



## MINUTES OF THE DRIVE TEAM MEETING PART 1

NB:

Highlight the following within the text.

Decision:

Action:

Question:

<b>Date</b>	<b>Friday 20<sup>th</sup> April at 4pm</b>	
<b>Venue</b>	<b>Thrive Room</b>	
<b>Present:</b>	<b>Name</b>	<b>Role</b>
	<b>Claire McColville</b>	<b>Principal</b>
	<b>Paul Baker</b>	<b>Executive Principal</b>
	<b>David Gilbert</b>	<b>Vice Principal/SENCO</b>
	<b>Hilary Bunting</b>	<b>Teaching Assistant</b>
	<b>Vicky Rolls</b>	
	<b>Trudy Thompson</b>	
	<b>Rev Linda Isiorho</b>	
<b>Apologies:</b>	<b>Fran Westaway</b>	
<b>Absent:</b>	As above	
<b>In attendance:</b>	<b>Amanda Rundle</b>	<b>Note Taker</b>

The meeting met its quorum

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<b>AGENDA ITEM 1</b>	<b>Welcome and Apologies for Absence</b>
<b>Discussion</b>	CM welcomed the team.  Apologies for absence were given by Fran Westaway.
<b>Action</b>	
<b>AGENDA ITEM 2</b>	<b>Declaration of Business &amp; Pecuniary Interest</b>
<b>Discussion</b>	No changes were reported.
<b>Action</b>	
<b>AGENDA ITEM 3</b>	<b>Minutes of previous Drive team meeting</b>
<b>Discussion</b>	Minutes of the previous meeting were reviewed by the Drive Team.
<b>Action</b>	The Drive Team all agreed they were a true and accurate account. It was also agreed that the confidential minutes would be emailed to the Drive Team prior to the meetings.
<b>AGENDA ITEM 4</b>	<b>RIR Report (now known as STRAP)</b>
<b>Discussion</b>	A discussion was conducted regarding the benefits of a summary sheet at the front of the report. PB also conveyed the importance of the Drive Team to bring questions to the meeting to challenge CM, holding her to account.  The Drive Team Tracker was also discussed and PB questioned CM as to where the DT visit and impact reports were stored. CM informed the DT that these reports were stored safely and securely in a designated file in her office.  PB also questioned is there are system for sharing these reports? CM responded that these reports would be shared at the meetings. PB raised the question of the reports being emailed out to the DT but Rvd LI felt this may be too much information with the current reports, etc that they receive.
<b>Action</b>	
<b>Discussion</b>	<b>School Improvement</b>  Rev LI had emailed a range of questions challenging the Data Analysis and the Attainment Overview. Rev LI felt attainment in certain year groups in various areas were encouraging and good but questioned why there was a dip in attainment in certain other areas? CM responded that we look at the national expectations and aim to be above those statistics, which mainly we are, however, sometimes it can only take a couple of children with lower attainment to affect this. PB commented that this is a starting point for us. CM explained that our data is healthy in the school but we need to get more children into the mastery stage. Our Year 1 children unfortunately are our lowest attaining cohort this year. DG explained we are holding Pupil Progress meetings next week. The Year 1 children will be tested on their phonics in the coming week which will highlight how we can best support them.

