



Minutes of the Curriculum Committee of Kirk Smeaton CE Primary School held on Thursday 31st March, 2022 at 7.00pm, via Microsoft Teams

Minutes		
<p>Colour coding Key – Highlighting Governor Core Functions Red – Strategy Challenge/question Blue – Approval/Decision taken Green – Performance Challenge/Question Orange – Financial Challenge/Question</p>		
No	Present	Actions
	<p>Mrs H Cuddy Headteacher (HC) Mrs R Rawson Co-chair (RR) Mrs C Cessford Foundation Governor (CC) Ms E Hall Parent Governor (EH) Mrs S Sheen Staff Governor (SS) Mr A Henderson (AH)</p> <p>In attendance; Miss A Temporal - Clerk</p>	
1	<p>Adam Dale introduced himself at the start of the meeting. Adam is the Principal and CEO of Leger Education Trust. Adam talked a little about his background, he has been teaching for nearly 30 years and was previously a Headteacher in London, teaching PE is where his career started.</p> <p>Adam went through his presentation in more detail and advised that the presentation will be circulated to all the governors after the meeting.</p> <p>Hannah thanked Adam for the presentation and asked the governors if there were any questions.</p> <p>Q – In terms of infrastructure and governance model. What is the responsibility within the trust and what is the role of local governing boards? Does it differ between the academies?</p> <p>A - There is a difference and Adam would encourage governors to look at the MAT Scheme of Delegation, Adam was happy to send this through to governors or it can be found on their website. The Scheme of Delegation sets out very clearly what are the responsibilities at the different levels,</p>	HC



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what the academies have responsibility for and what the Headteacher and governing board has responsibilities for. An example of this is that in some school the trusts have the responsibility for appointing all staff. The Leger Scheme of Delegation is not like that, that responsibility does lie with the Governing Body and the Headteacher of the school. They offer schools that are performing well a fully delegated role however some schools which are inadequate and need significant help would not have a fully delegated role. It does depend on where the school is in terms of Ofsted rating etc. All schools in the Leger Trust except one has a fully delegated authority.

Q - What do you see is the key benefit for Kirk Smeaton joining the MAT?

A – Adam referred back to some of the items which were highlighted in the presentation. Adam feels that now more than ever it is important to be part of a family of schools, it makes a difference to capacity, support and leadership within the school. A Headteacher role can be very lonely and being part of a trust allows the Head to gain support, advice etc. In terms of the operational side of running the school, leaders and governors have a high degree of accountability and now more than ever there is a need for operational support on HR, legal issues etc. Also financial effectiveness can change financial fortunes, sharing good practices can help to turn a school around.

There is a perception that when a school becomes an academy they receive lots of money from the DfE. This is not true, schools do receive £25k when they become an academy however most of this gets swallowed up in the legal aspects. Obvious opportunities to save money when a school is part of a MAT is on certain aspects such as catering, cleaning and IT provision. This can make a significant difference financially to a school.

Educationally, the main point is to drive up school standards and the MAT has significant evidence of that.

Q – Interested in how you see the development of Kirk Smeaton's ethos in particularly the religious aspect, working with more a secular vision that Leger has.



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	<p>A – Advice from the solicitors is that if Kirk Smeaton wanted to go ahead the school would have to get permission from the diocese for this. The best way to ensure there is some protection is to add this into the contract and to stipulate that there would have to be 2 church members on the governing body. In the agreement the school could mention somewhere that refers to the protection of the school character and religious ethos. This can be written into the legal agreement and Kirk Smeaton will then protect their own individual culture.</p> <p>Q – In terms of the solicitor’s advice, which board do you have to have them on?</p> <p>A - There are 2 aspects to it, if the members and directors of the trust had certain character or religious ethos and Adam believes that as third of these people needed to have this, which isn’t the case you can move this down to the AGB. His suggestion would be that this would be protected under the AGB and that the AGB should always have the individuals with those characteristics on there. Adam advised that you would struggle to find a MAT board who would have that amount of people with a religious background outside of a Church of England MAT. Wilkin Chapman (the solicitor) would advise that this should be stipulated on the academy agreement with the DfE.</p> <p>RR raised concerns that if this is completed at local level, the higher level could change the terms of reference in the future. Adam advised that there are 9 trustees in AGB, members can cut this down at any time. Adam advised that there is nothing the diocese can do legally to prevent the school joining a non-religious MAT which is contradictory as the diocese must attach formal consent. If RR wanted to speak to the MAT solicitors Adam advised that she could do that.</p> <p>Hannah thanked Adam for their time and asked that if any governors had any further questions after the meeting please forward these to her and she will put them to Adam.</p>	
2	Welcome & Apologies	



