

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

**Minutes of Health & Safety/Curriculum Committee Meeting held on A R
Monday 23rd May 2016 at 5.30pm**

Present

| | | |
|------------------|---|---------------------|
| Mrs L Thornley | - | Parent Governor |
| Mr M Storey | - | Parent Governor |
| Mr R Mason | - | Parent Governor |
| Mrs R Hattersley | - | Parent Governor |
| Mrs R Rawson | - | Co-opted Governor |
| Mr T Jones | - | Co-opted Governor |
| Mr C Stone | - | Co-opted Governor |
| Mrs A Carville | - | Co-opted Governor |
| Mrs C Cessford | - | Foundation Governor |
| Mr D Holmes | - | Foundation Governor |
| Ms S Wolff | - | Staff Governor |
| Mrs H Cuddy | - | Headteacher |

In Attendance

| | | |
|------------------|---|----------------------|
| Mr A Robertson | - | Proposed LA Governor |
| Mrs L Richardson | - | Clerk |

Joint matters

1. Welcome & Apologies

- Governors welcome Mrs Carville to the meeting as the new co-opted governor. Mr Robertson is to attend the meeting as a visitor whilst he makes application to be a LA governor
- Mr R Mason is unable to attend due to a family occasion and Ms S Wolff is unable to attend due to moderating today for LA.

Governors accept apologies

2. Confidentiality & Declaration of Business Interests

- None

3. Any other business to be agreed

- Funding
- Defibrillator
- Governor Action Plan
- Minutes on website
- SIN meeting
- Newsletter
- Academies
- PTA
- Start Budget

4. Minutes of meeting held on 8th February 2016 & matters arising

- Mr Storey's name is incorrect and is duly amended

Unanimously agreed that the minutes of the meeting of the Health & Safety/Curriculum Committee held on 8th February 2016 be signed by Chair as a correct record

Matters Arising

- See Action Log

5. Confidential minutes of meeting held on 8th February 2016 & matters arising

Unanimously agreed that the confidential minutes of the meeting of the Health & Safety/Curriculum Committee held on 8th February 2016 be signed by Chair as a correct record

Matters Arising

- None

6. Governor Action log

H & S/Curriculum Meeting

8. Brief premises inspection was completed but need a more in-depth inspection before the end of term. A few items were highlighted and some actions have already been completed.

Fencing quotes still to be received. Governor suggests a security fence after main entrance therefore main entrance is still easily accessible.

17. Mrs Marnier to be asked to send out email to governors who have not yet completed online safeguarding.

18. No information received from governors for newsletter. Item Closed

19. Email address included on newsletter. Item Closed

20. Governors attended parents evening. Item Closed

21. Newsletter sent out to parents. Next one to be handed out on Sports day. Item Closed

22. No comments received from governors re: G & T policy. Item Closed

23. Assessment information collated. Next year Curriculum meeting dates to be arranged to coincide with assessment data availability. Item Closed

24. No responses re: More able & talented policy. Item Closed

25. More able & talented policy agreed. Item Closed

26. Mr Jones attended meeting with Headteacher's mentor. Item Closed

27. Governor training to be completed if and when required by governors. Item Closed

28. Milestone mats included on website. Item Closed

29. Governors attended parents evening. Item Closed

30. Ms Wolff to develop glossary showing language of learning

31. Ofsted targets included in newsletter. Item Closed

32. Subject leader reports shared with governors. Item Closed

Q – *When is next Ofsted inspection due?*

A – *Anytime now*

Q – *This year?*

A – *Yes we are now overdue*

33. Governors reviewed website. New governors to look and see what is included. Item

Closed. School considering changing web host and would like to update the website. Mr Storey to give Headteacher details of company he has dealt with recently. School to consider having a facebook page or twitter account, although this would need to be updated regularly.

Q – Why do we want to do any of this?

A – To message parents, so as to help children in school by engaging the parents.

Governors agree to look at this at a later date

34. Accident book is an agenda item. Item Closed

35. Work on tyre park has taken place. Item Closed

36. Parent governors and Mrs Mason have got DBS', not all are up to date. Originally it was suggested that governors DBS checks are completed all at the same time but this would not be financially justifiable. LA have stated that it is not necessary to re-new DBS certificates, but governors agreed that this should continue. Item Closed

37. Kingswood risk assessment was reviewed and points were highlighted. Mr Jones to meet with representative of Kingswood to clarify these points

38. Information as to why we need DBS checks to be included in next newsletter. To inform parents that only helpers with a DBS can attend trips and that there is a cost to school. Mr Stone & Mr Jones volunteer to attend residential.

39. Gate issue discussed earlier in meeting. Item Closed

40. Gate issue discussed earlier in meeting. Item Closed

41. LA gave some ideas in respect of gate security, but diocese wouldn't review the situation. Item Closed

42. Mrs Marner to email Prevent training information to governors who have not yet completed the online training. To be included in induction pack.

