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**Minutes of a meeting of the Curriculum Committee of Kirk Smeaton CE Primary School**

**held via TEAMS on Wednesday 19th March 2024, 7.15-8.34pm**

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| **Present:** | **Role** | **Time attended** |
| Harvie Palmer (HP) | LA Governor |  |
| Hannah Cuddy (HT) | Headteacher |  |
| Carol Cessford (CC) | Foundation Governor |  |
| Sadie Sheen (SS) | Staff Governor |  |
| Christian Brooks (CB) | Co-opted Governor | 7.20 |
| Chris Smith | Co-opted Governor |  |
| **Apologies:** |  |  |
| (Chair) Peter Hudson (PH) | Co-opted Governor |  |
| Kay Crossley (KC) | Parent Governor |  |
| Rebecca Rawson (RR) | Foundation Governor |  |
| Mark Suaznabar (MS) | Parent Governor |  |
| **In attendance:** |  |  |
| Lydia Waites (LW) | NYC Clerk |  |

**Colour coding Key – Highlighting Governor Core Functions**

Red – Strategy Challenge/question

Blue – Approval/Decision taken

Green – Performance Challenge/Question

Orange – Financial Challenge/Question

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| **Item** | **Minute** | **Lead** |
| 1.0324 | **Welcome & Apologies**  HP opened the meeting and welcomed governors. No apologies from PH, RR and KC. Apologies from MS. |  |
| 2.0324 | **Confidentiality & Declaration of Business Interests**  None declared. |  |
| 3.0324 | **Any other business to be agreed**  To address the breakfast club under item *14.0324.* |  |
| 4.0324 | **To approve as a correct record the minutes of previous meeting**  Governors addressed the minutes of the FGB meeting held 16.01.24 and agreed these are an accurate record. |  |
| 5.0324 | **Action log for curriculum**  Governors addressed |  |
| 6.0324 | **Headteacher report**  HT shared her circulated report on screen and briefly summarised the actions under the subheadings. The school is aiming to complete the gold award again, and to collect evidence for a platinum award.  Geography and history and art and DT will be separated as subjects for subject visits in order to provide more focus. Governors should be receiving curriculum reports from subject leads. It has been noted that more pupil voice needs doing during governor visits so that these visits can be more purposeful and practical for staff.  Lots of work has been done on personal development.  Q: What are the outcomes of what you've been doing?  A: When I rag-rate the document green and when governors visit the school, the impact will be evident.  HT summarised the assessment data on screen. Predictions are above or in line with the national average. The area we will focus on most is the MTC for Y4.  Q: How soon after the test do you get the results data?  A: Results come out about 3 weeks later.  Q: Were there any resits?  A: Only two last year. 70% passed last year, which was well above the national 29% pass rate.  Y2s do not need to do the SATs this year and are doing well. The children who will take the phonic resit should all pass. Y1s are also doing well. If we can get 86% for phonics, we will be above national average.  HT referred to the lines of enquiry for the trends over time and gave an overview of the data and an example of how trends are evident from this document.  HP shared that the Ofsted IDSR report for Kirk Smeaton was released on the 6th of March should governors want to look at this. |  |
| 7.0324 | **Health and safety**  LL is off for some time for personal reasons. |  |
| 8.0324 | **Safeguarding**  Governors were reminded to ensure they have completed all the relevant safeguarding training (Basic Safeguarding and Prevent). HT shared the governor training log document on screen for governors. HP suggested colour coding the training log so that governors are aware which training needs completing. This was completed in the meeting in yellow.  Governors read SIAMS strands two and three on screen and were invited to comment if anything is missing. |  |
| 9.0324 | **Governor monitoring and training**   * HP attended a NYC travel consultation session this month. * Christian Brooks (CB) recently had an induction. * Some governors recently did data and vulnerability work with HT.   Mark Turner visited the school today to look at the foundation stage curriculum. It was a good session – Mark looked at foundation subjects and at children's workbooks across all of the subjects. Some work needs to be done to ensure children understand the subject they are doing ie. Geog not topic. We have some actions to work on over the next term following this visit. This will include looking at the curriculum to ensure that we are doing a balanced amount of geography and history at KS2. The art came out very well. Art and DT will be addressed individually during monitoring visits going forward.  CC agreed that it was a positive session and Mark was impressed with subject leaders. He said he would find a school with mixed age classes that is doing very well that we could visit to see how they operate. |  |
| 10.0324 | **Communication with parents** Parents have not been using the post-box to share their messages concerning the school. A parent questionnaire went out at parent's evening last week and HT re-circulated this to parents via Dojo. Most of the feedback was positive and will be shared with governors when all the responses are collated. HT will feed back to parents' comments in the school newsletter. SS suggested having parents write any comments on post-it notes during their class visits to the school. |  |
| 11.0324 | **Academisation and federation**  An academy meeting took place on Monday. We are waiting for the general election. We have found another academy in the Huddersfield area which is called Learning Accord – HT has been doing some fact-finding around that and is booked in to meet with the CEO to find out more information.  HT will also be speaking to Adam Dale at Ledger to discuss whether there is scope to them opening up more to faith schools. If they were able to encourage faith schools to join, that would potentially be a depending on the Diocese. We are going to meet again in June to clarify what exactly we want going forward in an academy; then we would potentially like to meet with CEOs from two academies of our choice to discuss things further. |  |
| 12.0324 | **Policies for review**  None to review. |  |
| 13.0324 | **SharePoint**  HP will be leading an IT session on Friday 22nd March at 9am for any governors struggling to access SharePoint. |  |
| 14.0324 | **Any other business**   * SFVS   Governors approved the latest SFVS circulated in the previous meeting.   * Sports money – update from the finance meeting   Governors were invited to pose any questions about the circulated sports money spreadsheet.  Q: Have you got a plan for the remaining amount?  A: I've sent an email around to all staff to ask. There is quite a bit of resource we need to get, so it will be used. We have some other wellbeing sessions coming in too, so at the end of this financial year we will looking at around £6.5k remaining. Teachers have also been asked to speak to their classes and look at wish lists for what they want next.  Q: Do they take the money back [if it isn't used]?  A: No, the money is ours and will roll over. I've asked teachers to think about big projects because we will receive about £17k next year.  Governors discussed how the sports money could be spent. LW to add sports funding as an item to the next agenda.  Parent questionnaire also to be addressed during the next meeting.   * Breakfast club   SS is willing to run the club from 7:30am, however, this is already over-subscribed. She has additional support when there are additional numbers in the club, from Mrs Helstrip. HT asked governors for their comments on and approval of upping the price of the breakfast club from £5 to £6. Governors agreed that this is a positive move and that they do not expect parents to be resistant to the increase. Governors approved the breakfast club price increase.   * Governor skills set   HT shared the governor skills set document on screen for their amendments and comments. Skill needs include someone who is currently in education, someone of a legal background, HR background, or communication and marketing background. | LW |
| 15.0324 | **Date of next meetings**  FGB & H&S meetings: 7.5.24 @ 7.15pm on TEAMS.  Finance meetings via TEAMS: 11.6.24 @ 7.15pm.  Curriculum meetings via TEAMS: 3.7.24 @ 5pm in school. |  |

*Meeting closed 8.35pm.*

**Actions of the Curriculum Committee Meeting Held 19th March 2024**

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| **Item** | **Action** | **Lead** |
| 14.0324 | LW to add sports funding as an item to the next agenda. Parent questionnaire also to be addressed during the next meeting. | LW / GB |

**Minutes produced by Lydia Waites – Clerk**

**Signed …………… (Chair) Date …………………**