Kirk Smeaton Church of England Primary School

Governing Body

Minutes of Curriculum Committee Meeting held on

Monday 8th July 2019 at 5.30pm

Present

Mr R Mason - Parent Governor

Mr P Hudson - Parent Governor

Mrs R Brown - Co-opted Governor

Mrs A Carville - Co-opted Governor

Mr A Robertson - LA Governor– arrived at 6.05pm

Mrs R Rawson - Foundation Governor

Mrs C Cessford - Foundation Governor

Mrs H Cuddy - Headteacher

Mrs L Thornley - Associated Governor

In Attendance

Mrs L Richardson - Clerk

Mrs Rawson chairs the meeting

Joint Matters

**1.Welcome & Apologies**

Mr P Hursthouse – Parent Governor due to broken ankle

Mrs M Holmes – Staff Governor due to childcare issues

**Apologies accepted**

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

* Confidentiality reiterated
* No new declarations of business interests

**3. Staff reports**

* Subject leader reports reviewed prior to official meeting, class reports not available
* Governors to meet with class teachers at a later date and discuss class reports
* Governors need to be sure of what they need to see when visiting schools including data, make up of class how they use the TA hours & intervention informtion. Governors need to be sure that what Headteacher report is saying and what they are seeing in classes are the same.

***Q – We will only see what is happening in the classes we are asigned to how do we know what is happening in other classes?***

***A – Governors need to report back to FGB meetings so as to share information about their assigned classes***

* ***Q – Dolphin has a reading issue, when children change their books are they supervised?***

***A – Children are on a specific band and can only move to next band when teacher tells them to. It is a more structured scheme.***

Governor states that the books vary massively within the bands some seem too easy and some children may choose these books for that reason. Headteacher to look into this and the possibility of purchasing new books. Books children take home are slightly easier than those used during Guided reading sessions.

There is an online Bugclub which gives access to books and includes comprehension questions which the children must answer before moving on to the next one. However, there will be an annual charge and this is to be investigated.

* Mrs Carville to put together information to be added to induction pack with key information and checklist of what type of things governors are looking for to include in visit reports. To liaise with Headteacher & Chair of Governors
* Parent communication to be made clear that not all children in the same year group will have the same homework, as it is based on a child’s specific needs

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

* Gazebo update

**5. Minutes of meeting held on 2nd April 2019**

**Governors agree that the minutes of the meeting of the Curriculum Committee held on 2nd April 2019 be signed by Chair as a correct record**

**6. Governor Action Log**

1) Governors asked for volunteer to take on responsibility of governor action plan – Mr Hudson agrees. Plan to start from September and will be agreed at Autumn term meeting

4) Blank cover fitted over exposed wires in classroom. Item Closed

8) All governors have signed to confirm they have read KCSIE document. Item Closed

10) Parent election took place. Item Closed. Governor vacancies to be discussed at Autumn term meeting

11) Heating system can not be updated through MASS. Item Closed

**7. Part B Confidential minutes of meeting held on 2nd April 2019& matters arising**

**Governors agree that the Part B confidential minutes of the meeting of the Curriculum Committee held on 2nd April 2019 be signed by Chair as a correct record**

**Matters arising**

* ***See confidential minutes***.

***Q – Has any TA started the HLTA training?***

***A – Not yet, Headteacher has asked if anyone interested but no response***

***Q – What about covering the PPA time?***

***A – We can cover with PE coach and other TAs as and when needed***

Mr Robertson arrives at 6.05pm

* We have 16 EYFS children in September plus 1 child on appeal. Governors to discuss PAN at Autumn term meeting as we need to consider affect of numbers as they move through school

**8. Headteacher’s report & SDP – Behaviour & Safety and achievement**

* Report to be updated once KS2 SATs results received, Headteacher to email updated report to governors
* KS1 SATs results included in Headteacher’s report:

Reading – 67% (exceeding 17%)

Writing – 67% (exceeding 9%)

