

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

**Minutes of Curriculum Committee Meeting held on
Wednesday 4th December 2019 at 6.00pm**

Present

Mr P Hudson	-	Parent Governor
Mrs L Thornley	-	Parent Governor
Mrs R Brown	-	Co-opted Governor
Mrs A Carville	-	Co-opted Governor
Mr A Robertson	-	LA Governor
Mrs R Rawson	-	Foundation Governor
Mrs C Cessford	-	Foundation Governor
Mrs B Hursthouse	-	Acting Headteacher

In Attendance

Mrs L Richardson	-	Clerk
------------------	---	-------

1. Welcome & Apologies

Mr R Mason, Parent Governor, due to work commitments

Mrs M Holmes, Staff Governor,

Mr T Jones, Co-opted Governor, due to not receiving email with paperwork

Mrs H Cuddy, Headteacher due to being off school on sick leave

Mr Hursthouse, Parent Governor has temporarily stepped back whilst his wife is acting headteacher so as not to have any conflict of interest – Governors agree.

Apologies accepted

2. Appointment of Chair of Committee

- Mrs Rawson nominates Mr Robertson, seconded by Mrs Brown. Governors agree and Mr Robertson is duly appointed as Chair of Committee for a period of 1 year
- Mr Robertson chairs remainder of meeting

3. Confidentiality & Declaration of Business Interests

- Confidentiality reiterated
- No new declarations of business interests

4. Any other business to be agreed

- None

5. Minutes of meeting held on 8th July 2019

Governors agree that the minutes of the meeting of the Curriculum Committee held on 8th July 2019 be signed by Chair as a correct record

6. Governor Action Log

1) Governor action plan is an agenda item. Item Closed

12) Governors of Starfish and Lions have met with teachers to discuss class report. Governor of Dolphins to meet with teacher during Spring Term. Governor of Eagles has read class report and raised questions. Item Closed

13) Headteacher looked at reading books. Included on school action plan to look at books throughout school, to widen range of choice of genre available. To increase text displaying families of different types.

Q – How much will this cost?

A – We are asking for donations from home for good quality books that are no longer wanted. Recommended book list will probably cost between £30 and £40. School also receives books through book club commission.

EYFS books cover phonics, these are now in place. Adults now change children's books to ensure children are taking correct books home. Impact of this is that children are spending less time out of classroom. Item Closed

14) Key information and checklist for governors will now also include key words from Ofsted.

Q – How long will it take for this information to be completed?

A – It should be ready to start using before January

15) Headteacher's report updated with KS2 results. Item Closed

16) Lockers are fixed securely. Item Closed

7. Part B Confidential minutes of meeting held on 8th July 2019 & matters arising

Governors agree that the Part B confidential minutes of the meeting of the Curriculum Committee held on 8th July 2019 be signed by Chair as a correct record

Matters arising

- **Q – Do we have the staff to support children with high needs?**

A – Yes, we now have a TA for afternoons

Q – Is this an additional TA or one that has been moved from within school?

A – An additional TA

8. Headteacher's report & SDP

- Governor expresses concern after visiting two RE lessons around the Old testament. Firstly, about Eve being created from Adam's rib and then about Creation, it was presented via a cartoon telling the Genesis story. No discussion occurred for children to consider any other options; there were not story -v- science discussions.

Q – Do we present one without the other?

A – Acting Headteacher to discuss with staff

Secondly, around the story of Noah's Ark where the people were portrayed as being very bad/wicked therefore God had no choice but to drown them and the inference that we should be pleased that God had done this. It was not put into any context and some children then referred to the recent local floods.

Q – Is it the policy of the school to teach the Bible as it was written without discussion?

A – Acting Headteacher to discuss these issues with Headteacher when she returns.

Training is available through Diocese for Governors and Staff.

Governor suggests that there should be some context, discussions around other religions and science given as an alternative.

It is within RE syllabus – Collective worship there is no time for context and may need to be reviewed allowing reflection. We could also make time available for classes to discuss what has been included in collective worship.

We do teach multi faiths, but it would not be expected for a CofE school to do anything opposite to the CofE teachings. Some of our families have firm beliefs.

Q – Do we not teach the science side of RE?

A – Yes but this would be taught within a Science lesson

Governors could visit an assembly and then visit classes to see any follow up.

- Diocese support plan purchased for this year. We receive one free training session at our school. It is similar support as the School Improvement Partner through NYCC, it was felt that we needed this extra support in readiness for the next SIAMs inspection
- CofG has completed training re: school data. Data now available on ASP (previously Raise on Line). Includes information about Reading, Writing, Maths and school absence. Other pages show comparison between us and other schools. Schools need to check information is correct.

Q – Has out information been checked?

A – Not yet

Section particularly for Governors will be emailed to all governors. We can then use this data to increase our awareness. Details of questions governors can ask were included in the training.

