



MINUTES OF THE DRIVE TEAM MEETING PART 1

NB:

Highlight the following within the text.

Decision:

Action:

Question:

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| Date | Wednesday 13th June 2018 at 4pm | |
| Venue | Principal's Office | |
| Present: | Name | Role |
| | Claire McColville | Principal |
| | Paul Baker | Executive Principal |
| | David Gilbert | Vice Principal/SENCO |
| | Hilary Bunting | Teaching Assistant |
| | Rev Linda Isiorho | |
| | Fran Westaway | |
| Apologies: | Vicky Rolls | |
| | Trudy Thompson | |
| Absent: | As above | |
| In attendance: | Amanda Rundle | Note Taker |

The meeting met its quorum



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| AGENDA ITEM 1 | Welcome and Apologies for Absence |
| Discussion | <p>CM welcomed the team.</p> <p>Apologies for absence were given by Vicky Rolls and Trudy Thompson. Sadly Trudy has taken the decision to step down as a member of the Drive Team due to other commitments.</p> |
| Action | CM to send a letter to thank her for her valued contributions on the Drive Team. |
| 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. |
| Discussion | <p>Investigation of changing the school day up-date</p> <p>Rev LI questioned “What was the progress on this investigation?” CM reported that a presentation was made to the teachers, followed by a consultation period. A meeting was then held without CM and DG, but chaired by Liz McCormick to discuss the proposal. The outcome of this meeting was that the concerns were outweighing the positives. Rev LI asked for a summary of what the teachers felt about this idea. CM feedback the concerns highlighted was would just attending the Friday morning have an effect on attendance encouraging more absences on this day, is Friday afternoon a good productive time at the end of a busy week and how would it effect the part-time staff. The positive feedback was that it would reduce TA stress levels and make it more productive having all staff together.</p> <p>Ultimately it was important for the proposal to have the full support of staff but as a group it was decided that the decision to change the school day would not happen at this moment.</p> |
| Action | |
| Discussion | <p>Grants</p> <p>PB discussed the possibility of the school gaining some money through the ‘Sugar Tax’. The Trust will receive £5,000 - £7,000 which the school are able to make a bid for. Grant criteria will apply.</p> <p>HB raised the subject of the proposed Cycle Track as a possible use for this funding. HB has emailed Jason at Wadebridge School and is waiting to hear about costs, etc. PB asked the question “Could this ‘sugar tax’ be match funded to help towards this?” Rev LI commented that the Co-op is an avenue to explore, FW suggested contacting Eden and HB raised the question “how do we get our school on the Tesco charity donation scheme”. It is suggested that getting in touch with the Community Champion maybe a good idea.</p> |

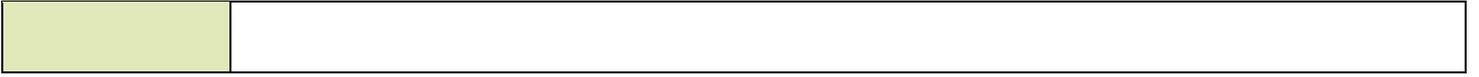
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| | CM is in contact with Jon Rolls and will be shortly having a meeting to discuss other avenues regarding development and the Par Running Track. |
| Action | CM to meet with Jon Rolls and feedback at next meeting |
| Discussion | <p>Impact Report from FW</p> <p>Annual Safeguarding Report 175/157</p> <p>FW and CM spent considerable time completing this report which was then sent to County. The Safeguarding Audit which happened in January aided the compiling of the report. The school received positive feedback from the report. One of the actions highlighted was the need of a Whistleblowing Governor who should not be a member of staff.</p> |
| Action | <p>Rev LI and FW were jointly appointed as Whistleblowing Governors.</p> <p>CM to send Rev LI and FW the whistleblowing policies.</p> |
| Discussion | <p>Impact Report from FW</p> <p>Absence Policy</p> <p>FW and CM reviewed and updated this policy. CM reported that support staff attendance had considerably improved this term. PB had arranged for Neo/HR representatives to attend a meeting. They gave some excellent advice including comparing reported illness to absence requests which was very helpful. The Bradford Formula was also discussed which can be used for regular staff absentism. CM felt that the vast majority of staff were concerned about taking time off.</p> <p>CM felt that we needed to make a full commitment to the 'Return to Work' meetings. CM questioned "could this be done by other staff?" PB felt that CM should take these meetings on a more official level making them subjective and it would also provide her with an overview of what is happening. These meetings will happen after any period of time absent.</p> |
| Action | CM/AR to update the Absence Policy and circulate to all staff. |
| Discussion | <p>Health and Safety Audit</p> <p>FW and CM have started working on this audit and will continue looking into this. A review is due at the end of September.</p> |
| Action | CM/FW to set another meeting date |
| AGENDA ITEM 4 | RIR Report (now known as STRAP) |
| Discussion | <p>IT Safety</p> <p>Rev LI raised concerns and questioned "how do we keep children safe with information technology highlighted in the press with the concerns of the popularity of the game 'Fortnite'?" CM reported we have run Stay Safe Workshops with the children at the school which covered the topic of gaming. Information has been sent to parents introducing the TootToot platform which has lots of information and help for parents. PB suggested that maybe the PCSOs could come into school to talk to the parents but CM reported this had happened but was not well supported. CM informed the team that the school would like to develop the website to make it a more used</p> |

