



**Hampstead Parochial Primary School**  
Minutes and Actions ([here](#)) of CPO Meeting on Zoom  
on Monday 6<sup>th</sup> February 2023 at 5.30pm.

Type of Governor (12)	Name	Start & End date	Attendance
<b>Local Authority (1)</b>	Vacancy		
<b>Executive Headteacher (1)</b>	Laura Hall	<i>Ex Officio</i>	✓
<b>Parents (2)</b>	Jane Johnson	1.9.22 – 16.1.26	✓
	Alice Reynolds	1.9.22 – 16.1.26	
<b>Staff (1)</b>	Ben Williams	20.10.21 – 19.10.25	✓
<b>PCC Appointments (1)</b>	Rebecca Dodson	21.2.22 – 20.2.26	✓
<b>Diocese Appointments (1)</b>	Ammar Ahmed ( <b>Chair</b> )	14.1.19 – 13.1.23	✓
		14.1.23 – 13.1.27	
<b>Foundation ex-officio (1)</b>	Jeremy Fletcher	<i>Ex Officio</i>	X
<b>Foundation Appointments (2)</b>	Anne Diack	13.6.20 – 12.6.24	✓
	David Rue	21.5.19 – 20.5.23	✓ (Until 6.45pm)
<b>Also present</b>			
<b>Head of School</b>	Kate Roscoe	N/A	✓
<b>Clerk</b>	Rina Kastrati	N/A	✓

Agenda item no.	Agenda	Action
<b>1</b>	<b>Welcome, declarations of interest and apologies for absence</b>	
<b>1.1</b>	<p>DR welcomed everyone and opened the meeting at 5.40pm. It was noted that DR will leave the meeting at 6.45pm.</p> <p>Governors were reminded to update any declarations of interests on GovernorHub and to sign off on Keeping Children Safe in Education. No interests were declared in the meeting.</p> <p>The previous meeting minutes were approved provisionally by the Committee.</p>	<b>Governors</b>
<b>2</b>	<b>Notification of any other business</b>	
<b>2.1</b>	AA noted that there are confidential items to discuss at the end of the meeting.	



<p><b>3</b></p>	<p><b>Executive Headteacher's and Head of School's Update:</b></p>	
<p><b>3.1</b></p>	<p>LH provided an update:</p> <ul style="list-style-type: none"> <li>• Staff are well prepared for Ofsted, each staff member has a 'subject leader folder' which contains necessary information required for an Ofsted inspection, including possible questions and answers. Although this has required extra work from subject leaders, feedback received by LH has been really positive. Some of the contents of the folders include: the School Evaluation Form, the SIP, Ofsted grade descriptors, School Vision and Values, Progression Maps, among other documents. AD noted the folders sound like a very good tool and idea.</li> <li>• There is an Ofsted training PowerPoint for Governors which LH will upload to GovernorHub. It is essential for Governors to be familiar with phonics and early reading knowledge. Two Governors to put themselves forward to visit the school to find out more information; RD, AD, and JJ nominated themselves. A phonics visit will be conducted which will combine the two aspects. A curriculum deep-dive will also be conducted during the visit. Behavior data and the school's approach to behavior is also important for Governors to know.</li> </ul> <p>The school and Governors are happy with the progress and preparation made for Ofsted.</p>	<p><b>LH</b></p> <p><b>RD/AD/JJ</b></p>
<p><b>3.2</b></p>	<p>KR presented an update and presentation.</p> <p>Staffing update:</p> <ul style="list-style-type: none"> <li>• Jess Muller to be replaced by Aleksandra Fedurek at the end of February.</li> <li>• A new play leader has been hired to expand the After School Club.</li> </ul> <p>Curriculum:</p> <ul style="list-style-type: none"> <li>• The school has strong and knowledgeable curriculum leaders. Dilan will be taking over as the Science lead from Jess, who will be going on maternity leave.</li> <li>• Schemes in place for Art, DT, Phonics, and Computing.</li> </ul> <p>Reception:</p>	



- AA asked KR about 3 children and what the reasons are in their situations, KR noted that the main reason is due to school readiness. LH noted that Bethany knows the children very well and is adapting her teaching for them. KR noted that the children are also receiving further intervention via Talk Boost.
- 3 children who started 'below the baseline' have converted to be 'on track'.
- Overall, it is a good picture.

Reading across the school:

- Proportion of children not meeting the expected standard decreases as we move up the school, with the exception of Y4.
- Proportion of children achieving greater depth jumps in Y6, due to cohort, strong teaching and rigorous assessment, there are clearer greater depth descriptors in the Y6 assessment system.
- Proportion of children achieving greater depth in Reading grows as we move through the school, including Y4.

Writing across the school:

- Writing attainment broadly in line with Reading.
- Y5 Writing is very strong.
- Proportion of children achieving greater depth in Writing grows as we move through the school, including Y4.

Maths across the school:

- Proportion of children achieving greater depth in maths is higher than for Reading and Writing.
- Proportion of children achieving greater depth in Maths grows as we move through the school, including Y4.
- Y5 Maths is very strong.

Year 6 projections:

- Projected 92% Reading, 92% Writing, 88% Maths Age Related Expectations or above.
- Projected 88% combined.
- 1 child joined in September, who is new to England and may meet ARE in Maths but is unlikely to in Reading and Writing.
- 1 child joined at October half term.
- 1 child who will not meet ARE for Maths is on the SEN register.
- BW and KR to go into classes from February half term to support with Maths.