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	Harvey Palmer, Peter Hudson and Paul Hursthouse were not present at the meeting. Apologies received from Harvey Palmer and Paul Hursthouse. As Peter Hudson was not in attendance Emma Hall agreed to act as the Chair for the purpose of this meeting.	
3	<u>Confidentiality & Declaration of Business Interests</u> None declared.	
4	<u>Any other business to be agreed</u> HC mentioned that an email had been sent to all governors regarding the green and white papers and asked for everyone to read and direct any questions to her.	All governors
5	<u>To approve as a correct record the minutes of the previous meeting of the Curriculum Committee held on 6th December, 2021</u> The minutes of the meeting on the 6 th of December were agreed as a true and accurate record. HC shared the confidential minutes and RR asked AT to amend a particular sentence.	AT
6	<u>Action Log</u> All items on the action log had been completed. HC was going to check with PH regarding the update of the action plan.	HC
7	<u>Headteacher Report</u> Assessment HC referred to the curriculum section of the Headteacher report and asked if anyone had any questions. HC advised that in terms of assessment it had been a hard year. At the end of the current academic year the data will be sent to the LA and information will be standardised across all schools. Kirk Smeaton would be able to see	



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where they stand, this hasn't happened for the last 2 years. Currently the school is trying to ensure that the teaching and learning is very good across the school.

The school had a recent visit from the Local Authority, Jill Stubbs was meant to come and do the visit but she sent Ian Clennan.

Ian Clennan is the Headteacher at Selby and an Ofsted inspector and had now developed a MAT for Selby.

IC and HC discussed many different things, he looked at the teaching and learning and agreed with all of HC judgements. They had a discussion with the Curriculum Leaders which was very positive and they discussed progression. IC felt that what Kirk Smeaton had implemented originally was really good. He was very impressed with the assessment data as this could tell him exactly what the children were achieving and many schools he has visited have not been able to do this.

Attendance

Attendance is poor at Kirk Smeaton for the Autumn Term and the first half of the Spring Term.

Q - What % is each child?

A – HC would have to look at that, there are ways of taking certain children off and she has done this.

RR mentioned that one of the children on roll does not attend school full time. HC explained that this does go into the figures and governors should be aware of this.

HC advised that there is further information coming out about this. HC advised that she is looking at a way to share with governors in a way which can be understood. On the next Headteacher report this will be evident. Kirk Smeaton does have some children on partial timetables which will look negative but this is right for the child. Although attendance is not great there has been a high % of covid cases in school.

HC knows that this is something of a concern in many schools and following meetings with the Leger Trust HC will be able to feedback to governors.



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RR mentioned that governors should be aware that if they are asked about attendance by Ofsted that not all children attend daily and are on partial timetables by arrangement. HC refers to a section on Headteacher Report (flexi learning). HC does discuss these children with certain governors as part of their roles.

Data

Year 6 results currently at reading 82%, writing 76% and maths 77%. HC thinks the end of year results may be 82% across the board. There has been several children that HC thought may have achieved this however, due to social and emotional things that have happened during the pandemic, HC is not confident whether they will achieve this level. It will be interesting to see the national data that comes out.

HC is keen to see the Year 3 and Year 4 results when it is issued in June which is their assessment period. By this point they would have had a good full year in school.

Staffing

Class Teacher in Year 2 leaving at Easter. Kirk Smeaton has appointed a new member of staff and HC is hoping she hits the ground running with these children. The main aim and focus is to make sure they have a good grounding ready for Year 3.

Year 1 going forward preparing to do the phonics screening and moving forward into Year 2.

Reception children are on track for 75% GLD which is above the previous national average of 72%, HC is waiting to see what the current national average is for this year group.

HC referred to the staffing for Year 1/2, Mary Douglas is joining the school at half term and Amanda is staying for 1 week after the Easter Holidays. The contract has been extended for Helen Jones and Sarah Peart who are the current Year 3 and 4 job share.



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	<p>An advert has been placed for the teacher for Year 1/Year 2 with SEND being a desirable criteria and there has been lots of interest. HC has 3 tours for prospective candidates tomorrow.</p> <p>HC discussed the Pastoral Assistant position which she previously mentioned on email. When Kirk Smeaton recently had their safeguarding review, it was discussed that there are some children at the school who require lots of work pastorally and HC spends a great deal of time with these children and their parents. It was highlighted that the school should put more funding into this area and supporting the children at a pastoral level. The job advertisement is ready to be published, HC wanted to check what governors thought about the role in school. HC advertised the salary would be £10k per year and that the main focus of the role would be to work and support these children and families and help HC behind scenes with paperwork.</p> <p>All governors agreed with this appointment.</p>	
8	<p><u>Vote – School Day</u></p> <p>The white paper came out Monday and it was mentioned in the paper about the school day being 6.5 hours per day (32.5 hours per week). HC feels that there is no point changing the length of the day twice and is therefore proposing the school day run from 8.40am to 3.10pm.</p> <p>The school is currently open from 8.40am. Children need to be given the provision of 6.30 hours per day rather than learning for 6.5 hours, this is yet to be clarified.</p> <p>There was a conversation around whether the school should open the gates at 8.30am however this would mean an extra member of staff in the playground. HC is concerned that if the gates are open too early lots of children are then running around in the playground before the start of school.</p> <p>EH felt that it should be made very clear to parents what time the school is open from as this is perhaps a grey area at present.</p>	



