



**Meeting of the Curriculum Committee of Kirk Smeaton CE Primary School held on
Monday 6th December, 2021
The meeting was held remotely via Microsoft Teams**

Minutes

Colour coding Key – Highlighting Governor Core Functions

Red – Strategy challenge/question

Blue – Approval/Decision taken

Green – Performance Challenge/Question

Orange – Financial Challenge/Question

No	Present	Actions
	<p>Mrs H Cuddy - Headteacher (HC) Mrs R Rawson – Co-chair GB (RR) Mr T Jones – Co-chair GB (TJ) Mr P Hudson - Parent Governor (PHud) Mrs C Cessford - Foundation Governor (CC) Mr P Hursthouse – Parent Governor, Committee Chair (PH) Mrs S Sheen - Staff Governor (SS)</p> <p>In attendance - Miss A Temporal (AT, Clerk)</p>	
1.	<p><u>Welcome & Apologies</u></p> <p>Meeting opened at 1905. Emma Hall was not on the call however it was recognised that she was not sent a Microsoft Teams invite prior to the meeting.</p>	
2.	<p><u>Appointment of Chair of Committee</u></p> <p>Peter Hudson was elected as Chair of the committee, all of the governing body in agreement.</p>	
3.	<p><u>Confidentiality & Declaration of Business Interests</u></p> <p>None declared.</p>	
4.	<p><u>Any other business to be agreed</u></p> <p>HC advised that she would like to discuss the laptop business plan.</p> <p>HC is not well therefore the meeting was to be as short as possible, SS has not been well either but is now back in work.</p>	

5.	<p><u>To approve as a correct record the minutes of previous meeting held on the 6th of July 2021 and the Action Log</u></p> <p>The minutes of the meeting on the 6th of July were agreed as a true and accurate record.</p> <p>Action log was discussed and all actions completed or updated.</p>	
6.	<p><u>Headteacher' s report</u></p> <p>HC advised that SS had volunteered to run the morning club, this was discussed at a previous meeting. The costing for the full session will be £5 which includes 1 hour's childcare and breakfast.</p> <p>HC has been looking at the consultation with parents regarding the school day and questionnaires have been distributed to the governors prior to the meeting which will be discussed later. HC has requested help with this and has asked for governors to assist with any questions they feel should be included.</p> <p>HC is looking at a new phonics scheme for the school and a phonics meeting is due to take place next week to decide on a validated phonics scheme. This is something the school has to invest in to meet the government recommendations. The school needs to sign up by March but ideally HC would like to implement this by January 22. HC will update further when a decision has been made.</p> <p>Q – Does the school have a strategy with regards to the phonics scheme? Is the school looking at something new because the current strategy isn't working?</p> <p>A – The school currently uses Letters and Sounds however the government say this scheme isn't good enough. All schools have now got to use a validated scheme, there is lots of choice for HC to look through and the school want to make sure they have the right scheme.</p> <p>HC discussed personal development and that the school want to look at it this year. Kirk Smeaton would like the Golden Healthy School award, the school already has the silver award but the aim is to achieve the gold award this year.</p> <p>Sports Premium</p> <p>Sports premium was discussed last week in the finance meeting. The large carry forward amount is going to be spent on the PE kit.</p> <p>Pupil premium</p> <p>HC will be discussing this next week with TJ and CC. Essentially the aim is that the money which is brought in by pupil premium is spent properly.</p>	

The school invests in a TA for each class, this takes account of all the pupil premium money. Will discuss this in more detail next week.

Catch up Grant

Catch up grant was discussed last week in the Finance meeting. Usually full-time teachers take part in fortnightly staff meetings over the year, the missed meetings are banked and tuition is offered to pupils in the Spring term.

Q – Does HC feel that the tuition has been effective?

A – Yes it has been effective especially as the teachers have been carrying out the tuition which works better than it being conducted by strangers who do not know the children. HC is looking forward to seeing the data and if things stay as they currently are, the next set of data in February will be interesting to see how things have progressed.

Q - Is there anything the school can use to validate the impact that this is having or do governors just need to wait for the next set of data?

A – In terms of the class reports from teacher. It would be good to read through the reports and direct any questions to teachers. The teachers would provide governors with comprehensive responses.

