Kirk Smeaton Church of England Primary School

Governing Body

Minutes of Curriculum/Health & Safety Committee Meeting held on

Tuesday 3rd July 2018 at 6.00pm

Present

Mrs L Thornley - Parent Governor

Mr R Mason - Parent Governor

Mr P Hursthouse - Parent Governor

Mrs A Carville - Co-opted Governor

Mrs R Brown - Co-opted Governor

Mr C Stone - Co-opted Governor

Mr A Robertson - LA Governor

Mrs R Rawson - Foundation Governor

Mrs C Cessford - FoundationGovernor

Mrs M Holmes - Staff Governor

Mr T Hiley - Headteacher

In Attendance

Miss C Ghent - EYFS teacher

Mr R Coulthard - Y1/2 teacher

Mrs B Hursthouse - Y3/4 teacher

Mrs L Richardson - Clerk

**JOINT MATTERS**

**1.Welcome & Apologies**

* Welcome to staff and new GovernorsNone

**No Attendance**

* Mr T Jones – Co-opted Governor

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

* Confidentiality reiterated
* No new declarations of business interests

**3. Staff reports**

* Reports sent out prior to meeting

EYFS

* Children have settled well and transition was good
* 69% of children reached GLD, we were hoping for 70-80% but some of the summer born children are not yet ready to meet expected, a further month and they probably will be. However, the children have made lots of progress although writing progress was not as good as expected but foundations are now in place

Nursery & Pre-nursery

* Nursery is popular. Children are happy they settled well and are enjoying school life
* ***Q – Have we allocated money in the budget for this provision to provide required equipment to ensure good provision continues?***

***A – Currently we are using fundraising money to make improvements. PE budget has provided a new clibing frame and we will be purchasing new bikes and resources for physical play, but we do not have specific funds set aside in budget for this provision***

Governors agree that this is the first impression some parents have of the school and it is important to keep the area up to date and fresh so suggest that a budget be set aside if finances allow. There is room within the budget to explore this idea.

***Q – Have the toilets improved?***

***A – This will be complete by the end of the year and a grant has been obtained to make the improvements over the summer***

***Q – What do we need?***

***A – New toilets and flooring on Health & Safety grounds***

***Q – Is the grant the right amount of money we needed?***

***A – Yes it is a substantial grant through capital devolved funding of approx £5K towards the project***

* We need to review access to nusery at lunchtimes. Gate at back of Lions class is an issue as it can be climbed over
* We anticipate nursery to be full to capacity next year

***Q – Will we need to make any changes to acomodate this?***

***A – We will adapt the way things are run, but staffing should be similar to now. 26 is the legal limit and in September we will have 26 each afternoon. We will need to re-evaluate at Christmas as to whether we will need an additional member of staff before the next intake at Easter.***

***Q – Will the pre-school numbers move through to EYFS?***

***A – Potentially yes, we have a list in school and interest is already being generated***

***Q – Are parents asked if their child is likely to move into EYFS?***

***A – Yes, they are asked to let us know***

* Having 30 hours paid childcare available has generated interest for younger children to attend, this ensures they are school ready

***Q – Are nursery children able to stay to after school clubs?***

***A – Yes***

***Q – What about Pre-nursery children?***

***A – Unsure, but some already attend private providers. All the children are able to attend breakfast club.***

Year 1

* 92% of children passed Phonics test
* RWM (Reading, Writing, Maths combined) = 69%.
* Reading 77%, Writing 84%, Maths 84% & SPAG 77%

Year 2

* 83% of children were at expected or above
* 2 x children passed Phonics re-test
* Phonics has increased year on year
* ***Q – Who is Barwic?***

***A – It refers to Barwic Parade EMS (Enhanced Mainstream School)***

***Q – Is this a LA service?***

***A – Yes, it is an EMS school and is a behaviour specialist. They help to upskill our teachers and work with individual children***

* We have improved our phonics provision and hope that this knowledge will move forward into the children’s reading and then writing
* There are 3 new children to this cohort next year with optimistic data from their infant school

Year 3

* Historically this cohort are strong
* There has been a big push on Reading & Writing
* New pupil to join cohort in September, taking the number of children to 30