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| | <p>resource with an area for parents to use for help and advice. HB commented that Anthony White (IT lead) does a lot of work with the children talking about internet safety. CM emphasised that we want to create an 'open philosophy' with the children so that they can be open and talk about what they are using the computer for. Safeguarding our children is high on the agenda with regards to IT.</p> |
| Action | |
| Discussion | <p>Overview of the STRAP Report</p> <p>PB provided the Drive Team with an overview of the purpose of the STRAP report. This is the Principal's report to the Drive Team. It is important for the Drive Team to know the relevant information and challenge the Principal on the content of this report. As of next year, there will be 6 reports throughout the year. The report will contain regular sections which can be built on.</p> <p>PB discussed the use of the report with the ARC. In section 2 (School Termly Report: Action and Priorities Summary) Principals must steer the Drive Team members to the important issues and ask members to look at these issues/items in more detail. This is the key information as a summary only.</p> |
| Action | |
| Discussion | <p>Health and Safety Training for Staff</p> |
| Action | <p>CM to organise training</p> |
| Discussion | <p>Pupil roll number increase</p> <p>PB commented on our recent increase in pupil numbers. CM was pleased to report that 18 new children had started this year. Rev LI asked "what are the practical things we do to settle the children in and the effect it has on class sizes?" CM replied initially parents and the child have a tour of the school, they will know who their teacher will be before they start and get to meet them and see the classroom. The class teacher will organise a friendship group to meet them on the first morning. DG explained that parents of any children with additional needs will have a meeting with him to discuss their child's situation and needs and smooth transition of paperwork will happen between schools. CM explained that parents will meet DG after a few weeks to ensure the child has settled in and that we are doing everything required to support them. DG added that we operate an 'open door policy' for parents to come and talk at anytime.</p> <p>CM also feedback to the DT that if number continue to rise this will have an impact on class size numbers. In September we are expecting approx. 292 (44 children joining the EYFS). 45 is our PAN and we currently have a waiting list for years 1 and 2. Next year our class sizes will be approx. 30 in KS1 and 30-33 in KS2. PB commented that popularity comes with it's challenges but it's a good positive situation. Rev LI questioned "how does PAN get set?" CM responded that County will send a letter each year to confirm our PAN but is ultimately the decision of the Trust Board. PB stated that if we wanted to change our PAN we could but it needs to go to the trust. CM reported that we do have space at the school to extend to another classroom. We may increase our classes from 10 to 11 if numbers keep rising. PB can see this situation happening.</p> |
| Action | |
| Discussion | <p>Staffing</p> <p>CM reported that Mr Dicken has now left and in September staff will change around slightly. KS (current EYFS teacher) will move to year 1 and that we have appointed Liz Julian, an NQT, to become the replacement EYFS</p> |

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| | <p>teacher. DA (currently year 1 teacher) will be moving to teach year 3. Rev LI asked “are they happy about this?” CM replied that an audit was conducted to ask staff what areas did they have a strong interest in. Following up on the response of this audit, it was decided to switch around a couple of teachers which has worked favourably.</p> <p>CM and DG have been working hard to develop a clear middle leadership model of expectations and practice. DG has been on a middle leadership course and is well trained in this area. CM reported that we have a lot of experienced staff and talked about the analogy of who would we need around the table to talk about what’s happening in each area around the school. CM, DG and LM are going to be working alongside middle leaders and coaching them. CM felt it was important for middle leaders to be paired as it provides a stronger way of working and forces a more collaborative way of sharing ideas and supporting each other. CM also reported that we are changing our structure but only tweeking it by developing the middle leaders roles and responsibilities. PB asked “do we have job descriptions for these leads? Ali Honey could help with this.” CM and DG thought this was a good idea. Rev LI asked “do they have a salary increase?” CM responded that no there will be no salary increase but those staff that have the greatest responsibility will have increased non contact time. PB explained that the positives for taking on these responsibilities was time, support and CPD.</p> <p>Leavers</p> <p>Rev LI asked “are we doing exit interviews?”, CM replied that we do.</p> <p>Maternity Leave</p> <p>One member of staff will be on maternity leave starting September. Interviews are happening next week for post.</p> |
| Action | CM/DG to compile a CPD strategy |
| Discussion | <p>Initial Teacher Training Programme</p> <p>Martin Watkins from the Learning Institute met DG and CM to discuss having trainee teachers working in the school starting in September. This is a positive thing for the school and we are very happy about this happening. PB commented that this builds on the capacity in the school and we also get some funding. CM replied that staff are really excited about this happening and that we will be able to have initial meetings with them to assess their suitability.</p> |
| Action | |
| Discussion | <p>Catering system review</p> <p>CM is currently consulting with Issy Newcombe regarding the job description to appoint a new member of staff for the kitchen. Ali is currently compiling a job description and advert for this role.</p> |
| Action | CM/AH to compile job description and advert |
| Discussion | <p>Review of Data Tracking/MIS System</p> <p>It was agreed that Pupil Asset had it’s strengths but also had considerable weaknesses. We have now come to the end of our 2 year period with Pupil Asset and seems highly likely that the school will be going back to SIMS. Tracking will be done by Stat On-line . This new system will be quick and efficient providing tracking facilities and reports to support school systems. Information from Pupil Asset can move over to SIMS in a day. PB said he is working with Jason Hurr on this and will also be looking at it from a Trust perspective. This is to be implemented to start 1st September.</p> |