- Mrs Hursthouse is monitoring NQT development
- Curriculum – not all objects have been covered yet, but what has is fairly secure.
See confidential minutes
- Spelling is an issue for the whole school, this is also a national issue. It is a problem with the teaching of Phonics, we need to do what we can to improve this. We have had good results in tests but this does not translate into children's writing.
Q – How do we measure impact?
A – We can track progress, through books. Toolkit children are expected to display is increasing and becoming harder. Expectations from the government are very high.
We are lower than expected in greater depth spelling.
Q – Do children receive homework for free writing?
A – Writing needs to have a purpose and free writing already takes place within school time, if it were to be set as homework it would become onerous.
Governor points out that some notices on school walls have grammatical errors, Acting Headteacher to make amendments.
Some policies have typing errors too, these will be included on school website and does not give a good impression of the school. Headteacher workload needs to be considered too. Governor suggests that Admin school be checking for these. Governors to send comments to Acting Headteacher of any mistakes found
- Y4 SPAG FFTD at 100% is unrealistic **See confidential minutes**
Q – What is national expectations?
A – 69%, so we are currently in line with national. See confidential minutes
Y4's are doing well with times tables
Q – Which FFT is used?
A – Usually states FFTD5, but Y4 only states FFTD but it must be 5 as it is showing 100% and we can't do any better than that.
SEN progress is good, but achievement is 2 age groups below. Due to our numbers the percentage is very high per pupil.
- Y6 greater depth is not high enough, but we are doing what we can to improve it.
Y6 maths is showing amber but is showing same as FFTD5 so should be green – to be changed
Y6 reading looks strong with good number of children at greater depth.
Q – Are there any PP children in Y6?
A – No
Y6 combined score for greater depth is low, with SPAG bringing the scores down. We would expect a deep dive in SPAG if Ofsted were to visit this academic year. **See confidential minutes**
Q – There are 12 children in this cohort, how many have joined us after EYFS
A – We gained at least 2 and lost a possible 3 or 4. Some children join us with high end of KS1 results but when we have assessed them they are below this.

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

- Included in Headteacher's report

10. Governor Action Plan

- Copy of action plan handed to governors
- Previous actions were vague with no completion dates
- Plan reviewed and re-written
- Some actions included for a second year
- Included on back of sheet are actions not included this year
- Governors need to consider why they are setting these actions and make sure they are completed

- Governors agree that it is better to have fewer actions that can be achieved rather than many that can't
- Need to evidence all progress and achievements
- Governors need to complete these actions to fulfil their role
- Governors allocated responsibilities to oversee areas of action plan:
GAP001 to GAP003 – Mrs Carville
GAP004 – all governors
GAP005 – Mrs Rawson - to consider different aspects at different meetings. Review development plan usually takes place at first meeting of Academic year. Includes school priorities. This is included in Headteacher's report at every meeting
GAP006 – Mr Robertson
GAP007 & GAP008 – Mrs Brown -formulate training plan
GAP009 & GAP010 – Mrs Thornley
- To review and RAG rate at each meeting.
- Format agreed.

Mrs Thornley leaves meeting at 7.25pm

11. Feedback from Parent Consultation Evenings

- Generally, no issues, overwhelmingly positive
- 1 issue in Y4
- 1 issue around bullying was an error
- Some lovely comments received
- **Q – What can be done next?**
A – Generally the feedback is acted upon as soon as possible
- Governors ask that a question be added to next questionnaire asking parents to comment on what improvements can be made
- **Q – What was return rate of completed questionnaires?**
A – It was lower than in previous years
- It shows quite an accurate picture
- Comments from parents to be included on school website
- Communication could be improved we need to have more than 1 method to send the same message to parents.
Q – Is there a parent forum?
A – We have done this in the past but only for specific reasons
On the next governor newsletter, we could include request for suggestions on how parents would like us to improve communication, we could also have a suggestion box in reception. We could include a section each half term on what we want parents opinion/comment on – to be discussed with Headteacher first.
Next agenda to include next step.

12. Annual review of Health & Safety checklist

- Everything reasonable is being done by school in respect of Health & Safety
- This was a suggested checklist which was sent to Headteacher for amendments
- Include on agenda for next meeting
- Governors are happy that the school is safe and complies with legislation

13. Governor visits/monitoring

- Mrs Cessford attended the chocolate visit with Lions
- Mr Hudson & Mrs Brown to email Acting Headteacher with available dates for visits.

14. Health & Safety (general)

- There has been an issue with cardboard & paper being left in corridor upstairs close to the stairs – to be removed & area needs to be cleared
- No change to door into Headteachers room. Acting Headteacher to ask Mrs Marner for update

- No issues have been highlighted when reviewing accident books
- New play equipment needs induction for safe use
- Children are not currently allowed on grass, therefore they have only a small play area
- Tree planting event to take place. Risk Assessment completed, but not sent to GB as previously agreed all RA would be. This activity is not dissimilar to previous Forest School activities. Governors see any RA for school trips
- Issue highlighted when children were greeting visiting adults at front of school without supervision of school staff. RA stated that admin staff in front office would have sight of the children, but she does not work during the afternoon, so this did not happen. Once it had been mentioned to school it was rectified.

15. Policies

Several policies include typing errors, to be amended. Mrs Brown to inform school of changes required.

Following policies agreed in principle subject to typing error amendments. To be ratified at next FGB meeting

Lockdown Procedures, Homework Policy, Educational Visits Policy, Discipline Policy, Charging & Remission Policy, Attendance Policy, No Smoking Policy, Medical Policy, Pay Policy, Photograph Policy - Consent continues until 1 year after child has left the school then it is rescinded, school to check for old photos on website. Check what consent form states in respect of this. End of each school year school to remind parents when the photos will be removed

Code of Conduct - Parents

- Needs to be reviewed further. Existing policy to be extended until February then reviewed again

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

- None

Part C Confidential minutes from 8th July 2019

Governors agree that the Part C Confidential minutes of the meeting of the Curriculum Committee held on 8th July 2019 be signed by Chair as a correct record

Matters Arising

- None

Meeting closed at 8.10pm