Year 4

* ***See confidential minutes***
* Maths has increased from 43% at end of KS1 to 62%
* No new pupils are expected to join this cohort next year – each child is equivalent to 7.6%
* We currently use Rising Stars assessment which produces a scaled score, but these are not totally accurate we are therefore trying to get realistic assessments
* Mrs Hursthouse was nominated for Primary teacher of the year, Governors congratulate her on this achievement
* ***See confidential minutes***

Year 5

* Children have sat the 2017 SATs paper and have done quite well. Scale score shows what the children would have got with another year to go before they need to do their final tests
* ***See confidential minutes***
* Reading test was difficult and resulted in low results, we are pushing reading and have purchased practice papers to use. Maths = 79% therefore some children are working at greater depth. Writing – predicted to have 79% and are already at 68% with a further year, this is only 1 child below predicted target.
* ***Q – What does it mean by on entry?***

***A – This is where they started at the beginning of Y5***

* Ofsted requirement was to challenge middle ability pupils, we can now see that this is starting to be evidenced

English

* Reading has improved throughout school. Scores have increased in every class. Engaging boys in particular is still needed. Test skills still to be developed
* Writing, there is still a spelling issue (this is national) & punctuation . We will continue to assess these with weekly checks.
* Ofsted requirement to apply SPAG skills – SPAG tests show this but children are still not applying them to their writing consistently

Maths

* Weekly arithematic test sheets are working well, with high scores. Developing fluency & confidence
* Reasoning is an issue – Y6 test was extremely difficult this year. We are to do more problem solving & investigative skills and will develop SATs questions
* Times tables are tested at the beginning of the year and then children work on their table targets. Almost all children in Lions class can do their tables up to and including 12 times table. Dolphins are similar. This includes inverse
* Year 4 are to have a times table SATs test in 2 years time

***Q – What tables will these include?***

***A – All up to 12 times table, but it is unclear whether it will also include inverse. Schools will be judged on the results***

Foundation Subjects

* Ofsted stated that children should have a broad and balanced curriculum. We ensure creativity is also part of school curriculum. We have lots of creative children. We have cross curricular teaching. EYFS do same topics as other children. We have recently purchased new DT resources.
* PE report to follow
* Governors thank staff for attending the meeting and producing their reports and for all the work they have done over this year
* Staff leave the meeting at 6.45pm

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

Parents & Friends funds

* They have funds available for school to make a purchase

***Q – How much?***

***A – Approx £10K***

It is their decision what to spend the money on but school to make suggestions. Members of Parent & Friends to meet with Headteacher to discuss

**5. Minutes of meeting held on 22nd March 2018**

**Governors agree that the minutes of the meeting of the Health & Safety/Curriculum Committee held on 22nd March 2018 be signed by Chair as a correct record**

* ***Q – The Y2 EHCP staff issue has that now been dealt with?***

***A – Yes it has now been covered***

**6. Governor Action Log**

3) Maths visits have now been completed. Item Closed

8) Refuse truck generally coming at different times. Occasionally still happening so Governors ask that the letter still be sent

9) Parent election took place, we had 2 vacancies but only 1 nomination, therefore we still have 1 vacancy. To be dealt with in September when new parents will be asked

**7. Confidential minutes of meeting held on 22nd March 2018 & matters arising**

**Governors agree that the confidential minutes of the meeting of the Health & Safety/Curriculum Committee held on 22nd March 2018 be signed by Chair as a correct record**

Matters Arising

* None

**8. SDP – Behaviour & safety and achievement**

Behaviour

* ***Q – The letters for lateness, are these recent?***

***A – No they are historic***

* Attendance data not great but is improving slightly. Absences for holidays are hitting us again. Exceptional Circumstances to be reiterated again. More work to be done on punctuality and unauthorised absences.

***Q – Could this be flagged up at a specific time of year so as to be before parents book holidays?***

***A – It is revisited regularly***

***Q – Is the low attendance due to the unauthorised absences?***

***A – No there is a mixture of these and absence due to sickness***

* ***Q – Is there an issue regarding children not being collected at 3.30pm?***

***A – Yes, it was included on school newsletter and has improved slightly but still an issue with some children***

***Q – Would there be a financial way to deal with this?***

***A – Other schools would put the children in after school clubs and charge the parents, we do not have the provision to do this as if the club is full there would be no place for the child.***

We need to find a way to support one off occasions and others who are abusing the situation.

