows excellent presentation. TT put forward that she would like to do something in the village shop which could help.</p> <p>PB suggested it would be an excellent idea for members of the Drive Team to come into the school and review how they feel it is working. TT and FW are keen to do this and a date was set for them to visit the school.</p> <p>TT also provided good feedback from Growth Mindset.</p>
Action	CM to liaise with BD (Bryony Drewett), English Lead.

AGENDA ITEM 7	SEND Impact Evaluation (Report compiled by David Gilbert)
Discussion	<p>VR noted in the Autumn Term Data Analysis that Year 5 seemed to have lower statistics. DG reported that all staff have written case studies to show impacts, ie, this what I am doing for these children to help them improve. He also commented that the current Year 5 children are a lower attaining group. However, the progress data is excellent. CM pointed out that maths is a big strength at Tywardreath School. TT questioned "Why is that?". CM responded "originally maths was a real weakness" and DG stated "maths was the first thing we got involved in after the last Ofsted visit." CM stated "we had a clear plan for maths, Liz McCormick attended some great training to help the school in this area. A lot of training happened externally and internally"</p> <p>CM/DG reported to the team that the weekly staff meetings with the teaching assistants are more consistent to planned training sessions. DG spearheaded this style of meeting and we have come a long way with good training and knowledge that staff take an active part in. HB also commented from a teaching assistant's perspective, how good the training is. CM also stated that behaviour support meetings also happen once a month for support staff. The support staff are on the front line and we now have highly trained and experienced teaching assistants. CM also commented "How we are going to improve is by doing it together." TT said she feels that happens at the school.</p> <p>Pupil Premium Children</p> <p>DG talked about the Pupil Premium group of children to the Team and commented that CM and himself are trying to develop ways of tracking interventions that work to support children. Precision Teach has made greater progress in all areas. This is a 1:1 at least 3 times a week with children. This has proven to be very motivational for these children. HB talked about how she implements this and how it works for her children. DG talked through the impact of interventions on the pupil progress chart. PB commented that the red areas on the report stand out and that the actual statistics are good. This was changed on the report.</p> <p>VR questioned "Is the Year 5 a focus in the report?" CM responded "They are not a specific focus. The focus is on all year groups."</p> <p>Pupil Voice Questionnaire</p> <p>HB was involved in this area and shared her findings with the staff. Highlights of some of the interesting comments made by the children is that 1 pupil felt not challenged in maths which consequently has led to changes in practice and children are talking about growth mindset. TT commented that it is good to get this feedback. DG commented that there will be another monitoring round next week.</p>
Action	DG to add in focus on Year 5 in the teaching and learning section.
AGENDA ITEM 8	School Improvement
Discussion	CM reported this is captured in the RIR report and the updated academy development plan. A key priority is to look at the early years curriculum next. We have a very talented early years practitioner who has had Year 1 experience previously and so knows Year 1 expectations and how to get children in EYFS ready for that year group. The question we will be asking ourselves is what do we want and where should the bar be set.
Action	

AGENDA ITEM 9	Drive Team Visit Reports
Discussion	<p>These were received by CM from TT. TT/FW is booked for the QA on spellings, growth mindset and safeguarding. This was positively supported as a good practice by the Team.</p> <p>A small discussion took place as to who would take over DT's area/responsibilities? A suggestion was made that FW could take safeguarding.</p>
Action	TT/FW to visit the school.
AGENDA ITEM 10	Training
Discussion	<p>HB attended Drive Team training. This covered the change from the old style of a Governing Body to becoming a Drive Team. She reported the training informed her of the expectations of the Drive Team and knowing your role. PB informed the Drive Team that Jackie Eason will be dealing with Drive Team training and would be good to liaise with.</p> <p>Nigel Shaddick will be giving safeguarding training and a date is yet to be set.</p> <p>PB encouraged visits from the Drive Team to the school or even other schools.</p>
Action	CM to liaise with Nigel Shaddick with regards to safeguarding training
AGENDA ITEM 11	ARC Board
Discussion	<p>2 dates have been set for the ARC (Accountability Review Challenge) meetings. TT as Chair has volunteered to attend one.</p> <p>PB also outlined to the Drive Team how the accountability works.</p>
Action	
AGENDA ITEM 12	Any Other Business
Discussion	<p>HB questioned "If Ofsted arrives prior to the next meeting, would we need another meeting?"</p> <p>CM would like the Drive Team to come and talk to Ofsted. TT and VR volunteered to do this. TT asked the question "Is there anything she should prepare for?" PB responded that she should know the school well and be able to pinpoint what we are doing well. The quality of the school systems; being in school seeing how this works is important. Have a good knowledge of safeguarding and attendance. You should also know how you hold the Principal to account and provide that challenge. CM also commented it is good for the Drive Team to challenge her and DG about what they are doing. CM will have a chat with DT to encourage him to still maintain an</p>

	<p>involvement if possible.</p> <p>TT questioned “Do Ofsted provide parents questionnaires?” CM responded that they do via Parent View.</p> <p>PB thanked CM for her continued hard work. We have strong, good practices which are very inspirational and a positive reflection of where we are.</p>
Action	CM to investigate Parent View and how to encourage parents to complete. Maybe small cards encouraging parents to have a voice.
Date of Next Meeting	Friday 20 th April 2018, 4pm in the Principal’s Office
Action	CM to provide any information for the Drive Team for the meeting by the Wednesday 18th April

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: _____