

Minutes of the Curriculum Committee meeting of Kirk Smeaton CE Primary School, held on Monday 27th March 2023 at 7:15pm, via Microsoft Teams

Present:	
Co-Chair - Harvie Palmer (HP)	Co-opted Governor
Hannah Cuddy (HC)	Headteacher
Carol Cessford (CC)	Foundation Governor
Emma Hall (EH)	Parent Governor
Sadie Sheen (SS)	Staff Governor
Co-Chair – Rebecca Rawson (RR)	Foundation Governor
Apologies:	
Mark Suaznabar (MS)	
Vice Chair – Peter Hudson (PH)	Co-opted Governor
Kay Crossley (KC)	LA Governor
In attendance:	
Clerk - Lydia Waites (LW)	NYCC Clerk

Colour coding Key – Highlighting Governor Core Functions

Red – Strategy Challenge/question

Blue – Approval/Decision taken

Green – Performance Challenge/Question

Orange – Financial Challenge/Question

MINUTES

No.	Item	Lead
1.0323	Welcome and apologies Apologies from who MS, PH and KC who were unable to attend. Consented. SS sent apologise-accepted.	
2.0323	Confidentiality and declaration of business interests No declarations.	
3.0323	Any other business to be agreed No other business.	
4.0323	To be approved as a correct record the minutes of the previous meeting of the Curriculum Committee held on 14th December 2022 Governors agreed to approve the minutes.	
5.0323	Action log for curriculum meetings HP addressed the actions arising from minutes of 14.12.22 meeting. To carry forward PH's action – LW to add this to next meeting's agenda. HT discussed a potential candidate to approach for vacant LA gov position.	LW
6.0323	Headteacher report HT shared her report on screen. <ul style="list-style-type: none"> Assessment in school: HT has calculated predicted grades for certain years following actions and comments on the data shared during the previous meeting. Covered Y6-Y5 data which is showing positive projections. Maths in the current Y5 cohort is somewhat lower in comparison to other subjects – have discussed adding more maths to timetables as well as other ways to address this gap.	

Q: if we change the timetable to have more maths for Y5 what impact will that have on Y6?

A: it shouldn't have an impact as it won't take immediate effect. It will be a balancing act.

It's a case of balancing subjects out and addressing any gaps where students are struggling with particular subjects. Y4 is looking very positive, though their reading is lower than other areas. Y2 is a difficult cohort, as the projections reflect. Y1s are looking fabulous, and there will be more 'exceeding' expectations in the coming term given their progress.

Q: how are we covering these gaps and how will it be funded?

A: staff meetings will now be every fortnight and staff members will be doing tuition as a block for children who require tuition.

- **Curriculum and personal development section on the HT report**

Children have made phenomenal progress in the phonics scheme. Phonics has been revamped, and we're looking at developing reading books and how these can be facilitated into schemes if right for the school. Will be doing phonics assessment in June with KS1 and KS2. We had support by the English hub to change scheme, provide training for all and purchase new resources.

The school has signed up to a government-funded improvement session where someone from local authority comes into school to support with data etc. for the nursery children. Elaine Broadbent will be support EYFS from the LA this term also.

There has been a focus on improving reading, writing and SPAG. Helen has been on a course with Outward Hub recently which proved insightful. All staff are to know the FFTDS aspirational data and use this in target setting.

Q: how do all staff know about FFTDS?

A: All staff attend pupil progress meetings with the HT and this is discussed and progress and intervention is documented to show how we are working towards this aspirational target.

The school has also been looking to monitor mastery in maths. HT and Maths lead, attended a session with the Outwood Hub last month and watched some maths lessons with mastery in Selby. It was helpful to unpick our own action plan and compare it with other schools and see what is and isn't working for our school.

Q: re parents being invited to the maths programme at Spa, what was this for?

A: essentially it was an opportunity for parents to come into school and learn about maths and helping their children learn.

We are inviting parents in first thing to look at areas for maths in each year group to engage parents in learning.

Our pastoral staff member has been doing some work around healthy eating, which has been helpful. Workshops and programme have been well-received and will continue.

HT and CC have recently been on a SIAMS training. It highlighted the theological and ethos vision for the school, which is something we're going to look at closer and underpin over the next month.