Maths - 75% (exceeding 25%

***Q – Y2 data in February showed prediction of 85 – 90% why is it so different?***

***A – GLD for current Y2 was 67% in line with national therefore the predicted February data was not correct***

* Y1 phonics – 76%
* ***See confidential minutes***
* GLD data is done before the end of term
* EYFS curriculum is different to the KS1 curriculum and Y3 curriculum is harder than that of KS1, we need to ensure that parents understand the differences
* Current Y3 data is very positive. Teachers are working hard. Inflated data last year for this class is an issue particularly when they reach Y6. However, we are aware of this issue and are monitoring it closely
* Moderations have been done between us and Doncaster schools as well as NYCC schools, this helps the teachers understand their own data and expectations
* Reading challenge is being organised along with a writing challenge for over the summer holidays, these will be for specific cohorts
* Attendance figures have improved since last meeting

***Q – What has school done to help this?***

***A – Policy is clear, and we are sticking to it. Having same holiday dates as other schools has also helped***

***Q – Has it made an impact on progress & achievement?***

***A – There are too many factors to confirm this. However, what has been noticed is the difference between children who arrive on time and those that regularly arrive late, usually these children are tired at school.***

Termly and annual attendance certificates are given out.

* ***Q – What is the difference between children of high need and children who need support?***

***A – High need are children with specific needs, children who need support are ones who are given interventions throughout the day***

* TAs for next year –

Eagles class will have 1 TA each morning and share a TA in the afternoons. ***See confidential minutes***

Lions class will have a full time TA plus a GTA each morning***see confidential minutes***

Dolphins class will have 1 GTA each morning and share a TA each afternoon***see confidential minutes***

Starfish class will need the correct ratio of staff.

It is better to have an EHCP for high need children for financial reasons but not all applications are granted

* New Ofsted framework includes a wider curriculum, we are looking to offer an extended and enriched curriculum
* Gazebo update – Friends members & Mr Robertson met with company and asked them to review their quote, unfortunately they will not reduce the cost unless we reduce the size of the gazebo. This project will not take place over the summer holidays as we need further quotes to be obtained

***Q – We need to consider the maintenance and cost once in place, what will these be?***

***A – There should be a guarantee and should not require maintenance for 10 years, but we would need to consider who will maintain it in future years***

* Artist in school was a one off as Friends paid for it, although we are to hold another event but led by staff with the possibility of selling the children’s artwork
* IT robotics was a one off. Norton school will be happy to support us in the future and offer our staff CPD
* Career day was a positive event

**9. Finance documents**

* Documents sent out prior to meeting
* Mrs Carville met with Bursar and was shown details of how the school budget is put together
* Governors send thanks to Mrs Marner who gives detailed explanations of budget to governors
* ***Q – Why is the cost of Heavy equipment insurance so much and what is it for?***

***A – It covers equipment in the school kitchen such as oven & heavy mixers. The cost was not available at the time we were setting the start budget.***

**10. Governor monitoring reports**

* Report on administration of KS2 SATs by Mrs Cessford on 13th& 16th May 2019
* Y6 visit to Yorkshire Wildlife Park by Mrs Cessford on 21st May 2019
* Eagles class Governor visit by Mrs Brown on 11th June 2019
* Report on behaviour by Mrs Brown on 11th June 2019
* Safeguarding Governor visit by Mrs Rawson on 13th June 2019
* Monitor RE and pupil voice by Mrs Cessford& Mrs Rawson on 18th June 2019
* Lions class Governor visit by Mrs Rawson on 20th June 2019

Curriculum matters

**11. Latest assessment information**

* KS2 SATs results due to be released tomorrow

**12. Raise alliance and other school links**

* We have been struggling to access resources through North Star as they are outside our local area and costs £800 p.a. STAR Alliance is cheaper at a cost of £300 p.a. so we are considering joining this instead next year. Currently school is paid £100 for each challenge review our Headteacher attends (3 across the year), this is paid by the Alliance and not the individual schools