Q – Have all the staff completed this training?

A – Yes

7. Governor's to ask questions about the SDP – Behaviour & safety & achievement

- **Q – Is KS1 achievement increasing in line with progress?**

A – Data is looking better for both. Children are now at national expectation (this is in line with national expectation)

- **See confidential minutes**

- **Q – What else are you doing to develop leaders?**

A – They are observing each other, conducting book scrutinies and data scrutinies and EDA is helping us in this area too. They also share good practice

- Headteacher's support is continuing from Elaine Watson, the Headteacher of an outstanding school and an Ofsted Inspector
- With the North Star Alliance we are able to have a Health check, and Headteachers who are not known to the school will be conducting this check.

Q – How often are these?

A – Annually

- We also have contact with the Doncaster Pyramid on a regular basis

- **Q – The tracking of the assessment relies on the Headteacher, what would happen if she was not there?**

A – Staff are currently asked to conduct interim assessments, depth of learning milestones and levels. Next year we will move away from levels altogether

- **Q – How will all this information be reported to parents?**

A – Previously we have invited parents for informal drop-ins, next year these will be changed and parents will be invited in to discuss targets and look through books. We will extend parents evening to 15 minute meetings rather

than 10 minutes. We can then show parents where they need to help their children and include examples. Next year we will also offer more information in respect of the new assessment.

Governor suggests that information should be given to parents of pre-school children to show how they can prepare their children for school, with a list of resources; this can all be done during the new parents meeting.

- Document – Lines of enquiry is attached at the back of Headteacher's report. Governors need to be aware of this document as it shows what we are doing and the impact it is making. This will be an annual document
- Suggestion made that governors search for our school on Dfe website, they can compare our data with other schools. Governors are warned to watch for cohort sizes (% per child) when making comparison, otherwise they will not get a true reflection. Data dashboard is also a good website for governors to see our data and compare with others
- **Q – Why is writing an issue?**
A – We are moving away from late marking. Cursive writing is also a major change, we still have lots of work to do but things are improving. Writing milestone maps are easier to use and will also help
Q – Are these milestone maps available to parents?
A – Not yet as they are new.

Curriculum matters

8. Latest assessment information

- Latest information is not available until 17th June

9. Discuss leaders and governors questionnaire

- Example questions sent to governors
- Questions may be asked about 3 year trends
- Headteacher's report includes all information
- Not all governors may be available for Ofsted visit. Governors should know where to find Headlines
- Governors are asked to complete the questions and send to Headteacher by 17th June, this will give us an idea of where we are and what other information governors need to be given

10. Raise alliance and other school links

- Majority of schools within the Raise alliance have now joined the North Star alliance. If we wish to continue attending North Star meetings we now need to join at a cost of £750 p.a. Within the North Star alliance there may be a Selby Hub. Within this alliance we will be able to attend free RQT & NQT training
Q – Is there a MOU?
A – Yes
Headteacher to send MOU to Chair of Governors.
- Governors agree to school joining North Star alliance

11. Eagles Class report

- **Q – How has the % been worked out as it does not seem to be correct?**
A – Data does not include a new child who has recently joined this class
- **Q – What does it mean by the children changing their reading books independently?**
A – Children were coming off the reading scheme too quickly and becoming

free readers. Currently definition of free reader is a reading age of 10.6, this means that the majority of Y4 children become free readers. We are currently creating our own reading scheme so that this can continue into Y6, to encourage children to read at a pace.

Reading books will be moved to the corridor rather than the classrooms, this way all books will be available to all children, this will move children away from the idea that only certain books are available to certain classes.

Q – Will the books be banded?

A – Yes and they will include poetry books

Q – Will this system help with comprehension?

A – Yes it will

- **Q – What does A, BA & AA mean?**

A – A is average, BA is below average and AA is above average

12. Maths curriculum report

- Currently Maths lessons are after playtime and this is to change, so that Maths is taught first thing. Playtime will be changed so that Maths & English are both taught for 1 hour 15 minutes.
- It is expected that by the end of Year 4 children should know all their times tables, this is a challenging target but this is the expectations so that Y5 & Y6 children can concentrate on consolidating reasoning work
- We are to order new National curriculum scheme homework books at a cost of £3 per child, these will last each child 1 year. They show children how to do the work and then give a list of questions to complete. The books are available for maths and SPAG.

School to consider asking parents for a contribution to these costs.

Q – Why is school asking for a contribution when we have a surplus budget?

A – The surplus is needed for KS toilet refurbishment and other KS areas.

Governors agree that school should pay for the books for the first year and then fundraising should pay for future books.

Governor suggests that parents should be informed of how the budget works

- Maths is a big focus for next year, Headteacher to co-ordinate this with the help of Chloe Pounder.

