

**Kirk Smeaton Church of England Primary School
Governing Body**

**Minutes of Curriculum Committee Meeting held on
Tuesday 2nd April 2019 at 6.00pm**

Present

Mr R Mason	-	Parent Governor
Mr P Hursthouse	-	Parent Governor
Mrs R Brown	-	Co-opted Governor
Mr A Robertson	-	LA Governor
Mrs R Rawson	-	Foundation Governor
Mrs C Cessford	-	Foundation Governor
Mrs M Holmes	-	Staff Governor
Mrs H Cuddy	-	Headteacher
Mrs L Thornley	-	Associated Governor

In Attendance

Mrs L Richardson	-	Clerk
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1. Welcome & Apologies

Mrs A Carville – Co-opted Governor is away

Mr P Hudson – Parent Governor has childcare issues

Apologies accepted

2. Confidentiality & Declaration of Business Interests

- Confidentiality reiterated
- No new declarations of business interests

3. Any other business to be agreed

- Parents & Friends – members to attend GB meeting at 7.45pm to update Governors
- Eco Garden
- Confidential staffing item

4. Minutes of meeting held on 4th December 2018

Governors agree that the minutes of the meeting of the Curriculum Committee held on 4th December 2018 be signed by Chair as a correct record

5. Sign minutes from previous meetings which have not been filed

- On her return Headteacher has checked governor file and some finance meeting minutes have not been signed at the appropriate meetings. Governors handed copies of the said minutes and asked to agree them again, they are then signed as a true record.
- Clerk asked to obtain details of additional costs for her to attend the finance meetings, to be discussed further at next FGB meeting

6. Governor Action Log

8) CofG spoke to refuse truck drivers and they were going to discuss issue of times they arrive at school with manager. No further issues. Item Closed

9) Parent election took place. Mr Hudson was appointed. Item Closed
New parent election is currently taking place to fill the latest vacancy.

10) Policy in respect of collecting children completed. Item Closed

13) Issues with classroom heaters was investigated through MASS. Informed that all are now working ok. Original electrician had said they were working on the lighting circuit, whereas contractor that attended last week said it was a loose wire in heater and didn't know anything about the previous incident.

Q – Do they not send the same electrician each time?

A – No, it depends who is available. Item Closed

Governors ask that Headteacher speak to NYCC to ask if heating can be upgraded through MASS as we are unable to afford to do this.

2018/19

1) New Governor action plan in circulation – to be emailed out again

2) Mr Mason is still unable to access his emails as there is a conflict with his work emails. He will try using his phone to access them instead. He is able to have copies from school if required. Item Closed

4) Governors concerned about exposed wires in classroom wall – H & S said there is no issue, Governors ask that a blank cover is fitted so that they are no longer exposed, this can not be done through MASS.

5) Job fair to take place on 28th June. Item Closed

6) Staff review subscriptions each year during staff meeting. Headteacher to review purchase of parts of Plan B. School purchases any that are required across school. Teachers tend to trial anything new themselves before suggesting for whole school. To be discussed at finance meetings in future. Item Closed.

7) Issue of footballs raised with MSAs. Footballs can only be used in designated areas. Item Closed

Q – Has it reduced incidents shown in accident book?

A – This can be reviewed at next H & S meeting.

8) KCSIE document signed by all governors except Mr Hudson who is new to the board.

9) Parents reminded about filming restrictions. Item Closed

7. Confidential minutes of meeting held on 4th December 2018 & matters arising

- Governors agree to move this item to end of meeting

8. Parent election feedback

- Letter sent out to parents regarding new vacancy.

9. After school club feedback and costings

- Consideration to be made whether to increase cost of after school clubs. Currently we charge £7, £4.50 and £2 depending on how long children attend. Some other schools charge £8 up to 6pm and £5 up to 5pm.

Proposal made to charge £2 per half hour.

Q – Would there be a minimum charge?

A – We could have a minimum charge of £6.

Admin costs are not factored in. Numbers have been down this half term. Currently it is not cost effective to be open to 6pm as there are only a few children attending after 5pm.

Governors agree that having wrap around care is good for parents and currently we are cheaper than elsewhere so should consider increasing prices.

We have previously promoted external providers which has then had an impact on our after- school club numbers.

We need to consider the cost to deliver the service.

Governors agree that we need to inform parents of the impending cost increase and ask for their views.

- It is difficult for staff as our after-school club has such a big age range. All the children need to enjoy the activities.

Q – Could we ask for a volunteer to help at the club, this could be a young person?

A – Sometimes they can be more of a liability. Our provision is more of a parental choice rather than the child's choice.

- Weblink to be added to newsletter pointing to after school club information.
- Parents to be made aware of new price changes £2 per half hour with minimum payment of £4 to 4.30pm, this would not be a huge change for parents. Costs to be reviewed for September onwards and possibly go to consultation if we feel that it is making a loss.

10. Staffing for next year

- **See confidential minutes**

11. Headteacher's report/SDP

- There is a greater focus on Assessment priority
Q – What are we doing for this?
A – When looking at year groups we can see progress scores for Lower, Middle & Higher learners and discussions take place with staff. Focus can then be given to the children who are not achieving.
- Last year there was a Y6 cohort of 10, this year there are 18.
Q – How may have been at our school since Reception class?
A – Quite a few.
Mrs Cessford to review this class data during next meeting with Headteacher
- Attendance is above the 96% national average. Summer 2018 was lower, this was in part due to 2 school holidays not in line with other schools. Governors are interested to see attendance data for this term. Headteacher reviews attendance every half term and sends letters to parents of children who fall below national %.
- **Q – What are we doing to develop spelling?**
A – A range of things, weekly spellings, spelling cinema, spelling interventions, editing stations. Impact of these can be seen within writing. Phonics impacts on spelling and causes an issue at our school.
Q – Is there a spelling equivalent to 'Times table rock'?
A – 'Spelling frame' is a computer-based aid.
Q – Do parents understand how important spelling is now?
A – Probably not. We could have a parent's meeting to show activities that parents can do at home with their children.
Q – Is there an incentive to get spelling correct?
A – Self satisfaction