***Q – Where is the STAR Alliance based?***

***A – South Milford/Tadcaster areas***

***Q – How much time does the challenge reviews take up for the Headteacher?***

***A – Some half day, others a full day***

***Q – Is there any follow up work?***

***A – Yes but Headteacher does this at home, it takes a couple of hours***

* Raise Alliance is depleting with more schools leaving
* Headteacher is working with Headteachers from other local Selby schools
* Headteacher works with other CofE schools in the Wakefield area, although the Badsworth Headteacher was the driving force and has now left. It may be possible for the Foundation Governors in these schools to meet and work together

Health & Safety matters

**13. Child protection/safeguarding**

* Safeguarding lead (DSP) or Deputy (DDSP) should be present in school following NYCC policy, except due to exceptional circumstances. Attending a course would not be regarded as exceptional circumstances.

HR have been consulted and have confirmed that it is a decision to be made by GB as to how this would work. An option would be that as long as one person was available to be contacted by telephone it would be ok for neither to be in school in exceptional circumstances.

School ensures that 1 of these personsare in school at all times, but if that person were to fall ill that would be classed as exceptional circumstances.

Governors agree for Mrs Marner to complete the training and become a third Safeguarding person as she is in school the majority of times.

Purpose of having someone on site at all times is so that if there is a safeguarding concern someone is available this could include such things like a phone call from the police.

Governors agree that it should be planned so as not to have both leads out of school at same time, however if it is unplanned that is ok as other person should be contactable via telephone.

***Q – Is there a cost for Mrs Marner to complete training?***

***A – Yes, between £100 & £200***

* Issue highlighted regarding small gate. Pre-school are not fastening it with bike lock at end of their session. Headteacher to remind them.

**14. Accident book review/trends**

* No trends
* ***Q – Library shelf incident, is the shelf not screwed into the wall?***

***A – It has been checked and all is now secure***

***Q – What about lockers are they secured to wall?***

***A – They are attached by a bracket which stops them falling forward.***

Headteacher to double check that all lockers are secure

**15. Building H & S matters**

* Ceiling tiles in hall have been displaced and strip light is not working. Balls hit the ceiling tiles and they jump out of place. To consider fitting a net across to stop balls hitting tiles.
* H & S Officer has stated that the ceiling tiles are ok as long as they are not hanging down
* New fence in EYFS looks brilliant

General

**16. Meeting dates for 2019/20**

* Monday 9th September 2019 – Headteacher Performance Management meeting
* Monday 23rd September 2019 – FGB meeting at 5.30pm

Tuesday 12th November 2019 – Finance meeting at 2pm

Wednesday 4th December 2019 – Curriculum meeting at 6pm

Monday 20th January 2020 – FGB meeting at 5.30pm

Tuesday 10th March 2020 – Finance meeting at 5.00pm

Monday 30th March 2020 – Curriculum meeting at 5.30pm

Wednesday 6th May 2020 – FGB meeting at 6.00pm

Tuesday 19th May 2020 – Finance meeting at 2.00pm

Monday 6th July 2020 – The Pay Committee – Mrs Brown, Mrs Carville & Mrs Cessford

Monday 13th July 2020 – Curriculum meeting (staff reports 5.00pm) at 5.30pm

* March curriculum meeting – governors to be asked if there is anything specific, they would like to be given from staff

**17. Governor visits & training**

* Governor visits discussed earlier in meeting
* Details of GSIN meetings to be sent to governors with Autumn term date. Governors encouraged to attend if available
* New complaints training for governors – inform school office if available to attend, we need 1 governor to attend if possible

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

Gazebo update

* Discussed earlier in meeting

Headteacher leaves the meeting

**Part C Confidential minutes from 2nd April 2019**

**Governors agree that the Part C Confidential minutes of the meeting of the Curriculum Committee held on 2nd April 2019 be signed by Chair as a correct record**

**Matters Arising**

* ***See confidential minutes***

Meeting closed at 7.35pm