



**Combined minutes taken from both morning and evening meetings.
26th January 2015**

Present:

M.Hughes (DHT), (P.Hawkins (4 and 5), K.Mothersdale (1 and 4), Ali Willers (4), Ruth Dodd (4), Sara White (parent governor), (3) Aparna Kashi, (6) Sarbjit Purewal (6), Indi Kalm (4 & 5), Chris Kompatsiari (1), April Harris (1), Tina Swanson (F, 2, 4 & 6), Kelly Savage (2), Joseph Cannon (Chair of Governors), Tracey Kewley (3 & 4), Linda Wythe (Member of Senior Leadership Team), Claire Cobbald (3), Claire Duhoze (4)

Agenda

- 1.) School response and action plan arising from the recent Ofsted report

Mr Hughes presented the schools response to the recent Ofsted report. Parents were pleased to read that the school's hard work and good practice had been recognised in the recent report. In addition they were interested to see how the school is addressing the areas identified for improvement:

What does the school need to do to improve further? (Ofsted report: page 3)

Improve the quality of teaching to outstanding by ensuring that:

- *Tasks for less-able pupils and those who have special educational needs are always set at the right level or difficulty so they make rapid progress*
- *Pupils improve their work by acting on the advice given by teachers in marking*
- *All teaching assistants know the focus of the learning activity, act quickly to question pupils to check their understanding and provide support to move pupils' learning forward during lessons.*

<p>Consistency of excellent practice amongst TAs</p>	<p>We are looking into the possibility of delivering a Professional Development programme similar to the programme we have been delivering to some of our teachers over the last two years.</p> <p>We are in consultation with the trainer from Osiris to develop a bespoke programme for Brookhurst. Teaching Assistants and Teachers have been consulted to determine the elements of the programme that would be most beneficial.</p> <p>A set of National Standards for Teaching Assistants is being developed and I will be working with some of our cluster colleagues and a HMI, Roy Blatchford to develop further cluster wide training using these new materials. These new standards will also be useful to steer our direction and hold Teaching Assistants accountable through their appraisal process.</p>
<p>Ensure match of work for less able pupils</p>	<p>All teachers have been asked to elaborate further for named pupils in each lesson on their planning. Miss Anderson-Kirby (SenCo) has been asked to monitor planning through monitoring activities including planning scrutiny, work trawl, observation and pupil interviews.</p>

to enable maximum progress	Teachers have also been asked to share their planning in good time with the Teaching Assistants supporting less able pupils in their class so that resources etc can be prepared / sourced.
Pupils do not routinely act on advice teachers give them when they mark their work	<p>We were pleased that marking and feedback itself came out well and that the children generally understand their next steps.</p> <p>We now need to consistently embed best practice of quality marking and feedback and building quality time into the day for children to respond appropriately to the marking and therefore make the required improvements.</p> <p>We have had two staff meetings since the Ofsted inspection to focus on marking and feedback – best practice and discussed how children can be given time during the day to respond to the marking.</p> <p>Senior Leadership team will monitor this practice in school.</p>

Please see 'Ofsted update' for full response.

Action: MH to update parents' forum on relevant progress

- 2.) Update on home / school agreement. This was postponed until the spring term for further discussion. There was a general consensus that the agreement should set out guidelines for two-way communication between school / teachers and parents/ carers to promote effective partnership.

Action: PH to place on agenda for spring term meeting.

- 3.) School uniform – MH introduced three different stockists of the school uniform; Trutex, Tesco and Chez Rama and requested that parents provide feedback on their preferred supplier. Some parents who have had experience of the Tesco uniform reported that it was not very good quality (fraying cuffs) and they had experienced wrong items being delivered, however other parents commented that as it was cheaper than the other brands, this would appeal to them. The general consensus was that two suppliers would provide parents with choice. These samples will be available for viewing in the school reception area.

Action: Parents to provide MH with feedback on uniform suppliers.

- 4.) Feedback from Christmas concerts – Generally there was a positive response to the outdoor format (apart from the weather!) Some parents requested seating and better lighting to improve the concert. It was agreed that the format for the Christmas concert/s should be discussed in the autumn term parents' forum.

Action: PH to place on agenda for autumn term meeting.

- 5.) Scooter racks – Mrs Wythe reported that money for a new scooter rack had been budgeted for this next financial year, so this should be installed soon.

AOB

- A parent introduced Warwickshire County Council's 'food for Life' initiative which includes free horticultural training, which may be of interest to the school.

Action: LW to follow up.

- A parent raised concerns about school children being left unsupervised on the playground before 8.45am, bringing into question 'who is responsible and accountable'? MH reminded parents that the school does not take responsibility of the children until 8.45am and this has been regularly reinforced in the newsletter. However, it was agreed that the situation did need immediate attention.

Action: MH to address these concerns at SMT and to identify these children (and their individual circumstances) and then to take appropriate action.

- A parent asked if the school would consider offering woodwind lessons (to cover clarinet). The parent offered to drop details of a private woodwind teacher to the office (previously worked for CMS) who might be interested in running a class at the school in case CMS not available.

Action: Mary to ask CMS re woodwind lessons; how many pupils would we need as a minimum, what instruments, how much per pupil? A note will then be placed in the newsletter to gauge interest from parents.

- The steps between the two playgrounds were reported to a 'bottle neck' in busy periods. Mrs Wythe advised that there were plans for resolving this with some astro turf in the area between the playgrounds.

Action: LW to report progress at the next meeting.

- It was suggested that ideas for school improvement could be collected from the year 4 discussions?

Action: MH to follow up.

- A parent suggested circus skills for an 'after school club'. It was decided that this was not possible with current hall facilities, but perhaps one to consider if a new hall is built!

Date of next meeting

Monday 27th April 2015

9.00am – 9.50am / 7.00pm – 7.50pm

Agenda so far.....

- Home / school agreement
- New sports day format