Kirk Smeaton Church of England Primary School

Governing Body

Minutes of Curriculum Committee Meeting held on

Tuesday 4th December 2018 at 6.00pm

Present

Mr R Mason - Parent Governor

Mr P Hursthouse - Parent Governor

Mr T Jones - Co-opted Governor

Mr C Stone - Co-opted Governor

Mr A Robertson - LA Governor

Mrs R Rawson - Foundation Governor

Mrs C Cessford - Foundation Governor

Mrs M Holmes - Staff Governor

Mr T Hiley - Headteacher

In Attendance

Mrs L Richardson - Clerk

**1.Welcome & Apologies**

Mrs L Thornley – Parent Governor has childcare issues

Mrs A Carville – Co-opted Governor is away

Mrs R Brown – Co-opted Governor is unable to attend on medical grounds

**2. Appointment of Chair of Committee**

* Mr Hiley nominates Mr Robertson, seconded by Mrs Rawson. Governors agree and Mr Robertson in duly appointed as Chair of this committee

Mr Robertson chairs the meeting

**3. Confidentiality & Declaration of Business Interests**

* Confidentiality reiterated
* No new declarations of business interests

**4. Any other business to be agreed**

* Revised budget
* Sports Funding
* Photography
* Confidential staffing matter

**5. Minutes of meeting held on 3rd July 2018**

**Governors agree that the minutes of the meeting of the Health & Safety/Curriculum Committee held on 3rd July 2018 be signed by Chair as a correct record**

**6. Governor Action Log**

8) Refuse truck appears to be arriving at school later, on most occasions after Mr Jones contacted the council. It still happens some weeks. Parents to be asked for feedback via the Friday letter

9) Parent election now to take place. School to send out letters tomorrow. If we receive no nominations, then we can approach a parent to fill the vacancy

10) Draft policy to deal with children not being collected on time still ongoing.

***Q – Has this issue changed since being included in newsletter?***

***A – Not much of an issue now. The problem arises when a parent is late and there are no places available in after school club***

***Q – Can we impose a penalty for persistent offenders?***

***A – That would not solve the problem of a club being full***

***Q – Are the after school club provisions aware of our policy?***

***A – School to clarify what the responsibilities of after school clubs are in these circumstances***

The occasional time is not a problem it is the principle when it happens regularly. It is difficult to know how to make this consistent at the same time helping parents on an occasional basis whilst addressing the persistent offenders. Staff are busy after school so do not have time to supervise children.

11) KS2 SATs reported to governors. Item Closed

12) Mr Jones has reviewed accident books. Item Closed

13) 1 radiator was not working. It became a H & S issue when a heater started to smoke and emit an electrical smell. Electrician called who found that the heater was wired into the lighting system. Heater sparked and banged after he had ‘repaired’ it. Heater is now condemned. We are working on a solution to heating issue, suggestion was to replace 2 heaters, but we are still waiting for work to begin.

***Q – Was the event recorded?***

***A – Still to do***

It is difficult to control the temperature, we may need to be kept on low at all times otherwise classroom is cold on mornings

***Q – Do we have similar models in other classes that could also spark?***

***A – He checked them all before he left***

***Q – When was the fixed electrics last checked?***

***A – Details to be emailed out to Mr Robertson***

**7. Confidential minutes of meeting held on 3rd July 2018 & matters arising**

**Governors agree that the confidential minutes of the meeting of the Health & Safety/Curriculum Committee held on 3rd July 2018 be signed by Chair as a correct record**

Matters Arising

* None

**8. Standing Orders – to be agreed**

* Agreed

**9. Headteacher’s report/SDP**

* This is Mr Hiley’s final Headteacher’s report
* School priorities are starting to build. Training day to focus on SDP targets with Mrs Cuddy
* Parents & Friends have been asked to pay for an Artist, Mel Barber, who will work in school for 3 days with different classes. On his last day there will be a gallery where parents can come and see the work the children have created.

Robot school is booked for May.

Aspirational Jobs fair to be organised where parents can talk to the children about their jobs. Governor suggest that school contact Primary Futures who run a national programme with a free database of people who can come into school to talk about their profession. Mr Jones to speak to Mrs Hursthouse.

* Staffing –

***See confidential minutes***

Support staff are to be reviewed in Spring term.

There has been an additional resignation from another member of staff, to be discussed under confidential staffing matter

* RAISE Alliance is stumbling but Mrs Cuddy wants to drive it forward
* North Star Alliance continues to be strong
* Issue raised that some staff purchase resources themselves for school including membership of specific websites

***Q – Is this a cost issue why school won’t purchase memberships***

***A – School would not purchase lots of memberships, it would want staff to use the same websites. More and more websites are adding fees where they once were free.***

Mrs Holmes to discuss issue with staff and headteacher then feedback to governors. Governors appreciate that teachers sometimes purchase items themselves. We need to know what subscriptions are needed and what we already have

* Pyramid cluster is struggling due to acadamisation and changes in staffing
* C of E support & cluster not doing anything at the moment

**10. Data update including FFT & KS1 data (inc FFT & ASP Data)**

* KS1 FFT data dashboard only released yesterday, showing key headlines of strength & weakness
* This is progress data for current Y3 children

***Q – How many are in this cohort?***

***A – 12***

* High performing children are none FSM and with English as first language
* Overall Spring term, girls are high attainers
* Children with high data at end of EYFS were not as strong at end of Y2, therefore they made the least progress
* Statistics are so broad it is difficult to come to an accurate conclusion particularly with such a small cohort
* Higher strand of Reading, Writing & Maths combined on a 3 year trend is approximately the same

***Q – Does this mean the children are coasting?***

***A – Probably not, but this needs investigating, it could be that we are not pushing middle/higher ability learners***

* This is the data that Ofsted would use so Headteacher & SLT need to be able to discuss it in detail
* KS1 teacher assessments impact on end of KS2 expectations
* **See confidential minutes**

Mrs Cessford reviews assessments for individual children.

