



<b>Liskeard Hillfort Primary School</b>		
<b>Minutes of the Drive Team Meeting Part 1</b>		
<b>Date</b>	<b>Monday 18<sup>th</sup> September 2017</b>	
<b>Venue</b>	<b>Liskeard Hillfort Primary School</b>	
<b>Present:</b>	<b>Drive Team</b> <b>Name</b> Mrs S Berne Mrs W Birkbeck Mr S Borlase Dr T Cook Mrs K Crowther Mrs J Deacon Mrs S Pike Mrs K Podmore Mr D Woolley Mrs R Gale	<b>Role</b> Drive Team Chair Drive team Member Staff Drive Team Member Principal Drive Team Vice-Chair Drive Team Member Drive Team Member Drive Team Member Drive Team Member Clerk
<b>Apologies:</b>	Mr A Mawby	Drive Team Member
<b>Absent:</b>		
<b>In attendance:</b>	Mrs K Eyre Mrs V Greenaway Mrs K Isles Miss V Morrison	Assistant Principal Achievement Lead Executive Principal Deputy Principal

The meeting met its quorum.

<b>AGENDA</b>	<b>Welcome and Apologies for Absence</b>
<b>ITEM 1</b>	
<b>Discussion</b>	The Chair welcomed members to the first meeting of the new academic year. Apologies were noted and accepted as above.
<b>AGENDA</b>	<b>Declaration of Business &amp; Pecuniary Interest</b>
<b>ITEM 2</b>	
<b>Discussion</b>	There were no changes to the register of pecuniary interests.
<b>Action</b>	

<b>AGENDA ITEM 3</b>	<b>Minutes of previous Drive team meeting</b>
<b>Discussion</b>	The minutes of the previous meeting were approved as a true and accurate record of proceedings. The Chair signed the minutes.
<b>Action</b>	
<b>AGENDA ITEM 4</b>	<b>Presentation of documents SEF, School Development Plan, Pupil Premium Review, Pupil Premium Strategy, Sports Premium Strategy, Drive Team Action Plan, Monitoring reports from Drive team members</b>
<b>Discussion</b>	<p>The above documents were circulated to the committee prior to the meeting and discussed in turn.</p> <p>SEF- TC gave an overview of the demographics of the school compared to national percentages. It was noted that there were 371 pupils on roll. Some of the more challenging children has left over the summer. The committee focused on the Effectiveness of leadership and management section of the document (pg3), rated 3 by Ofsted. TC outlined the key actions to ensure the judgement would be a 2 including changed focus of SLT, creation of a tier of subject leaders within middle management and further training packages; rewriting of governance terms of reference, focussed drive team training and liaison with senior colleagues. Strategies to further improve quality of teaching, learning and assessment included a number of packages to iron out inconsistencies in teaching and performance plans, changes to the marking policy, and curriculum planning to ensure rich texts are embedded in curriculum. Behaviour management continued to be of utmost importance, aided by therapeutic provision and the new behaviour system Class Dojo and zero tolerance of weak work. IEPs had been rewritten to strengthen targets (short and long term). Impact of these actions would be monitored and were already effective in many cases.</p> <p>Pupil Premium Strategy – it was noted that there were some new activities included in this year’s PP plan including using funds to pay for a proportion of the Assistant Principal to support teachers in Years 3, 4 and 5 and maintain high quality of teaching and learning including improving results for PP children.</p> <p>Sports Premium Strategy documented the school’s plan to effectively spend the sports premium grant of £20k.</p> <p>Drive Team monitoring reports – the Chair thanked KP and JD for their recent monitoring visits to the school. The positive reports were noted.</p>
<b>Action</b>	
<b>AGENDA ITEM 5</b>	<b>Safeguarding</b>
<b>Discussion</b>	VG reported that in order to ensure that our safer recruitment were consistent, the drive team would be asked to complete an application form again and references obtained, unless they were covered by a Term of Assurance. Application packs were circulated to members for return to the Clerk as soon as possible.