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| Action | |
| Discussion | <p>Monitoring of Teaching</p> <p>CM reported the next round is coming soon and other colleagues are coming to join us. This will be a joint multi trust observational round with Tim. PB explained that systems are tight and secure here and would like this replicated across other schools.</p> |
| Action | |
| Discussion | <p>Parental Engagement</p> <p>We have lots happening this term: school summer fayre, pre-school forest school visits, new parent meetings. Rev LI commented that the school receives a lot of positive comments from the community.</p> |
| Action | |
| Discussion | <p>Pupil Premium</p> <p>CM reported that our PP children are doing really well.</p> <p>This term has been busy with a lot of time taken up around year 6 SATs, supporting children with year 2 SATs, phonic screening tests, EYFS moderation which has been positive. The year 2 moderators are also coming in on Monday. Some year 6 children have taken part in science sampling (random children chosen). Rev LI asked "how were those children chosen?" CM responded that a list was supplied with prior attainment, SEN, PP. CM also added a lot of in-house moderation also goes on termly. We are trying to do a more formal structure starting with assessment week, pupil progress meetings and getting interventions started. 2 meetings are going to be set aside to get to grips with writing.</p> <p>HB raised the topic of uniform and helping our PP children by getting donations of uniform and re-selling very cheaply. FW suggested a stall at the Summer Fayre and maybe adding to the newsletter. HB also asked the question "can we offer music lessons free to PP children?" PB suggested that maybe the Music Hub can help with this.</p> |
| Action | <p>Investigate into music lessons for our PP children</p> <p>Look at way to recycle old uniform, esp blazers.</p> |
| Discussion | <p>Exclusions</p> <p>PB asked "How are we managing this?" CM responded that both children had been placed in specialist provisions (Acorn Academy) and were no longer on our school roll.</p> |
| Action | |
| Discussion | <p>Attendance</p> <p>CM reported attendance tracking is going well. PB raised the question "Are we meticulous in our management of attendance or is this because children just like coming to school?" CM replied that it was a mixture of both. We are very proactive in taking action when children are absent from every day calling, principal house visits, etc. PB commented that Nigel Shaddick will be coming to visit in July and we should have a think about any concerns we wish to raise with him.</p> |

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| Action | |
| Discussion | <p>Conversion of Thrive to TIS</p> <p>CM commented on how positive it is to have Julie Harmison working with us in converting to TIS. Julie will be running some parent workshops next week. Universal screening training will happen with staff soon. CM stated that it was important to have a consistent approach in school towards children.</p> |
| Action | |
| Discussion | <p>Predicted Outcomes Report</p> <p>CM reported we have a good mix of children. The new joiners; a third of the children are at age-related expectations and the rest are below. We are confident that the children that are below will thrive with us and make good progress. We have had very positive comments from parents of the new children. CM was concerned about whether we should have some funding set aside for unexpected arrivals of ECHP (statemented children). Something to think about.</p> <p>Rev LI thanked CM for a very good STRAP report.</p> |
| Action | |
| AGENDA ITEM 5 | School Improvement |
| Discussion | <p>CM reported to the DT that the next plan would be to look at English and the reading processes.</p> <p>Staff training would also be happening on safeguarding and the curriculum day.</p> |
| Action | |
| AGENDA ITEM 6 | Any Other Business |
| Discussion | <p>Merger</p> <p>PB addressed the Drive Team regarding the the stop to the merger. He commented that our 5 local trust schools had been through challenging times which throws you all together. Our schools are very supportive of each other. During the parent meetings regarding the merger it was evident that there is a real strong feeling within the community. He felt it was important for their voices to be heard and this was taken to the Board. The Rev LI commented that maybe these articulate people should be encouraged to come onboard and support the school in a more active role. PB replied that we should look at the skills of people around us to help and that we shouldn't be in a hurry to recruit new DT members.</p> |
| Action | |
| Date of Next Meeting | To be advised (proposed September) |
| Action | CM to provide any information for the Drive Team prior to this meeting. |



There being no further business the meeting closed at 6.00pm