12. Data update

- Each child is worth 5.5% and we have lost a child who was due to meet the standard. There has been a lot of movement in Y6 both this year and last year when in Y5. **See confidential minutes**
A child who achieved good development (old level 3) at end of KS1 would now need to score 112+ to have made progress.
- We use FFT5 to predict best possible outcomes.
- **See confidential minutes**
- Writing issues throughout school, but we have put lots in place
- **See confidential minutes**

13. Data dashboard

- **See confidential minutes**
- Gender trends to be reviewed at next curriculum meeting. Mrs Cessford to review when she visits to look at data with Headteacher

7.45pm Governors agree to meet with members of Parents & Friends at this point of the meeting. Mrs Suazhabar & Mrs Campbell join the meeting on behalf of Parents & Friends

20. Any other business agreed at the beginning of the meeting

Parents & Friends

- They have raised money for the school and would like to purchase a building structure, it will mean that the majority of the funds raised will be spent so they would like to consult with Governors before doing so
- No permission is required from Diocese
- Would need to check whether planning permission is required from NYCC, there is a 5-day turnaround once request is submitted. Company that will be used have contacted Selby

Council and are willing to complete the pre-application enquiry form on our behalf. If planning permission is required, they would submit this on our behalf but there would be an additional cost for them to do so.

Q – Where is it to be positioned?

A – Next to the fitness park

- Quote includes construction in softwood. Another option would be for Kiln dried redwood which has a 10-year guarantee, but this would be much more expensive.

- **Q – Could we apply for grant to help pay the difference?**

A – There is a Selby grant – Headteacher to send paperwork to Parent & Friends. Also, John McCartney may have funds from the Ward which we could apply for.

Q – What would be the maintenance costs?

A – If we opted for Hardwood there would be little maintenance needed, apart from occasional re-stain.

- Current quote is for £10.5K
- Parent & Friends ask what commitment they could expect from school if this structure was purchased. It would promote outdoor learning and could be used alongside the Eco garden area which is to be opened up to the children. The main issue would be staffing these areas.

Q – Who would be responsible for the Eco garden area?

A – We could allocate responsibility, although teachers have many existing pressures within the classroom. Children could access the garden area at playtimes and could be responsible for regular weeding possibly through a gardening club. Another possibility is for Eco council to have some responsibility.

Q – Who would maintain the Eco garden? Such as strimming grass?

A – Groundwork is our grounds maintenance company and once open the area would be included in their maintenance contract. We need to remove a fence.

- **Q – Who would be the main point of contact for school?**

A – Mrs Marner

- Mrs Rawson is able to help with a conservation area statement if required.

- **Q – Would the work take place over summer holidays?**

A – Children enjoy watching construction work, so it would be nice if it was completed during term time, but this would depend on the company used.

- Risk Assessments & Method Statements would need to be obtained. Mr Robertson agrees to review these once received

- **Q – What about toilet access for the workmen & power?**

A – They could use the toilets in the hall, and they should have generators for any power they require.

- Governors thank Parents & Friends for all the work they have done to raise the money and organising the purchase of this new structure.

- More quotes to be obtained

- Parents & Friends request that Sports day be moved to a Friday so that they can have the summer fair immediately afterwards.

Parents & Friends representatives leave at 8.15pm

14. Parents evening feedback

- Parents evening took place in school hall this year, positive feedback from staff. Booking system worked well.
- Governor attending noticed that there was a background hum but details could not be overheard, although it would not be appropriate to discuss confidential matters in these surroundings

15. Policies

Flexible working policy

- Still awaiting HR advice regarding wording about job-share

16. Governor visits/monitoring

- Mr Mason visited school – report to be completed and shared with Governors
- Mr Hudson visited school – report to be shared with Governors

17. Health & Safety (general)

- **Q – Does each teacher conduct a H & S monthly checklist?**
Q – Is that a teacher's job?
A – It would take approximately 5 minutes, HSE have a specific form for classrooms which could be completed.
 Mr Robertson to send a copy to Headteacher. To consider whether this should be completed by Teacher, TA or Caretaker. This would be evidence that we are pro-active when considering H & S. Currently staff discuss H & S issues during staff meetings.
 Mr Robertson to draft a Governor H & S checklist and bring it to the next FGB meeting. This could be done every six months, generating questions from Governors.

18. Safer recruitment- governor to complete

- Currently Mrs Thornley & Mrs Rawson have completed this on line training, but as Mrs Thornley is unsure how long she will be available it is agreed that another Governor needs to complete the training. Mrs Brown has previous recruitment experience and agrees to complete the on line training.

19. HT performance management

- Jill Stubbs is available to attend on afternoon of 1st or 2nd July. **See confidential minutes**
 Mrs Rawson, Mrs Cessford and Mrs Carville to attend meeting.

20. Any other business agreed at the beginning of the meeting

Parents & Friends

- Discussed earlier in meeting

Eco Garden

- Discussed earlier in meeting

Mrs Holmes & Mr Hursthouse leave the meeting at 8.25pm

7. Confidential minutes of meeting held on 4th December 2018 & matters arising
Governors agree that the confidential minutes of the meeting of the Curriculum Committee held on 4th December 2018 be signed by Chair as a correct record

Matters Arising

- None

Headteacher leaves the meeting at 8.30pm

20. Any other business agreed at the beginning of the meeting

Confidential staffing item

- **See confidential minutes**

Meeting closed at 8.50pm