	<ul style="list-style-type: none"><li>• There will be more support with all subjects from Easter, some class teachers will be released depending on SCITT student availability.</li></ul> <p>Governors discussed the presentation and data presented.</p> <ul style="list-style-type: none"><li>• AD asked KR for further information regarding the Y4 cohort; KR noted that there are children who require extra support, who may have been affected greater than others during the pandemic. BW agreed with KR and reinforced the reasons, BW taught the Y4 cohort last year. Targeted interventions are taking place to offer further support.</li><li>• AA asked if there are any plans within the Y6 cohort to focus on the children who are on the cusp of reaching greater depth. KR noted that a staff member will be allocated to those children during class time. BW noted that the figures within Y6 are positive, and the school are expecting strong results.</li><li>• AD noted that the school and staff are looking into each child individually trying to develop them all around, and also the same with staff, which is good and encouraging to see.</li></ul>	
<b>3.3</b>	<p>Feedback from the parent survey was very positive. Percentages on answers were very high, 5 out of 7 questions answered with 100% positive answers. The majority of the answers received were positive.</p> <p>The school has identified clubs and activities as an area for development following the results from the parent survey, new additional after school clubs include Coding and Zumba. Plans have been put in place to increase the capacity of the Breakfast Club and Fun &amp; Leisure clubs.</p> <p>A pupil survey will also be conducted in the coming weeks, which will be similar to the Ofsted survey provided to children. It will be introduced as a paper format to begin with, whilst it is discussed how to best conduct it online with the younger children.</p> <p>AA asked BW about the engagement figures of the parent survey, BW noted that 52 sets of parents replied out of a possible 204. Suggestions were discussed regarding promoting future parent surveys, suggestions included parent governors posting in WhatsApp parent group chats and the school posting results in the newsletter.</p>	
<b>3.4</b>	<p>LH presented an attendance update. Persistent absence is being looked into, recent reasons may include illness and holidays during term time.</p>	



	<p>Persistent absence has increased, parents however do notify the school of any absence from school. Children not attending school without reason is not common. Visiting family has been a common reason.</p> <p>LH is closely monitoring attendance. JJ asked question about persistent absence and how this may affect an Ofsted rating, LH noted that Ofsted will want to know that a school is aware of the issue and are proactively looking into it.</p> <p>DR thanked LH, KR and BW for all the hard work they are doing. DR left meeting after item 3.</p>	
<b>4</b>	<b>School Improvement Plan Update</b>	
<b>4.1</b>	<p>TAs are being developed across the school, building their confidence and improvement is already being seen in the TAs and the impact they are having. This is due to weekly meetings with SLT members and staff training. Subject leaders are able to report back on how TAs are contributing within the classroom.</p> <p>Foundation subjects is another priority in the SIP. LH and subject leaders are confident in the foundation subjects.</p> <p>Interventions are now well embedded across the school; TAs feel confident in their intervention delivery. LH, KR and BW have observed interventions to monitor the quality of them.</p> <p>Item for the next CPO agenda: a look at the outcomes of the interventions and create a presentation regarding the outcomes.</p>	<p><b>RK</b> <b>LH/KR</b></p>
<b>5</b>	<b>Policies for approval</b>	
<b>5.1</b>	To be brought forward to the FGB for final approval and discussion.	<b>FGB agenda</b>
<b>5.2</b>	<p>AA noted the mention of behavior outside of school in the behavior policy. LH to investigate further and check the Online Safety Policy.</p> <p>To be brought forward to the FGB for final approval and discussion.</p>	<p><b>LH</b> <b>FGB agenda</b></p>
<b>6</b>	<b>Any other business</b>	



6.1	No other business noted.	
7	<b>Decision to consider any discussion as confidential</b>	
7.1	Confidential items minuted on separate document.	
8	<b>Remaining meeting dates for 2022-23</b>	
8.1	<p style="text-align: center;"><u>Spring Term</u> <b>6 February 2023</b>, at 5.30pm = CPO Committee <b>27 February 2023</b>, at 6:00pm = Resources Committee (in person) <b>13 March 2023</b>, at 6:00pm = Full Governing Body (in person)</p> <p style="text-align: center;"><u>Summer Term</u> <b>24 April 2023</b>, at 6:00pm = CPO Committee <b>05 June 2023</b>, at 6:00pm = Resources Committee <b>17 July 2023</b>, at 6:00pm = Full Governing Body (in person)</p>	

AA thanked Governors for their work and support and closed the meeting at 7.20 p.m.

**TO BE AGREED AT THE 24.04.2023 CP&O MEETING AND SIGNED ON GOVERNORHUB BY**  
**David Rue, Chair of CP&O Committee, Hampstead Parochial School Governing Body**



<b>Agenda item no.</b>	<b>ACTIONS FROM THE 06.02.2023 CPO MEETING</b>	<b>STATUS</b>
<b>1.1</b>	Governors to ensure they have updated any declarations of interests on GovernorHub, if required, and to sign off on Keeping Children Safe in Education.	<b>All Governors</b>
<b>3.1</b>	LH to circulate Ofsted training PowerPoint for Governors, via GovernorHub or email.	<b>LH</b>
	Phonics visit to be arranged by Governors. A curriculum deep-dive will also be conducted during the visit.	<b>RD/AD/JJ</b>
<b>4.1</b>	Item for the next CPO agenda: a look at the outcomes of the interventions and create a presentation regarding the outcomes.	<b>RK LH/KR</b>
<b>5.1</b>	Uniform Policy to be brought forward to the FGB for final approval and discussion.	<b>FGB agenda</b>
<b>5.2</b>	LH to investigate check the Online Safety Policy for mention of online behavior outside of school.	<b>LH</b>
	Behavior Policy to be brought forward to the FGB for final approval and discussion.	<b>FGB agenda</b>