Q - When does the tuition end?

A – The children receive 10 sessions each term and they have already received this in the Summer and Autumn Term. In the Summer there were 2 groups running with 3 children in each group. This term there has been 4 groups of 3 children. HC will establish what funds are left from the covid grant and then can make a decision going forward.

Previously HC has always used staff meetings for the full-time staff so that every 2 weeks they have a meeting and then the following week they offer the tuition session however because of the pandemic staff meetings are required every week.

RR has discussed that if the covid grant does not continue but the school has spare money then they could potentially continue the tuition. HC is in agreement. The assessment results are positive and there is lots of potential but HC wants to ensure all the children are receiving quality teaching as a priority and then the additional tuition may not be necessary.

The extra tuition is in consultation with parents and sometimes they are unable to pick the children up at a different time. This is the choice of the parents if they choose not to have it. HC will always look at helping families and accommodating support so that children can receive the extra tuition.

	<p>TJ asked that governors consider the contact time with children for staff, it is unfair for staff to be teaching children if not getting paid. HC would look at options to help if situation arises with families. HC agrees that she would not go over contracted hours for staff.</p> <p>Siams Update</p> <p>HC discussed the SIAMS Update. The school had a visit from Lee Talbot, Diocesan Advisor. He advised that governors need to be aware of the Value in Our God document. HC has shared the link to this item on the agenda and has asked that governors are aware of this.</p>	<p>All governors</p>
<p>7.</p>	<p><u>Partnership Agreement with Leger</u></p> <p>HC has been working with a couple of schools and has planned meetings with Adam Dale. At the moment she is focussing on the curriculum. HC is also finding out more about IT. There are some meetings which may involve governors and training sessions and HC will keep everyone updated.</p> <p>Q – It is great that Kirk Smeaton is linking in with other schools and learning how they work etc. How would new methods be implemented if the school wanted to adopt them? How does it fit in with strategy for change? Does it come back to the governing body before it is shared with staff and introduced?</p> <p>A – If it is operational then this wouldn't go to governors. If it was something at governor level that it would go to governors. In terms of practices, HC has seen at Littlemoor some things that we would like to adopt. HC has identified some phonics and provision and organised for atherine to visit and observe. Changes have started taking place now. If there was something at a strategic level then this would go straight to governors without adopting.</p> <p>TJ aware that Ofsted visit is potentially around the corner and would like governors to be as informed as possible.</p> <p>HC advised that there is nothing at the moment to report. The Partnership Agreement is an agenda item for every meeting this academic year and it will go on the agenda for all curriculum meetings for next academic year. HC will update the governors as the partnership progresses and when there is something to report. HC advised that any change would also go on the Headteacher report in the relevant area.</p>	

