Kirk Smeaton Church of England Primary School

Governing Body

Minutes of Health & Safety/Curriculum Committee Meeting held on

Monday 3rd July 2017 at 5.30pm

Present

Mrs L Thornley - Parent Governor

Mr R Mason - Parent Governor

Mrs R Rawson - Co-opted Governor

Mr C Stone - Co-opted Governor

Mrs A Carville - Co-opted Governor

Mr A Robertson - LA Governor (5.55pm)

Mrs C Cessford - Foundation Governor

Mr D Holmes - Foundation Governor

Ms S Wolff - Staff Governor

Mrs H Cuddy - Headteacher

In Attendance

Miss Pounder - Dolphins class teacher & Science co-ordinator

Miss Ghent - Lions class teacher & curriculum co-ordinator

Mrs Hursthouse - Eagles class teacher & PE co-ordinator

Miss Freeman - Eagles class teacher

Mrs L Richardson - Clerk

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| **Joint Matters**1. Welcome & ApologiesMr T Jones - Co-opted Governor (work committments)Mrs R Hattersley - Parent Governor (family celebration)**Governors accept apologies****Non Attendance**Mr M Storey - Parent GovernorStaff are welcomed to the meeting2. Confidentiality & Declaration of Business Interests* Confidentiality reiterated
* No new declarations of business interests

**3. Staff reports**SENCo & Early Years – Mrs WolffEYFS* Each child = 8% in respect of data
* Predictions of GLD were 83%, this was high expectations. Actual is 67% hopefully in line with national expectations (national % has not yet been released)

***See confidential minutes**** Significant number of these children were 22-36 months on entry and have therefore made exceeding progress since starting at our school.

***Q – Where can we see this progress?******A – It can be seen in the tracking data**** Autumn term shows expected GLD was 55% and is now actually 67%
* 33% of children are exceeding in all areas and are working on Y1 curriculum

***Q – How will this translate next year?******A – They are expected to stay on same trajectory*** ***Q – Even though they will be on a different curriculum?******A – Yes, this is why they need to be secure GLD. Case studies are included in report to show what we are doing for children who are not GLD***SENCo & SEN Governor Report* Report sent to Governors prior to meeting
* ***Q – Will the one page profile remain the same?***

***A – We hope to continue this. Profile will be an ongoing document and move with the child to the next class***Dolphin ClassY1* Phonics - 83% of children passed the test with only 2 children not doing so.

***See confidential minutes**** Year 1 children benefit from being in a class with Year 2 children as it exposes them to things they would not normally have access to until Year 2
* Predictions for these children at end of KS1 are: Reading 58%, Writing 83%, Maths 58% and SPAG 58% on track or above
* 5 children lack confidence and are below ARE, staff are trying to build on this. Lots of interventions have been put in place and we are trying to involve parents too.

Mr Robertson arrives at 5.55pmY2* Phonics – 3 children did not pass last year but passed the test this year
* SATs = 7.7% per child
* SPAG was not a compulsory test, but we still completed it
* Y2 was moderated. Maths & Reading = 77%, Writing 54% and SPAG 62%

Science* We have completed the Enthuse award
* Staff CPD has taken place
* Resources organised
* Access to NY Curriculum site is available
* Progress in science has increased term by term
* There are lots of tasks that need to be ticked off for this subject therefore it is difficult to cover all in 1 year

Foundation Assessment* Grids shared with Governors
* Gaps can clearly be seen so staff can discuss next steps

Year 3 * Lions is a big class
* Maths – 2 children are emerging but have made lots of progress. Active maths – children are responding well
* School is now reviewing test skills
* Children have come a long way in reading and we expect to see more children in exceeding. Currently we need to be certain that children are fully secure before they can move on to exceeding
* Writing is an area to work on although there has been lots of progress particularly in grammar now it needs to be applied to the children’s writing. We need to engage boys more. New initiatives are to be put in place to close the gaps

Year 4* Maths – we are working on this area and interventions have been put in place, we are now seeing improvements. Some children do not perform well in tests.

***Q – What scheme is used?******A – White Rose Maths Scheme***Some children are responding well to the mastery approach and it looks positive for the future* Reading – more children are exceeding in this subject. Interventions have been put in place for comprehension
* Writing – boys in particular need to be engaged more. More work needs to be done to improve presentation and punctuation. Children did well in the grammar test during assessment week. Some of the children are ready to move on to Year 5 work

Curriculum* Children enjoy the new curriculum, this is evident from pupil voice feedback
* Children enjoy the practical lessons such as Art & ICT
* Staff to review DT as some areas have been highlighted
* Children enjoy projects for homework and extra curriculum visits
* Other subjects – we use milestone descriptors to see what we should cover and have developed class trackers for staff to use

Year 5* ***See confidential minutes***
* Maths is a major issue with this cohort. Lots of work & interventions are being done and this will continue next year
* Reading is solid at 55% with Writing improving at 63% and SPAG is similar

