**Holly Park School – Progress Committee Meeting Agenda Date : 26/2/18**

Present:- A Pelham, J Hassan, D Kelly, A Ballam Davis, F Vettiankel, F Quinton, M Michael, S Thomas, C Wischhusen, T Graveney, G Birthill

Apologies:- H Dindoyal, B Van Dyke

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| **AGENDA ITEMS** | **KEY DISCUSSION POINTS** | **ACTION (who? /timescale?)** |
| 1. Terms of Reference for this committee | This a new committee replacing the Achievement committee.  Its purpose is:  1. to link to the Head Teacher’s report,  2. To give every governor responsibility for outcomes and to know it in depth.  The membership is the chairs of each committee. The chair will be the chair of governors. It will run twice a year – mid year and the end of the year. |  |
| 1. SIP Outcomes | A governor asked about marking. AP reported that this had not been progressed yet but the policy would be revisited before the end of the year. She said marking was not a strategic item but that governors should monitor its effectiveness. Helen Morrison our LNI suggested HPS was not always effectively marking for progress or time saving. More investigation will be done into it. | SMT to revisit marking policy. AP to see what other schools do. |
| 1. SIP Leadership and Management | A governor asked if staff would be happy to communicate directly with governors? AP said yes.  AP explained about book scrutiny. A governor asked how long it takes? A: weeks A governor asked if the SMT was happy with the rigour of the scrutiny? A: Yes | FV to attend book scrutiny once a year.  AP will report on the trails of impact in book scrutiny in the Headteacher’s report. |
| 1. SIP Teaching and Learning | A governor asked if cross curriculum planning was new? A: No, but it is very important because of Ofsted framework.  Next year it will be about the assessment of foundation subjects. |  |
| 1. SIP Personal development, behaviour and welfare | MM reported that parent workshops in resilience had started and 27 people have signed up.  A governor asked if HPS does staff surveys? A: No.  A governor asked what happens if staff have an idea? A: There are staff meeting with no agenda where ideas are raised. Held for everyone. |  |
| 1. SIP EYFS | EY are to spend some of the sports grant on outdoor equipment for the upper body. | MM researching equipment. |
| 1. SIP Overall effectiveness | Some have been achieved - Links with a Spanish school, Safer Internet Day, parent workshops.  Enterprise council probably won’t happen because of lack of time. |  |
| 1. SIP Anti bullying | This wouldn’t normally be on the agenda but is because of recent incidents. Also more resources have become available. The staff have done a lot of online training. |  |
| 1. SIP Attendance | New ideas have been implemented to improve attendance and punctuality which are working. A governor questioned whether reception had been included in the attendance figures? A: Yes – reception attendance was skewing figures. Every child will get a letter about their attendance and at parents’ evening they will get a breakdown of dates. |  |
| 1. Roles and responsibilities of governors moving forward | A governor queried whether we need to clarify roles and what the expectation of that role is? | ABD, FV and AP to clarify roles. |
| 1. AOB | There will be a new policy on data protection. |  |
| 1. To take to full govs | 1 Governor roles and responsibilities  2 Terms of reference for the committees. |  |