

Minutes for Chulmleigh Primary School Academy Advisory Group

16th November 2022 2pm, Remote Meeting

Attendees	Position	
Nicky Willis	Director (Chair of AAG)	NW
J Smale	Parent AAG Advisory Member	JS
Lully Newman	HoS (CPS)	LN
Sarah Healey	Deputy Executive Headteacher	SH
Angela Elston	Clerk	AAE
Apologies		
Michael Johnson	Executive Headteacher	MJ

Agenda	Led by
1. Welcome and Apologies	NW
2. Business Interests	NW
3. Terms of Reference	NW
4. previous Minutes – agree and sign	NW
5. Matter’s Arising	NW
5. Safeguarding Update	LN
6. H&S Update	LN
7. Attendance	LN
8. Progress with School Improvement	SH
9. Pupil Performance- achievements and Progress	LN
10. AOB	JS
11. Date of next meeting	NW

	ITEM
1	Welcome and Apologies Apologies received from Michael Johnson
2	Pecuniary and Non-Pecuniary interests None declared.
3	Terms of Reference All agreed to adopt the AAG Terms of Reference, as circulated with the agenda. Review of all Terms of Reference will be undertaken this year. ACTION: AAE to start review process.
4	Previous minutes- All agreed AAE to file
	<p>Matter Arising:</p> <p>NW asked with regards residentials where are we with those.</p> <p>LN replied we asked the year 6 parents if they would prefer enrichment or residentials all but 5 replied. SH will be making a decision on this.</p> <p>NW agreed this was a good way to move this issue forward.</p>

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	<p>NW asked there was an issue regarding administering medication to pupils how has this been addressed?</p> <p>LN answered we have a new system in place which is working well. Child has a badge to highlight. Medication is kept in the fridge nearest their classroom. Found that this is working well. A message is sent out to staff via A Harris in reception as we found that Classcharts was problematic and if on registers causes confusion as well.</p>
5	<p>Safeguarding Update</p> <p>LN updated the group. Neglect has been the largest area of concern. Usually highlighted from a gut reaction from teachers and support staff or identifying a child that may be coming to school smelly and dirty. There have been a lower number of issues this term which is good.</p> <p>NW asked Jess how do you feel regarding safeguarding.</p> <p>JS replied Great that the school feel confident in identifying. By discussing here helps us to see the understand the volume of work this is for the staff.</p>
6	<p>Health & Safety Update</p> <p>LN fed back to the group. In TP absence TH has been overseeing the health and safety, the committee wanted to thank TH for her excellent work in keeping this vital role happening whilst still having a separate full-time role as Business Manager for the Trust.</p> <p>There have been termly walkabouts of the site to identify any areas of concern. Lots of work has been carried out to both the inside and outside of the school and the school is looking great.</p>
7	<p>Attendance – overall & pupil groups</p> <p>Attendance as of today is 96.2% boys having a slightly higher figure than girls. Boys 96.7% girls 95.7% PP 93.97%, SEND 91.83 HCP 92.6%</p> <p>NW stated she would prefer to see less disparity between groups.</p> <p>LN completely agree we have a new EWO and working with them to improve attendance figures. It is a small number of families. Letters go out when attendance reaches 92%. Penalty notices have also been issued. Some of the data is due to lateness. We have a number of children who are persistently late and we are looking at this issue as well. If a child is late after the register, they are marked as absent for that session. However, they may actually be in school for the majority of the morning.</p>
8	<p>Progress with School Improvement Plan –</p> <p>NW Asked JS did she know what the Improvement Priorities for the school where.</p> <p>JS replied that she didn't really before coming to these meetings and that most parents probably did not.</p> <p>NW Asked if JS could ask a section of parents to see if they were aware of the improvement priorities and if we find that they do not we need to look into how to communicate these to the parents.</p> <p>LN maybe the wording I have used is why. I have used the term focus rather than priority.</p> <p>SH We are now doing half termly updates to parents and we can include this information on there for parents.</p> <p>SH explained the premise behind the SIP this year. On visiting all 3 primary schools it became clear that all 3 schools had similar areas that needed to be worked on.</p> <p>1 Groups – We have looked at all the groups in the school and are looking at the deployment of out Teaching Assistants to make sure that the pupils get the best support to accelerate their progress. Looking at teaching and learning around all subject areas. A real focus on how we teach reading in reception and Year 1. We have had a meeting with parents and this was well attended. There is a real link between reading and writing. The better readers children are the better their writing will become. Year 2 pupils are parents are doing it slightly differently and we will be meeting parents about this soon.</p> <p>2. EYFS There were good results in this group last year and we want to develop this area further.</p>

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	<p>3. Writing. This is an area that nationally a concern. We are having a massive push in this area. WE have done work during Inset days and had an English advisor in to look at the area where we need to focus. We are doing moderation on the gaps in punctuation and grammar. Looking at handwriting as well. NW Could we put more detail out to parents? May be via the website.</p> <p>Action: JS to survey parents and feed back to the group.</p>
	<p>Pupil's Performance - achievement and progress LN Too early to give a view for this year. JS How does the school prepare children for assessments?</p> <p>LN In key stage 1 we refer to the phonics screening as quizzes and this helps take the potential stresses away from the children. We work with the children throughout the school, so they are prepared for assessments with out them being scared about them.</p>
10	<p>AOB</p> <p>NW asked JS if she had anything she wanted to bring to the group.</p> <p>JS asked about communication for parents. Has a child in year 2 and feels the level of communication is a lot less that last year, why is this?</p> <p>LN answered last years year 1 teacher did over and above the normal level of communications with parents which is excellent but not always possible for all teachers. There has been a review of the workload for staff and it has ben agreed that the school will follow a slightly different format of formal contact with parents. We will be having termly parents' evenings, a full report in the spring term and interim report in the early summer term. We have recently had an open morning for parents to be able to come and see the children and their work. We always welcome communication with parents and if parents have concerns, they can communicate with the school and teachers via email or telephone calls. The teachers are always happy to organise meetings with parents as well.</p> <p>NW Thanked LN for all her hard work at Chulmleigh Primary School and wished her well with her new post.</p> <p>LN Thanked NW and told the group it will be a massive wrench leaving the school and has enjoyed working here it is a fantastic school.</p> <p>Meeting ended at 3.05pm</p>
11	<p>Date of next meeting: 17th January 2023.</p>

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