Q – Do parents know of the new expectations?

A – This will be shared with them during parents evening

13. Discuss the Ofsted criteria and where we are currently

- Data was good last year, we know need to look at what we can do to make it better Level 4's were good, Level 5's were not bad but Level 6's should have been higher
 - Reviewing KS1 data shows that historically it was poor. It appears that previously levels were kept low to show progress later, we need to allow children to move forward and therefore we will only review new data which we know is now a clear indication of where children are
 - We have not been informed of what the national standard will be this year, but KS2 is a promising picture. We will however be pulled up on our KS1 data and staff have been warned about this so that it does not come as a shock. Changes have been made and the data will catch up in time, we can show that we have recognised the situation we are in and that we have put things in place
 - Governors linked to different areas need to focus on these during their school visits and need to look for evidence
 - **Q – How are staff feeling?**
- A – They are positive and all working together and helping each other**

14. Any other business agreed at beginning of meeting

Funding

- Mr Storey has sent emails in respect of funding bids. School is not eligible to apply for some of the funding
- Mr Storey attended the development group meeting. Fundraising is taking place for work on community room.
- Mr Storey suggests a sub-group to review funding ideas. Mr Storey, Mrs Thornley & Mr Jones to be on this sub group, Ms Wolff to be asked if she would like to join too. Mr Storey will Chair this group. For some funding applications we would need to show a return for the money

Health & Safety matters

15. Equal opportunities (attendance and absences)

- None

16. Child protection/safeguarding

- None

17. Discuss the findings of the parental questionnaire

- We received 27 responses
Q – How many families do we have?
A – Approximately 70
This means that we have had approximately 40% responses
- Results are positive overall

18. Accident book review/trends

- Information handed to governors
- We have 3 accident books, 1 x starfish; 1 x dolphin and 1 x rest of school
- No trends can be currently seen, these will be reviewed every 4 months
- Currently there is no near miss book. This is important so as to prevent accidents. Mr Jones to find an easy way to report these
- Separate book to be started for staff accidents. Staff to be informed during staff meeting

19. Gate issue to be discussed

- Discussed earlier in meeting – quotes to be obtained

20. Supporting children with medication policy

- Wrong copy sent out to governors. Updated copy to be emailed and then to be discussed at next meeting

21. Premises inspection

- Discussed earlier in meeting. Mrs Marnier is very good at reviewing H & S

22. Building H & S matters

- Action list to be sent to governors by Mr Jones
- Bridge is damaged
Q – Has it not been inspected recently?
A – It appears to have only just happened. It is the type of equipment that will

get damaged

Q – Do we need to close the site when school is closed? Do we have CCTV

A – Yes we have CCTV and it records and is backed up. May need to consider closing site. To be discussed at a later meeting, governors to bring suggestions.

23. Any other business agreed at beginning of meeting

Defibrillator

- Local resident who is a member of Doncaster Ambulance service is asking for support in fundraising for a community wall mounted defibrillator which will be pass code protected. He is willing to give a demonstration of how to use it for staff and will bring an ambulance to school for the children to see.
- School is willing to have a collection bucket at sports day

Governor Action Plan

- Long term objective is to ensure we support school
- Link to school values/priorities
- Need smart targets
- Include dates to be completed by
- Need progress comments more than once
- Further column needed to show next step and person responsible
- We want to have better governors but don't want to create more work

Minutes on website

- Approved minutes to be added to website – without Chair of Governors signature

SIN Meeting

- Information from SIN meeting to be sent to governors
- Ofsted changes to leadership & management
- List of questions asked to governors recently during Ofsted visit to be sent to governors
- Emphasis is changing
- Priorities are: under-performing staff, safeguarding, prevent, curriculum, assessment, extra curriculum activities, transitions in and out of school
- Governors will meet with Ofsted Inspector for 30 – 60 minutes and will need to have their evidence ready – keep folders up to date.
- Priority that all parties say the same thing around the Key Priorities
- Transition – We have various high schools our children move on to. We visit pre-school settings if it is felt it necessary

Newsletter

- Discussed earlier in meeting

Academies

- We may consider other authorities due to our geographic area

PTA

- Governors have been asked to run a stall at the summer fair, they will need to decide what the stall should be. Governors to inform school if they can help and if they have any ideas

Start Budget

- Start budget was emailed to governors
- No significant difference from draft budget
- Small in year deficit 2016/17 of £7K but there is a healthy £90K c/f figure
- May change due to pupil numbers. Budget includes 100 pupils in September
- North Star alliance costs depends on pupil numbers £750 below 100 pupils and £1000 above 100
- Mrs Hattersley & Mr Mason reviewed the start budget with the FMS officer
- Governors agree start budget

24. Impact on children from today's meeting

- This can be seen throughout the minutes of meeting

Meeting closed at 8.10pm