Year 6* Each child = 8%, ***See confidential minutes***
* SATs results are released tomorrow
* We were moderated in writing and this has confirmed that we have 50% children at expected and 33% exceeding; these are very good results
* Traditionally this was a low ability cohort, but they have made fantastic progress
* We inherited some of the children who brought unrealistic Y2 data with them so should not have reached expected, but did
* Headteacher states that she and her staff are very proud of the work these children have done over this school year

PE* We have a new system now and all staff are now teaching their own PE
* We have entered various competitions
* Next year ‘Maths of the day’ incorporates PE
* Lots of outdoor learning is taking place
* A high percentage of children are working at expected level and lots are at greater depth. We are now targeting children who are emerging to see what we can do for them
* Next year every child in every class will be competing in some sport each term

***Q – Will this be externally?******A – Both externally & internally******Q – What sort of sports will be included?******A – Football, cricket, rounders, dance, multi skills and tag rugby. We also want to introduce taster sessions of other sports, but this will depend on whether we can join with other schools therefore share the costs******Q – How do you blend Maths & PE?******A – For example problem solving – tag maths***Governors thank staff for attending the meeting and presenting their reports. Staff leave the meeting at 6.25pm4. Any other business to be agreed* One Drive
* Development Group
* Newsletter

5. **Minutes of meeting held on 22nd March 2017** **Governors agree that the minutes of the meeting of the Health & Safety/Curriculum Committee held on 22nd March 2017 be signed by Chair as a correct record****6. Part B Confidential minutes of meeting held on 22nd March 2017 & matters arising****Governors agree that the Part B confidential minutes of the meeting of the Health & Safety/Curriculum Committee held on 22nd March 2017 be signed by Chair as a correct record****7. Part C Confidential minutes of meeting held on 22nd March 2017 & matters arising****Governors agree that the Part C confidential minutes of the meeting of the Health & Safety/Curriculum Committee held on 22nd March 2017 be signed by Chair as a correct record**Matters Arising* ***See confidential minutes***

**8. Part B Confidential minutes of finance committee meeting held on 2nd March 2017 & matters arising****Governors agree that the Part B confidential minutes of the meeting of the Finance Committee held on 2nd March 2017 be signed by Chair as a correct record****Matters Arising*** We need to ensure that parents have applied for additional nursery funding

***Q – What if parents do not meet to criteria?******A – They would need to pay the costs themselves******Q – Is nursery funding means tested?******A – Both parents must be working and each earn no more than £100K******Q – What is the percentage of families at our school with both parents working?******A – Some have already said that they do not qualify for that reason*****9. Part C Confidential minutes of finance committee meeting held on 2nd March 2017 & matters arising**Headteacher not given access to these minutes**Governors agree that the Part C confidential minutes of the meeting of the Finance Committee held on 2nd March 2017 be signed by Chair as a correct record****10. Governor Action Log**2015/1617. Mrs Hattersley still to send her certificate for safeguarding training to school2016/174. Mr Stone to send confirmation he has read safeguarding email, urgently5. No assessment data available re: vulnerable children until this week, so meeting between Mrs Cessford & Ms Wolff still to be arranged6. Copy of constitution re: development group still not found. Mr Stone to have a final look8. Headteacher still to talk to Mr Storey about whiteboard animation11, Governor personal information to be updated in September. Item Closed12. Norton Junior School Headteacher has scheme for reading stars but is not fully happy with it. This scheme would cost approx £1.5K per year for the test books. Item Closed13. Governors were asked to prepare any questions re date prior to meeting. Item Closed14. Copy of DDB sent to governors. Comparison information from other schools will be ready October/November. Item Closed15. No questions were sent to Headteacher to be added to parent questionnaire. Item Closed16. Information sent to governors re: Ofsted questions & parent questionnaire questions which are more specific to our school. Item Closed17. Finance training completed. Item Closed18. Access to RAISE & DDB data ongoing19. Polices emailed to governors. Item Closed20. New governor school emails set up. Mr Robertson is having difficulties with his due to work issues. Item Closed21. One drive set up. Clerk to check if latest documents are accessible**11. Governors to ask any questions about the SDP – Behaviour & Safety & Achievement**Behaviour & Safety* Gate installed. Governors concerned that the other entrance now looks weak

***Q – Should we have a fencing review?******A – This could be included in future plans, school budget would need to be considered**** ***Q – Do staff sign to say they have read the safeguarding procedures?***

***A – Yes*** ***Q – How often?******A – Annually, but is discussed termly at staff meetings.*****Curriculum matters****12. Latest assessment information*** KS1 results look good nationally
* Writing is a concern, but is better than last year.
* Lots of work has taken place with Y5 & 6 and lots of progress has been made this year although the results do not show this
* Writing is still holding us back and will be another issue for next year’s data as the work we have done needs embedding particularly for boys
* Once children leave Y6 spelling, grammar and handwriting are no longer considered as not included in GCSE exams and High Schools encourage children to un-join their writing again
* We have 67% of EYFS children reaching GLD. Some of our children are still only 4 years old.