<p>8.</p>	<p><u>Consultation parent questionnaire and child questionnaire for Spring 22.</u></p> <p>HC explained that the first few questions on the parent questionnaire are what would usually be asked at parents evening and the next 10 questions are from Ofsted and what they would be asking.</p> <p>Last time the questionnaire was completed was in the March parents evening and the Ofsted questions were sent out in December via Survey Monkey. The final set of questions are regarding the school day. HC asked for governors input.</p> <p>RR would like to ask the parents the positive and the negatives of the changes to the school day. She would like it to be clear that it's not a vote but a fact finding questionnaire asking for parent's views on what's working and what isn't.</p> <p>TJ would like the school to manage parent expectations and advise on the document that parents' views were going to be considered and the purpose is to gauge feeling and to have more informed discussions regarding the pros and cons.</p> <p>PH suggested that we have a question on the consultation document asking parents to score the changes on a level 1-10 whether the changes have been positive or negative. PH also suggested that both documents are separate and to put the consultation as an individual document. PHud agreed with this.</p> <p>HC is happy to do this and then supply the questionnaire in the March parents evening. HC will update the questionnaire and circulate to governors for their views. The plan is to send the consultation out in January for the results to then be discussed in the Finance meeting in March.</p> <p>TJ feels that it is also worth speaking with staff on this and make an informed decision taking into consideration their views.</p> <p>CC mentioned that the Finance meeting is usually long because of the new budget. HC advised that she would send information via email in advance of the meeting for everyone to review and then have a 15 minute conversation during the meeting. If required the meeting could be started 15 minutes early.</p> <p>The pupil questionnaire was shared to governors prior to the meeting. HC has used the pupil survey from Leger and has made some changes.</p> <p>Q - Is the pupil survey to be done in school or to be taken home?</p> <p>A - Yes this should be done in school.</p>	<p>Head</p>
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	<p>Q - How will this be facilitated with the younger children?</p> <p>A - Catherine Ghent will ask the questions to the younger children. Year 1 and Year 2 may need to be done in small groups.</p> <p>HC is hoping to complete the questionnaires in the Spring Term. If governors would like to add any questions please let HC know.</p> <p>Q - Is it worth engaging the pupils who have taken part in the coaching catch up? How have they found the programme?</p> <p>A – Yes this is a good idea, HC will look at this.</p>	
8.	<p><u>Data</u></p> <p><u>See the information on data from the Headteacher Report.</u></p> <p>HC discussed the data information for each year group from the Headteacher report.</p> <p>HC mentioned that RR had carried out a governor visit in Dolphin classroom and confirmed the need for a teaching assistant in this class all the time. The children in this class do wander around a little and from a teaching perspective this can be challenging.</p> <p>Q - When do we get chance to benchmark against other schools?</p> <p>A - When local authority provides guidance and when they have a national benchmark which they haven't provided for 2 years.</p> <p>Q - Can the school expect to see one?</p> <p>A - HC follows lots of forums and these give a general indication of how schools are performing but this isn't a national benchmark and each setting is different.</p> <p>Confidential minutes taken.</p>	
9.	<p><u>Staffing</u></p> <p>The GTA advertisement has gone out again, HC has asked Leger to advertise the post for Kirk Smeaton. HC is working with the local Headteachers and they have met this term, which has been really useful. Other schools who have advertised and had good candidates are sharing contacts.</p> <p>HC currently has covid, Sarah Langridge who is the Headteacher at Whitley and Eggborough, will help out with certain things if they need a Headteacher onsite. Internal staff are also stepping up to support.</p>	
10.	<p><u>Governor Action Plan</u></p>	

	<p>The governors discussed the current governor action plan and whether to continue this in the current format. Governors discussed options on whether to use RAG ratings on the plan.</p> <p>It was agreed that governors all need to be accountable for looking at the plan prior to the meeting and ensuring they are all taking ownership of this. The governors all agreed that the plan should be an agenda item and discussed at all meetings.</p> <p>PHud advised that he would stick with the current format with some minor changes and update the plan.</p> <p>The governors discussed their responsibilities and recognised that they could help with aspects within school however certain things are above and beyond the governor role and should not be something that governors feel they have to do, for example manual work like putting up bookcases etc. There should not be the expectation that this is part of a governor role.</p> <p>Q – Where does the school stand from an insurance perspective if they are helping with things in school?</p> <p>A – This comes under standard liabilities as an organisation and a risk assessment would be completed. As long as the school has insurance and as long as work isn't being completed by governors such as electrics and plumbing etc.</p>	PHud
11.	<p><u>Annual review of Health & Safety checklist and Health and Safety</u></p> <p>Nothing to discuss since the last meeting.</p>	
12.	<p><u>Governor visits/monitoring</u></p> <p>RR carried out a governor visit last week and spent time in Dolphins class. The key thing which came from the visit was the importance of having a TA in the class (SS was off ill). This was not a reflection of the teacher but because of the ages of the children and the number of pupils in the class. It is very difficult for the teacher not having a 2nd member of staff in the classroom and this can cause difficulties in terms of break time etc., this was really highlighted on the visit. RR saw the new whiteboards in use and the children were studying a topic about toys. RR also saw English and Maths, the core subjects being taught in the classroom.</p> <p>EH and CC have both been into school for visits, CC came in and did some pupil voice within PHSE and RE, awaiting feedback.</p> <p>EH came in to do PE review, she went to see Y5 and Y6 and she also did some pupil voice with HC.</p>	