	<p>The committee had received the following policies prior to the meeting, and members present, signed to confirm they had read and understood each document:</p> <ul style="list-style-type: none"> <li>• Trust Whistleblowing policy</li> <li>• What to do if you're worried a child is being abused: Advice for practitioners</li> <li>• Trust policy for the Prevention of extremism and radicalisation</li> <li>• Keeping children safe in education, Part 1.</li> <li>• Disqualification under the Childcare Act 2006</li> <li>• CAPH Keeping children safe in education child protection and safeguarding policy</li> <li>• Working together to safeguard children</li> <li>• Trust Child protection policy</li> </ul> <p>VG circulated dates for annual Child protection training and Prevent training. Members signed up if they had not previously completed the training.</p> <p>VG reported that the school would be using a new safeguarding package in school 'My Concern', a secure, web-based system for recording and managing safeguarding concerns in an educational setting. WB confirmed that LSCC were already using the system.</p> <p>It was noted that Gooseberry Planet was being rolled out across the school, a teaching tool/gaming technology to help children learn about internet safety.</p> <p>VG reported that the school had received feedback from the Section 175 form submitted to County. The extensive form documented the school's duties to ensure the safety and welfare of children. Feedback was very positive and the school is compliant.</p>
<b>Action</b>	<p>Complete a drive team application form as appropriate. References to be obtained where a member is not covered by a Term of Assurance.</p> <p>Child Protection training and Prevent training to be completed by Drive team.</p>
<b>AGENDA ITEM 6</b>	<b>Health and Safety Update</b>
<b>Discussion</b>	<p>VM reported that:</p> <ul style="list-style-type: none"> <li>• She was significantly concerned that the site was not compliant with fire regulations. This was particularly in relation to fire doors not being fixed properly after the new corridor flooring was laid. KI agreed to urgently contact Peter Keeling, ALAT Facilities Manager.</li> <li>• The first fire drill of the new academic year had been held last week and had proceeded quickly and smoothly. This was the first drill for the new children in Reception.</li> <li>• Fire marshalls were undergoing training on 4<sup>th</sup> October by the Cornwall Fire Service. All staff would receive fire awareness training on the same day as a twilight session.</li> </ul>



	A member reported that they were concerned about the filed skip in the carpark and the close proximity to the school. This, together with the filled recycling area, was an arson risk. TC reported that this would be resolved as a priority.
<b>Action</b>	KI to contact Peter Keeling about urgent resolution to fire doors.
<b>AGENDA ITEM 7</b>	<b>Summary of Progress and Attainment of Pupils</b> <b>a) In relation to KS1 and KS2 results plus in-year progress for all years in 2016-17</b> <b>b) Explanation of what data will be used to assess progress in 2017-18</b>
<b>Discussion</b>	<p>Following the publication of the national statistics, KE circulated a revised document 'Attainment data comparison to Cornwall LEA and sponsored academies 2017' and outlined some key aspects:</p> <ul style="list-style-type: none"> <li>• The national combined KS2 % was 61%, Cornwall LEA 59%, Sponsored academies 52% and Hillfort 50%. A contentious marking decision had not gone in Hillfort's favour, affecting our overall combined core which would have given us 52%, in line with the Sponsored academy percentage. This similarly affected the Reading data.</li> <li>• The impact of improved teaching throughout the school should result in a year-on-year improvement in attainment.</li> <li>• The school continued to focus on vulnerable groups.</li> <li>• Start of year baseline data was being distributed to teachers.</li> <li>• There was five data drops per year, and KE was continually monitoring attainment after each drop. For example, at data drop 5 in July 2017, the Maths attainment expected for Year 3 had fallen away by one sub-stage, this children were now receiving quality first teaching and be back on track by data drop 1. In Year 2, some children had dipped below their EYFS predictions and Phonics intervention was already in place. A member asked how many parents agreed to their children attending intervention. It was confirmed the majority attended.</li> <li>• KE offered session to the drive team to support their understanding of data.</li> </ul>
<b>Action</b>	
<b>AGENDA ITEM 8</b>	<b>Teaching, Learning and Curriculum changes for the coming year</b> <b>-How they are expected to impact on attainment particularly of vulnerable groups (PP, SEND, Y3 &amp; 4, Boys, more able)</b>
<b>Discussion</b>	<p>KE reported that the school had re-mapped the curriculum as they were no longer using the Cornerstones curriculum. The new curriculum was broad and balanced with a clear progression of skills, to engage boys in particular in writing. Exciting educational trips and residentials were planned to enhance the curriculum and pupil experience. Parents would have the costs of the optional residentials imminently to enable budgeting.</p> <p>A member questioned whether the school had completed an evaluation following the Camp Kernow residential in July 2017 for Years 2 and 5, compared to those pupils who had remained</p>