***Q – Is having summer born children a valid reason for lower results?******A – Yes nationally it is seen as a valid reason***EYFS children are seen in ages & stages. Having only 1 year group has helped and progress is good. Data is above national, if we do not include a child who has joined us recently. We need to focus on progress. There are lots of speech and language issues – referrals have been made. Next year’s cohort also has some speech and language issues***Q – Is there anything else we can do such as purchase specific resources?******A – We are considering sending someone for SALT qualifications but it is very expensive.*** TAs attend speech & Language meetings so they can see what is needed for specific children.Speech & language issues at this stage have a knock on effect for Phonics in Year 1 and then for spelling later in the child’s school life.* 83% of children in Y1 passed phonics test
* 3 Y2 children re-sat phonics test – 100% passed
* EYFS children are already being tested on phonics and some are already achieving high scores. Nursery children are being taught phonics too.
* Y2 results were as follows:

Reading – 77%, Writing 54%, Maths 77% and SPAG 62%. We were moderated, we queried the moderation of maths but were told that if evidence wasn’t in the books then we couldn’t give it.Combined RWM 54%***Q – How is that worked out?******A – This is children who attained in all – Reading, Writing AND Maths only. Our RWM combined was lower due to the writing results**** Years 3, 4 & 5 do not have standardised tests. We use Fisher Family Trust Data 5 (FFTD5) which is the hardest to achieve. Y5 were above FFTD5. Reading and Writing are good but again Writing is an issue.
* Year 4 is the only cohort to exceed in writing, this is due to it being a girl heavy cohort.
* Year 3 again have low results in writing
* Cohorts change but the FFT remains the same, but is a good overview for Governors
* ***Q – Why is the Y3 percentage higher than Year 4 percentage?***

***A – It is due to the calculation done. KS1 data score is used and the overall score for the whole cohort*****13. Raise alliance and other school links*** Included in Headteacher’s report

**14. Discuss the Ofsted criteria and where we are currently*** Ofsted is due imminently. We are a good school but need good data to confirm this. We can argue good progress and KS1 is a strength

**15. Policies**Exclusion Policy* Deferred to Autumn Term

**16. Forest schools for next year – business case*** Ms Wolff declares a conflict of interest for this item. As Forest Schools will be her new business in September.
* Ms Wolff will be working with our school 1 afternoon each week and all children will have access to Forest school learning. This will take place within school grounds and will help to develop the grounds. Business plan has been completed and sent to Governors.

***See confidential minutes**** Governors agree to this business plan.
* ***Q – How will this fit in with school priorities?***

***A – It will enhance the curriculum and will encourage creative writing. It will be rich and varied and will promote resilience, cooperation and good learning behaviour. We have over budgeted in some areas and have a good c/f figure therefore there are funds in the budget for this******Q – Have we requested any other quotes?******A – No. Ms Wolff knows the children and curriculum well.*** Governors request that other quotes are sought if other providers can be found.Ms Wolff leaves meeting at 8pm**17. Any other business agreed at beginning of meeting*** None

**Health & Safety matters****18. Child protection/safeguarding*** Discussed earlier in meeting

**19. Accident book review/trends*** Accident book audit given to Governors
* Data consistent with previous audits – no sign of any trends
* Dolphins class has its own accident book and appears to be over reporting
* ***Q – Playground incidents of 67 seems high for Dolphins class, is this accident book the nearest to the playground?***

***A – Yes so there is a possibility that these incidents are not just for Dolphins class*****20. Use of the school grounds*** ***Q – Would we be insured if we do not close the new gates?***

***A – Yes**** Governors agree to defer discussion regarding use of school grounds until Autumn term
* Goal posts are bent in the middle, should we have a sign to say if equipment abused the gate will be closed and no access will be given? New sturdy goalposts to be purchased in September
* We are bidding for funds to build a fitness park in the field but Headteacher & Governors are concerned that this equipment may be damaged during out of hours.
* CCTV cameras will be installed

**21. Building H & S matters*** Mr Jones had conducted a fire safety walk. Fire resistant displays will be expensive to purchase. We need to be aware of the fire risks but have a balance between what is recommended by the fire service and what our insurance cover requires.

***Q – Have staff had fire extinguisher training?******A – Yes******Q – Are the fixed electrics checked?******A – Fixed electrical Instillation testing is conducted by NYCC. Headteacher to check when it was last done******Q – What about the oil?******A – That is tested annually*****22. Any other business agreed at beginning of meeting*** One Drive – Clerk to check that information can be accessed by governors
* Developmental Group – work to be completed during summer holidays
* Newsletter – currently this is sent out by school weekly to parents, Headteacher asks if Governors agree that this can be sent fortnightly instead. All information is also included on school website and texts are sent to parents for any reminders. Further information will be included on facebook once it is set up.
* Headteacher to occasionally include the reasons why the newsletter is in cursive
* Governors agree

Meeting closed at 8.15pm |