***Q – Do we have case studies to support our data?***

***A – Yes, we could review 1 case study each curriculum meeting – it would need to have name removed so that it is confidential***

* KS2 data was reviewed at last governors meeting. Trends have stayed the same with High standards in reading & writing which is a refection of the last 4 years work and not just work in Y6.

Middle attainers are not doing as well nationally.

* EYFS – 2017/18 saw 69% GLD with national figures at 71.5% so we were broadly in line. 2018, 54% of children are already on target to reach GLD with our target being 69%.

***See confidential minutes***

* Y1 – Reading/Writing is similar to on-entry data.

SPAG is showing progress.

End of KS1 predictions are roughly in line with national figures

* Y2 – Some progress was made in some areas

We use FFT5, which is in the top 5% of schools nationally, so targets are aspirational

* Y3 – There is a big difference between KS1 and KS2 curriculum particularly for comprehension. Cohort did well at end of KS1 so targets are high for end of KS2.

New children joining cohort also make an impact

* Y4 – A strong cohort who are closer to their targets
* Y5 – One, more able, child has left this cohort which has made an impact on the data
* Y6 – Close to FFT targets, children are receiving good teaching.

Focus

* KS1 – support higher attaining pupils – we have interventions for higher and middle ability children
* KS2 – Target writing across school – interventions for higher ability children
* ***Q – Is behaviour management a factor in strategies of need?***

***A – That is dealt with as a separate need. On the whole behaviour is good across school, but we do have some low-level behaviour issues that impact on Teaching & Learning – this needs to be considered in strategies.***

**11. Feedback from Parent Consultation Evenings**

* We had 52 questionnaires returned with very positive results
* Comments –

1. Child rushing lunch to get outside

***Q – Is this child a school dinner?***

***A – Yes, we do what we can to encourage children to eat their dinner. Lunchtimes are well managed***

1. Wants more knowledge about reading levels – opportunity to explain, particularly, comprehension to Parents is important

Suggestion made that we include the question ‘Would you recommend this school to others’ on the next questionnaire and then the results can be posted on our website.

It is also suggested that we use the Ofsted questions.

**12. Governor visits/monitoring**

* Governor visits to continue

**13. Health & Safety (general)**

* 6 months accident data shows consistency overall, with more head injuries because children are running around. Number of accidents on equipment has dropped. There are less injuries caused by doors. Lions class has the highest levels of reporting with Dolphins class having the least.

Football related injuries have increased. Question of supervision of footballs at lunchtimes was raised, Headteacher to raise the issue with MSAs. Children are now not on the field so football incidents should reduce.

* New format of accident books in each classroom is working well

**14. Safeguarding audit**

* Document was released on 28th November and needs to be submitted by 29th March 2019, so will need to be agreed by governors before this date

**15. Safeguarding policy for 2018/19**

* NYCC model policy updated, disqualification by association no longer applicable for schools and information held has been destroyed in line with GDPR & NYCC recommendations
* Policy agreed

**16. Safeguarding guidance for governors**

* Keeping Children Safe in Education document and Child Protection Policy – governors now need to sign to confirm they have read the documents

**17. Any other business agreed at the beginning of the meeting**

Revised budget

* In year deficit has improved since start budget from -22.5K to -14.4K. This is due to changes such as, Nursery income being higher than expected, FSM are higher, we have also received a Teacher Pay grant

***Q – What is the value of the grant?***

***A - £3K***

Capital c/f balance is increasing

***Q – Is it ring fenced? Do we have any future projects we will be using it for?***

***A – Governors to review capital expenditure at the next finance meeting***

***Q – Should we be spending our revenue balance?***

***A – We need to keep some reserves for using in future years***.

The forecast includes lower pupil numbers, historically we have had more pupils than forecast

* Governors agree revised budget

Sports Funding

* We still have £18K in our sports premium budget which needs to be spent. Governors are asked for their ideas of how we can use this money to enhance PE, it needs to be sustainable.

Lunchtime club with an outside provider has already been discussed.

To be discussed further.

Photography

* ***Q – What is the policy for parents filming/taking photos of the school production?***

***A – Parents are not allowed to film the production. We could as a school film the production and then edit it to remove any child without permission from parents to be filmed***

***Q – Is the policy on the school website?***

***A – No***

School to remind parents why they are not allowed to film the production – to be included on the next newsletter.

Mr Hursthouse & Mrs Holmes leave the meeting at 8.10pm

Confidential staffing matter

* ***See confidential minutes***
* Governors thank Mr Hiley for his work whilst covering Mrs Cuddy’s maternity leave
* Mr Hiley thanks governors for their support. He has enjoyed working with such a good team.

Meeting closed at 8.30pm