	<p>TJ has been to a competition and fed back and has been on a school trip to Eden Camp.</p> <p>PHud, TJ and EH have also done a parent voice and the feedback has been passed on.</p> <p>HC happy for TJ to go back to parents regarding their points raised in previous communications.</p> <p>TJ mentioned pupil's feedback on the whiteboards and the positive comments received.</p>	
13.	<p><u>Policies</u></p> <p>No policies to be discussed.</p>	
14.	<p><u>Safeguarding</u></p> <p>HC advised that a safeguarding email was sent out 2 months ago and this needs to be looked at by governors and actioned.</p> <p>Covid to be added as agenda item. Currently only 1 case in school which is HC, not omicron variant.</p> <p>There are events coming up within schools over the next couple of weeks which involves parents coming into school. On Friday HC will review case levels in school, there are high numbers in schools in the local area. Campsmount have had to recently cancel events due to covid levels.</p> <p>HC will put measures in place such as advising parents to take lateral flow tests before attending, restricting numbers to 2 people per family and families seated 2 metres apart.</p> <p>HC will review case levels on Friday and feedback to governors. If covid numbers increase the school will cancel parents coming in and just record the nativities and send this to parents. HC is hoping to record the nativities anyway, depending on staff numbers on that day.</p>	<p>All governors</p> <p>AT</p>
15.	<p><u>Appointing new governors</u></p> <p>We have 2 candidates who are really keen. Harvey has been invited to look around the school and Alex has already visited.</p> <p>One will be a LA governor and one as a co-opted governor. Alex should be co-opted and Harvey the LA governor.</p> <p>Both can be invited to the next meeting.</p> <p>Harvey is really well engaged and has been a chair of governors and also has a strong IT background. Alex is a teacher and seemed very interested.</p>	

	<p>HC does know Harvey. Both already have been DBS checked.</p>	
<p>16.</p>	<p><u>Any other business agreed at beginning of meeting</u></p> <p>HC has obtained some laptop quotes to replace the laptops in school.</p> <p>Alamo have quoted £11,172 plus charging trolley of £985. We have £4500 set aside in the Parent and Friends fund. HC advised that the school will need to take more out of the budget to pay the difference.</p> <p>Mints have quoted £12,353 for the laptops. HC has enquired about the leasing option over the next 3 years. Mints offer a 3-year plan which involves a payment each quarter. The cost for this is £11,256 and then laptops would have to be returned. HC feels that the better option is to purchase new laptops but then have a 3-year plan of updating laptops and tablets. If the school renew the laptops every 3 years, they could try and sell the used ones and create more cash to go back into school.</p> <p>HC is waiting for CBC to come back with a quote, this is the company that provided the smartboards.</p> <p>TJ suggested IT expert (Harvey) is coming onto the board in January and potentially to discuss this then. HC advised that there may be a conflict of interest as Harvey works for CBC.</p> <p>Further discussion regarding laptops to go as an agenda item on the FGB meeting in January.</p> <p>Q – If the school leases the laptop and they break do they get replaced?</p> <p>A – Yes the company have to replace them.</p> <p>Q - Do we have an idea of how old everything is in school?</p> <p>A - We did have an asset register, it is on HC’s list to do an updated one. In terms of lifespan of the equipment this hasn’t been looked at, the audit has been done by a TA previously.</p> <p>Meeting closed at 20.49.</p>	<p>AT</p>
<p>17.</p>	<p>Date of Next Meetings:</p> <p>FGB meetings (7pm): 18.1.22 7.6.22</p> <p>Finance meetings: (7pm) 7.3.22 2.5.22</p> <p>Curriculum meetings (7pm): 5.4.22 4.7.22</p>	

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Actions of the Curriculum Committee Meeting held 6th December 2021

No	Action	By Whom	When
1	Governors to read the Value in God document (link to be found on agenda).	All governors	End of January
2	Head to update questionnaires and consultation document and circulate consultation document to governors.	HC	By January
3	Update governor action plan and circulate	PHud	By mid-January
4	Governors to complete actions from previous safeguarding email	All governors	By mid-January
5	Covid to be added as agenda item on all future meetings	AT	Ongoing
6	Purchase of new laptops to be added as agenda item on next FGB meeting (18.1.22)	AT	January

Minutes produced by Alyson Temporal – Clerk

Signed: (Chair) **Date:**