	<p>CM mentioned it could be a training issue in certain areas when it comes to the age-related data. Rev LI asked whether the percentages and number of children could be put into the raw figures. Rev LI also commented that Pupil Progress data was impressive and congratulated the school. CM summarised to the DT the Year Group progress: EYFS – making huge progress, Y1 – Sats predictions border line on national averages, Y2 – several bright children but a few with behavioural issues, Y5/Y6 are small year groups but Y6 Sats predictions are healthy.</p>
<b>Action</b>	CM to include percentages and numbers of children in raw figures
<b>Discussion</b>	<p><b>Impact of SEN/Vulnerable Groups</b></p> <p>CM reported that this term those groups had an effect from large staff absence. The staff absence is as follows: Autumn Term: Teaching (3 days) Support (80 days) Spring Term: Teaching (6 days) Support (176 days). If the appropriate number of staff aren't in this means there is an effect on the intervention groups as there is no cover. CM questioned whether she need to look into the Staff Absence Policy. Unfortunately the staff sickness has been genuine. Attendance figures for those children where also down for those terms due to a lot of illness. Fortunately some staff have been covered with insurance.</p>
<b>Action</b>	
<b>Discussion</b>	<p><b>Interventions</b></p> <p>Rev LI asked the question what interventions do we use to improve children's attainment? Do we involve the older pupils helping the younger ones, as this can be productive and positive. Do we do peer to peer assessment as again this has proven to be positive? DG responded that we do a lot of peer assessment and we do positively promote this. Some classes have had older children coming down with the younger children. Rev LI also challenged what are we offering with extended writing?, ie, Daphne DuMaurier Festival, children going to read with adults? TT said the Trecarroll Nursing Home would be interested. Rev LI thought it would be good practise to extend into the community, sharing with the older generation. CM said some of the extended writing ideas they are using is writing across the curriculum in other subjects, making the curriculum a bit more flexible. HB commented that the generational slant on the topic covered this term helped with the connection. PB felt this adds value and breadth of the curriculum. Rev LI asked the question how do we anonymise exemplar material? CM explained we are careful to ensure names of children are not on the work especially when this is shared across the Trust.</p>
<b>Action</b>	
<b>AGENDA ITEM 5</b>	<b>Safeguarding Audit</b>
<b>Discussion</b>	CM informed the DT that this has been emailed to FW to go through and to challenge CM on anything regarding this audit.
<b>Action</b>	
<b>AGENDA ITEM 6</b>	<b>Absence Policy</b>
<b>Discussion</b>	<p>CM has asked FW to review our Absence Policy and to challenge our procedures.</p> <p>VR asked if we have a formula for absence? PB replied that we consult with Cornwall Council regarding absence</p>

	advice. Rev LI felt the return to work meetings should be a clear proforma on the policy and could the DT help? PB informed the DT that it was the responsibility of the Principal/Line Manager to be involved in this. TT also offered to assist in looking at this policy.
<b>Action</b>	<b>CM/FW/TT to review Absence Policy</b>
<b>AGENDA ITEM 7</b>	<b>Grants</b>
<b>Discussion</b>	<p>TT has been approached by a member of staff, JS, about looking into grants for outdoor equipment and forest school. HB suggested looking into the Par Big Local and supermarkets.</p> <p>TT asked what sort of money are we looking at raising and what do we need to buy? CM responded that we needed to be cautious and should be something that the school agrees to and not just an individual requesting assistance. CM also added we are awaiting a lottery grant for £10,000 towards an outdoor gym. We are also looking at developing our grounds and this would need a considerable amount of thought as we use the grounds for so many events. Rev LI said we need to have a clear vision of what we need the money for and to involve the community.</p> <p>HB said that she is keen to develop a mountain bike track. VR suggested contacting Wadebridge School as they do a similar thing. VR's husband is very involved with Par Running Track and suggested it would be worthwhile talking to him with ideas. TT questioned whether the school do a lot of events with the running track? CM responded that we do but will liaise with Jon Rolls for advice.</p>
<b>Action</b>	<b>CM to contact Jon Rolls for advice</b>
<b>AGENDA ITEM 8</b>	<b>ARC Meeting Feedback</b>
<b>Discussion</b>	Rev LI said the meeting was informative and gave her an overview of the operation of the Trust.
<b>Action</b>	
<b>AGENDA ITEM 9</b>	<b>Any Other Business</b>
<b>Discussion</b>	PB finds it difficult to attend meetings on Fridays due to other commitments
<b>Action</b>	<b>CM proposed an alternative day for the meetings that suited all members.</b>
<b>Date of Next Meeting</b>	Wednesday 13 <sup>th</sup> June at 4pm
<b>Action</b>	<p><b>CM to provide any information for the Drive Team prior to this meeting.</b></p> <p><b>CM to email FW and Rev LI date and time of next meeting.</b></p>

There being no further business the meeting closed at 6.50pm.