**Q – What happens to the child if there is no club to join?**

**A – A member of staff would need to stay with the child until parents arrive.**

Headteacher to draft a policy for September

***Q – Do the fines for unauthorised holidays go to the LA?***

***A – Yes***

**CURRICULUM MATTERS**

**9. Latest assessment information**

Overview document

* Y2 – national comparisons shown in brackets.

Above national in all areas

* KS2 – positive picture, results released on 10th July and will be reported to Governors at the September meeting.

Mr Stone leaves the meeting at 7.15pm

Writing issue has improved over the year

Y6 child equates to 10%. 11 children at beginning of year, now only 10 children.

Having readers for the SATs test is more effective than giving extra time

Mrs Thornley leaves the meeting at 7.20pm

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

* Raise on line is a data provider (now changed to APP- Assessment Pupil performance) whereas Raise Alliance is a group of 7-8 NY schools. Whitley & Eggborough Primary is the lead school
* No update
* To continue in September and there will be joint training
* We are also a member of North Star Alliance which is a larger group of schools including Knaresborough area. This gives a higher level of support and includes network meetings. There is also a Triad of schools who visit as ‘critical friend’

**HEALTH & SAFETY MATTERS**

**11. Child protection/safeguarding**

* No issues

**12. Accident book review/trends**

* Headteacher to email Mr Jones to arrange a visit
* No serious accidents
* ***Q – Have there been any issues with fitness park?***

***A – No. It is well used and looks good***

**13. Building Health & Safety matters**

* Tiles on roof (Lions class)
* Some radiators are constantly on an can’t be turned off, this is proving a problem not only financially but also classrooms are very hot. We have an inefficient system

***Q – Are they individual storage heaters?***

***A – Yes***

***Q – is there any funding available for renewable heating?***

***A – We looked into a Biomass boiler but we were not eligible. School to contact NYCC to see if this is covered under MASS and also look into grants. Matter to be investigated***

***Q – Do we monitor heating conditions?***

***A – There is no upper limit which would mean closing the school. No formal policy is in place***

**GENERAL**

**14. Meeting dates for 2018/19**

Wednesday 26th September 2018 – FGB meeting at 6pm

Tuesday 13th November 2018 – Finance & Personnel meeting at 11am

Tuesday 4th December 2018 – Curriculum meeting at 6pm

Wednesday 23rd January 2019 – FGB meeting at 6pm

Tuesday 12th March 2019 – Finance & Personnel meeting at 2pm

Tuesday 2nd April 2019 – Curriculum meeting at 6pm

Tuesday 30th April 2019 – FGB meeting at 6pm

\*Tuesday 21st May 2019 – Finance & Personnel meeting at 6pm

Monday 8th July 2019 – Curriculum meeting at 5.30pm

* \*Headteacher to check if Clerk needed for Finance meeting on 21st May, if yes then change to Wednesday 22nd May 2019 at 6pm
* Pay Committee to meet on 10th July 2018

**15. Governor visits & training**

* GSIN meeting will now only be twice a year. We will aim for at least one governor to attend each meeting
* APP
* Foundation Governor training - SIAMS report
* New governor training – check with Alliance & LA for dates
* MRE co-ordinator (SIAMS) – staff governor would possibily find this useful
* Mrs Cessford – visit report for SEN update & Assessment update.

No change to Pupil Premium money.

***See confidential minutes***

***Q – There is some TA support for half days, what happens the rest of the time?***

***A – Additional support is to be considered for these classes. We have a trainee TA starting for 1 year in September.***

These issues for KS2 have been discussed previously and may need to be reviewed again due to wide spread of abilities. To consider additional support for January onwards if budget allows.

***Q – Would there be space for another classroom?***

***A – Library area could be used, but if this was to be made permanent it would need to be reviewed again***.

We need to consider needs -v- budget.

***Q – Do we have a high proportion of high needs?***

***A – No not compared to national figures***

* ***Q – Do we know if Brayton Academy will be having their September intake early again next year?***

***A – There is a high chance that they will and other secondary schools may do the same***

***Q – Would we do this too for EYFS?***

***A – We already do this by having pre-nursery***

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

* None

Meeting closed at 7.55pm