7.0323

Governor action plan

HP shared the governor action plan on screen and HT reviewed the document with governors. Highlights were made to upcoming items to address or update. The safeguarding audit has been ratified and sent to the local authority.

We need to make a date for safeguarding and H&S next term. HP, KC, HC, RR

HT

	<p>HP updated the action plan document to reflect that the HT report assessment overview item was addressed during today's meeting.</p> <p>Governors confirmed whether they had received subject monitoring correspondence from HT and were reminded to contact HT to chase up staff if they haven't received anything by the end of the week.</p> <p>Check in / pupil voice sessions were highlighted as something to be undertaken soon. RR noted that she did this with Dolphin class this March. CC and KC also attended governor and parent drop-in session.</p> <p>Update the governors training log. HP has undertaken prevent training.</p> <p>A recent training session suggested assigning a governor to e-safety. HT put forward RR and HP for this role as it links to safeguarding. Also recently had a safeguarding session and visit. KC came in to do a session and RR came in to do a class visit on the same day.</p> <p>HT explained how governors can access the governor training file and make adjustments following any completed training.</p> <p>RR shared that she has seen a huge improvement in student's writing in Dolphins which was impressive and worth noting.</p>	HT / all govs
8.0323	<p>Link governor responsibilities & succession planning Link governor for E safety- RR and HP – already discussed above.</p>	
9.0323	<p>Governor visits/monitoring</p> <ul style="list-style-type: none"> - RR and HP- safeguarding- E safety 8.3.23 - KC- H&S 8.3.23 - RR- Class visit 8.3.23 	
10.0323	<p>Staffing and governor vacancy</p> <ul style="list-style-type: none"> - 1 LA vacancy 	
11.0323	<p>Health and safety After school club</p> <p>HT shared a picture of the emergency poster and discussed costings for the afterschool club and additional staff. Covered the school's emergency procedures which she has shared with the relevant staff including caretakers and after-school and breakfast club staff.</p> <p>Q: how do we convey this to children who aren't of reading age? A: we do fire alarm testing and lock down procedures, so they know the routine and safety procedures. The staff member in charge also ensures monitors are in place and in charge, and that children are aware of this.</p> <p>Q: is the poster displayed where afterschool and breakfast clubs are held? A: it isn't up yet as it is pending approval tonight, it will be printed in A3 and go up on the walls.</p> <p>Trips <i>Lions going to the Deep (March)</i> <i>KS2 classes going to a Mosque and Cathedral (June)</i> <i>KS1- Ledston (April) and Wentworth (March)</i> <i>Starfish- YWP</i></p> <p>Q: what does the school do in terms of checking risk assessment? A: everywhere we've ever gone [on a school trip] is uploaded to an online system where it can be checked and referred to. HT has recently updated a policy to do with this and had a meeting with staff about trip protocol – particularly regarding giving a full term's warning for parents before a trip for financial purposes.</p> <p>HT added 'random sampling of risk assessments for educational visits' as an item under the health and safety section of the governor action plan.</p>	