	<p>in school. It was noted that as these trips were so close to the end of term, an evaluation had not been completed.</p> <p>TC reported the INSET day training focusing on philosophy for children was excellent. This approach linked to PSE, enabling children to gain confidence. The school would evaluate the impact of this approach.</p> <p>Accelerated Reader, an online tool for monitoring and managing independent reading, would be launched after the October half-term.</p>
<b>Action</b>	
<b>AGENDA ITEM 9</b>	<p><b>Drive Team next steps</b></p> <ul style="list-style-type: none"> <li>• <b>Drive team meetings running order</b></li> <li>• <b>Plans for next year, visits and reporting</b></li> <li>• <b>Training</b></li> <li>• <b>Raising our profile in school with parents and staff</b></li> <li>• <b>Governance review</b></li> </ul>
<b>Discussion</b>	<p>a) KI noted that the RIG (Rapid Improvement Group) report was being simplified and would be known as the RIR – Rapid Improvement Report. This report would feed into the Drive Team agendas and monitoring visits.</p> <p>b) The Chair asked the committee whether they could attend the Cornwall Council Governor Conference on 18<sup>th</sup> November. The details would be circulated again. Training was also being held on 12<sup>th</sup> October at Truro College from 2-7pm.</p> <p>c) A member reported they were having difficulties logging into the Modern Governor training modules as they had previously had a guest login to complete the trial.</p> <p>d) The committee discussed how to raise the profile of the Drive Team with parents and staff. A photoboard was recommended in the main foyer area. The Chair agreed to write an insert for the school newsletter about the Drive Team and their responsibilities.</p> <p>e) It was noted that a Governance Review would be held w/c 16<sup>th</sup> October by an external inspector.</p> <p>f) Drive team responsibilities had been slightly revised. A n updated list would be circulated.</p>
<b>Action</b>	<ul style="list-style-type: none"> <li>• Photoboard of Drive Team members to be displayed in main foyer.</li> <li>• Chair to write insert for school newsletter about Drive Team.</li> <li>• ‘Meet the staff’ event to be organised.</li> <li>• Circulate drive team responsibilities list</li> </ul>
<b>AGENDA ITEM 10</b>	<b>Premises/ICT</b>
<b>Discussion</b>	<p>TC reported that:</p> <ul style="list-style-type: none"> <li>• A caretaker had now been appointed. Subject to safer recruitment checks, Mr Tandy would be starting as soon as possible and his role would have a significant impact on the site.</li> </ul>



	<ul style="list-style-type: none"> <li>• The ICT budget was largely spent including the replacement of projectors with new screens, two wireless trollies, banks of laptop and ipads. The Principal confirmed he was pleased with the progress with IT.</li> <li>• A new adventure playground had been installed</li> <li>• The installation of the new sensory room was imminent.</li> </ul>
<b>Action</b>	
<b>AGENDA ITEM 11</b>	<b>Finance</b>
<b>Discussion</b>	It was noted that the first Finance meeting of the year would be held shortly. A report would be discussed at the next Drive Team meeting.
<b>Action</b>	Await Finance report.
<b>AGENDA ITEM 12</b>	<b>Any Other Business</b>
<b>Discussion</b>	A member enquired whether the school would be involved with the town's St Matthews Fair on 30 <sup>th</sup> September to engage with the local community. TC reported that the school would not be attending but it was hoped the school would be submitting art entries to the Liskeard Show in Jul.
<b>Action</b>	
<b>AGENDA ITEM 12</b>	<b>Date of Next Meeting</b>
	Monday 6 <sup>th</sup> November 2017 at 6.00pm

The meeting closed at 8.00pm.



## Appendix 1 – Drive Team Action Tracker

(To be used for all Drive Team meetings)

Liskeard Hillfort Primary School

Date: 18<sup>th</sup> September 2017

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	Drive team to complete new application forms and references obtained.	All			
2	CP training and Prevent training to be completed				
3	Urgent resolution to fire doors	KI	Urgent		
4	Drive team photoboard in foyer	Clerk			
5	Information in school newsletter about Drive Team	SB	04/10/17		
6	'Meet the staff' event		TBC		