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	<p>HC advised that with the proposal the school day finishes at 3.10pm this would then help with the bussing. When the new tender happens Kirk Smeaton would ask that the children be collected at 3.15pm.</p> <p>HC advised that the white paper is still unclear as to how much of the school day is given to learning time and that the current learning time at Kirk Smeaton is very good in comparison to other schools. If the government said that learning time had to be 32.5 hours per week this would mean a dramatic change to the length of the school day and unions would then step in. if the school proposes to implement the 32.5 hours per week this would allow time to see what unfolds with further guidance from the white paper as the guidelines do not need to be enforced until September 23.</p> <p>The governors discussed whether they should wait until they receive further clarity regarding the hours but HC was concerned that parents would wonder what the school was doing. They are already waiting for the confirmed details of the school day.</p> <p>It was therefore decided to take a vote on the proposal of the school day with the length of the school day being proposed to be from 8.40am until 3.10pm.</p> <p>The governors were all in favour and the proposal was agreed and the motion carried.</p>	
9	<p><u>Staffing for 2021/22</u></p> <p>This has been discussed earlier in the meeting.</p>	
10	<p><u>Notification of any Safeguarding Issues</u></p> <p>AT and NP visited the school to discuss where Kirk Smeaton were in terms of their governance and also to check through the files. It was agreed that HC could sign the minutes of the meeting as long as this was documented in the minutes that the governors all agreed.</p>	



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	<p>HC was advised that as a general rules curriculum meetings should last approximately an hour. HC is not required to read through all the reports which have been distributed prior to the meeting and governors should challenge and ask questions. It was suggested that agenda items that take longer to discuss should be discussed at the beginning of the meeting. AT/HC will also put timeframes on the agenda to help things run to time.</p>	
11	<p><u>Covid Updates</u></p> <p>HC advised that recently there had been further cases of covid in school. No more guidance had been received from Boris Johnson which was expected after the 1st April.</p> <p>As it currently stands if a child tests negative on day 5 and 6 then they can come into school.</p> <p>HC has advised that they still have a large stock of tests in school and she has been offering these to families however, when stocks are gone this will not be the case.</p>	
12	<p><u>Partnership agreement with Leger</u></p> <p>Adam attended the call tonight which was very positive, if governors have any questions that they think off please feedback to HC who will pass these onto Adam.</p> <p>The next stage will be to invite a representative from the Church of England to the next meeting and HC will action this.</p> <p>HC is finding things are working really working with the Leger and she is gaining lots of knowledge which is beneficial to the school.</p>	<p>All governors</p> <p>HC</p>
13	<p><u>Governor Action Plan</u></p> <p>Hannah has previously mentioned to governors that it would be useful for them to swap telephone numbers and potentially have a WhatsApp group. HC would prefer not to be on this group. Alex advised he was more than happy for this to happen and suggested governors swap phone numbers by email.</p>	<p>All governors</p>



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14	<p><u>Link Governor Responsibilities & succession planning</u></p> <p>HP and AH have both had their inductions.</p> <p>HC advised that it would be good for governors to add something to the newsletter which also could go on Dojo and if anyone has any suggestions please forward these to her.</p>	All governors
15	<p><u>Governor Visits/monitoring</u></p> <p>The class reports and subject reports should be sent out very soon.</p> <p>CC completed a visit to the school and the Lions class and HC thanked her for her time.</p> <p>CC and AH are currently sorting a date to complete their visit and the vulnerability checklist and assessment.</p> <p>HC also wanted to thank CC for her assistance with the parent consultations.</p>	
16	<p><u>Health and Safety</u></p> <p>Nothing further to report as previously discussed in meeting.</p>	
17	<p><u>Policies</u></p> <p>There were no updates or new policies to share.</p>	
18	<p><u>Any other business to be agreed at beginning of meeting</u></p> <p>HC asked all governors to read through green and white paper.</p> <p>Meeting completed 20.33</p>	All governors



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19	<p><u>Date of next meeting</u></p> <p>FGB meetings (7pm): 3.5.22</p> <p>Finance meetings: (7pm) 7.6.22</p> <p>Curriculum meetings (7pm): 4.7.22</p>	
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Actions of the Curriculum Committee Meeting held 31st March 2021

No	Action	By Whom	When
1	Circulate Adam Dale presentation to all governors	HC	
2	AT to amend a sentence of the minutes of December meeting	AT	
3	HC to gain update on Governor Action Plan from P Hudson	HC	
4	Governors to email HC if any questions following Adam Dale presentation	All governors	
5	Invite representative from Church of England to the next meeting	HC	
6	Governors to share telephone numbers and create a WhatsApp group	All governors	
7	Governors to email HC content for newsletter	All governors	
8	Governors to read through white and green papers	All governors	

Minutes produced by Alyson Temporal – Clerk

Signed (Chair) **Date**