	<p>HT has shared info on breakfast and afterschool clubs. Keeping the limit for these at 8 students. The cost is a consideration for afterschool club as it's 2.5 hours of extra staffing, whereas breakfast club is only 1 extra hour. It's something we need to look at in relation to the school's budget and make a decision on as we head into July. We hope to continue with it as long as we aren't losing money on the clubs.</p>	
12.0323	<p>Policies</p> <ul style="list-style-type: none"> - E safety <p>To be addressed during the next meeting.</p> <ul style="list-style-type: none"> - Acceptable use – Govs/staff and volunteers, pupils (KS1 and KS2) and parents. <p>Governors reviewed the acceptable use policy.</p> <p>Q: RR – speaking as a parent, why do we have to sign these? They can be taken as imposing somewhat on parents' parenting.</p> <p>A: I see where you're coming from – likewise, lots of parents may simply ignore the document. But it's a helpful policy for all to be aware of.</p> <p>Q: could it be phrased differently? E.g. as more of a <i>guidance</i> document than something to sign.</p> <p>A: it's a difficult thing to police. Some parents may not want to sign, some may sign it without reading.</p> <p>RR suggested amending the policy document for parents; reframing it as guidance with no signature needed. HT agreed – this would still be forward-facing with parents and still providing them with this information. There's no legal obligation for them to sign it.</p> <p>Q: is it worth clarifying why we're sharing this with parents and where the guidance is coming from?</p> <p>A: yes, that would provide some clarity.</p> <p>RR gave an example from the policy where it seems like the school is overstepping re parenting. Agreed with CC that changing the language, for instance from 'should' to 'encourage' would be more appropriate and less imposing. LW to add this and e-safety as item for the next meeting's agenda.</p> <p>Governors discussed ear piercing policy and guidance which has led to the school deciding that ear piercings are not allowed.</p> <p>Q: do you expect any pushback on this?</p> <p>A: there might be from some students. Lots of ears pierced in KS3 for example. Especially in PE piercings are dangerous, and a blanket ban is simpler and safer than negotiating removing earrings between lessons, which younger children are less capable of doing. Equally we can't force students to take them out, though.</p> <p>Q: there need to be exceptions for children who have only just had their ears pierced and can't take them out.</p> <p>A: yes, though that sets a precedent for students having their ears pierced during the school year.</p> <p>Q: could perhaps give guidance to parents that this is the school's stance, and that the timing of ear piercings should be approached accordingly.</p> <p>A: worth giving that guidance. The bottom line is we need to be consistent in our approach.</p>	<p>LW</p> <p>HT</p> <p>LW</p>
13.0323	<p>Safeguarding</p> <p>HP shared the 'two-minute reads' below on screen which governors read and reviewed:</p> <ul style="list-style-type: none"> - A guide for governors - school data: https://www.gov.uk/government/publications/understanding-your-data-a-guide-for-school-governors-and-academy-trustees/understanding-your-data-a-guide-for-school-governors-and-academy-trustees - 	All gov's
14.0323	<p>Next year</p> <ul style="list-style-type: none"> - School targets for next year- HT report- targets 	

	<p>Recent Ofsted reports had set targets which HT has added to the report. The main priority is to go over curriculum plans with staff to build the curriculum and support the changes needed and to ensure they show progression and knowledge. The school is continuing to find ways to develop attendance and ways to communicate with parents. These targets will both go into the SDP to embed next year. Due to the recent Ofsted visit we have a clearer picture of our priorities and the school's progression / next steps.</p> <ul style="list-style-type: none"> - Dates for next year and times for the meetings. <p>HT asked which days suit governors for meetings. One in-person meeting to start at 5pm per term in future. HT to circulate the proposed dates to governors and LW for their feedback.</p> <ul style="list-style-type: none"> - 3-year plan including conversation regarding academisation. <p>3-year plan was also mentioned by Ofsted. It wasn't on the written report, but the Ofsted visitor mentioned it frequently in relation to 'capacity', so it's something important to consider. Worth having another conversation around this next term to consider the school's progress in relation to this plan, as well as any adjustments and budget consideration. Any questions?</p> <p>Q: would it be worth outlining how/why these 'capacity' gaps can be identified and addressed?</p> <p>A: yes, we can reviewed it in the next meeting.</p>	HT / all govs.
15.0323	<p>Any other business No other business.</p>	
16.0323	<p>Dates of next year's meetings FGB & H&S meetings: 3.5.23 @ 7pm Finance meetings: 6.3.23 @ 7pm, 12.6.23 @ 7pm Curriculum meetings: 3.7.23@ 7pm</p>	

Actions of the Curriculum Committee meeting held 27th March 2023.

Item no	Action	Lead
7.0323	The last health and safety meeting was in October, so we're due health and safety monitoring in school signed by all staff. HT to speak to KC about this. Governors confirmed whether they had received subject monitoring correspondence from HT and were reminded to contact HT to chase up staff if they haven't received anything by the end of the week.	
12.0323	E safety to be addressed during the next meeting. HT to ament RR suggested amending the Acceptable Use policy document for parents; changing the language reframing it as guidance with no signature needed. LW to add the above actions as items for next meeting's agenda.	All govs HT LW
13.0323	Safer recruitment: https://www.safeguardingchildren.co.uk/professionals/procedures-practice-guidance-and-one-minute-guides/safer-recruitment-one-minute-guide/ to be addressed at the next meeting.	All govs
14.0323	HT to circulate the proposed meeting dates for the coming year to governors and LW for their feedback.	HT / all govs

Minutes produced by Lydia Waites – Clerk

Signed (Chair) Date