

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

**Minutes of Health & Safety/Curriculum Committee Meeting held on
Monday 8th February 2016 at 5.30pm**

Present

Mrs L Thornley	-	Parent Governor
Mr M Stoney	-	Parent Governor
Mr R Mason	-	Parent Governor
Mr T Jones	-	Co-opted Governor
Mr C Stone	-	Co-opted Governor (arrives at 6.30pm)
Mrs C Cessford	-	Foundation Governor
Mr D Holmes	-	Foundation Governor
Ms S Wolff	-	Staff Governor
Mrs H Cuddy	-	Headteacher

In Attendance

Mrs L Richardson	-	Clerk
Mrs J Maltby	-	Admin Assistant

Joint matters

1. Welcome & Apologies

- Mrs Hattersley & Mrs Rawson are unable to attend the meeting but join part of the meeting via conference call until the connection is lost.

2. Confidentiality & Declaration of Business Interests

- None

3. Any other business to be agreed

- Sports apprentice, tyre park, cover of maternity leave, possibility of new governor, moderation, school trips

4. Minutes of meeting held on 17th November 2015 & matters arising

Unanimously agreed that the minutes of the meeting of the Health & Safety/Curriculum Committee held on 17th November 2016 be signed by Vice Chair as a correct record

Matters Arising

- See Action Log

5. Confidential minutes of meeting held on 7th November 2015 & matters arising

Unanimously agreed that the confidential minutes of the meeting of the Health & Safety/Curriculum Committee held on 17th November 2016 be signed by Vice Chair as a correct record

Matters Arising

- *See confidential minutes*

6. Governor Action log

FGB Meeting

19. Information re: Governor SIN meeting for Elite Alliance emailed to Governors. Item Closed
20. Majority of governors have met with headteacher and discussed what they would like to see when visiting school. Mr Mason & Mr Storey to arrange a meeting.
21. Report from subject leaders is for summer term
22. Advert for MSA included in village magazine. Item Closed
23. Parent questionnaires to be given out at Parent's evening in March. Pupil questionnaires still to be completed
24. Laptops purchased. Item Closed
25. Governors included in emails with Alamo. Item Closed
26. Action plan to be written
27. Governor structure for spending to be reviewed and be based on school's budget. To be discussed by finance governors
28. SFVS submitted to LA. Item Closed
29. Data training to take place after this meeting. Item Closed
30. Consideration of skills from other candidates interested in becoming governors – ongoing
31. Governor vacancies to be discussed at next FGB meeting
32. Production of governor newsletter is ongoing
33. Mrs Cessford is Pupil Premium Governor & Pupil Progress Governor. Mrs Rawson is G & T Governor. Item closed
35. Safeguarding policy checked. Item Closed
36. NY Governor SIN meeting details emailed to governors. Item Closed
- 37 Nga code of conduct emailed to governors for next FGB meeting. Item Closed

Finance/Personnel Meeting

5. Budget Management Policy still to be amended

H & S/Curriculum Meeting

7. Lions plans emailed to relevant governors. Item Closed
8. Premises inspection to be completed on 9th March
9. Moderation to be discussed later in meeting. Item Closed
10. Data to be discussed during training session. Item Closed
17. Outstanding safeguarding training from Mr Stone, Mr Storey, Mrs Hattersley, Mr Holmes & Mrs Thornley. To be completed as soon as possible.

7. Governor newsletter and also parent questionnaire that will go out for parents evening

- Mrs Thornley to complete newsletter as soon as possible. Any information other governors would like including will need to be sent directly to Mrs Thornley
- Q – Could a questionnaire be sent out by governors to parents asking specific questions to gain knowledge of parent views/feelings
A – Chair would need to be consulted. School is already sending a questionnaire to parents and it may be too overpowering if two went out.
Governors agree that an email address be added to the bottom of the governor newsletter so parents can email any questions they may have direct to GB.
Governors asked to attend parents evening on 2nd March to hand out the

newsletter; Mr Mason & Mrs Hattersley to attend.

- Copy of draft newsletter to be sent to Chair for input, once agreed copy to be sent to all governors before giving to parents

8. Governor interview

- Q – Is there any governor who is willing to be interviewed by the children either this week or the first week after half term?
A – Mr Stone can attend school on Wednesday morning and is willing to participate

9. Governors to ask any questions about the SDP – Behaviour & safety and achievements

- Q – How are our Pupil Premium children doing?
A – They are currently doing well
- **See confidential minutes**
- Mrs Rawson as G & T Governor is monitoring the development of G & T pupils. School is using mastery to develop and stretch these children
Q – How does school make use of the G & T children within class?
A – They are sometimes paired with children of similar ability when working through mastery and other times they are paired with children of lower ability.
Q – Do these children know they are taking on the role of ‘teacher’?
A – Yes and they enjoy it.
- Governors are to be involved in the review/rewrite of the G & T policy
- Mrs Cessford and Mrs Rawson have seen that SEN is moving forward with small steps

Curriculum Matters

10. Latest assessment information

- Last week was assessment week, school now assess to milestones. Information needs to be collated before being presented to governors
Q – How often are the children assessed in this way?
A – 3 times a year, although they are being assessed by the teacher constantly
Q – Are all the different groups of children assessed in the same way?
A – Yes, a discussion has taken place with all staff as to how this should be done so that all children are assessed in the same way across the whole of school
Q – When is moderation taking place with other schools?
A – Already done moderation with Fairburn and Chapel Haddlesey schools, further moderation to take place to include a school in Norton during March with a focus on Maths.
Q – How many staff are involved in moderation?
A – All staff

11. Any other business agreed at beginning of meeting

- See agenda item 3

12. Raise alliance and other school links

- Included in Headteacher’s report
- Raise Alliance and Elite Alliance have both had meetings. Moderation of Chris Quigley writing has taken place.
- C of E support has been put in place

13. Share or mention the new more able and talented policy

- Governors to read the policy and respond to Headteacher by 22nd February. Final draft of policy to be brought to next meeting for approval

14. Share the MAT information from Rebecca's meeting

- Information sent to Governors prior to meeting asking for comments. No comments received
- Next steps to include governors in reviewing and re-writing of G & T policy as per agenda item 13

15. Discuss the Ofsted criteria and where we are currently

- Document sent to governors prior to meeting
- Criteria which has been achieved is highlighted in green, this shows where we are now, we have hit lots of the outstanding criteria
- Ofsted would ask if this is now consistent, Headteacher assures Governors that evidence is now in place to show some consistency, we need to ensure that this is embedded enough to show it working and to show impact, staff are aware that this is what will be asked for during the 2 day Ofsted visit and need to be mentally and physically prepared. Headteacher's mentor is visiting school again on 9th and will monitor this, Mr Jones to join her
- Headteacher from Norton Primary was impressed with the children's books
- Teaching & Learning takes into account the recent big changes. School uses old levels so as to be able to show progress between old levels and new milestones as we have no baselines from milestones

Q – Is your mentor, and will Ofsted, be comfortable with the way we are doing this?

A – Yes, other schools do it this way too, we need to be able to show progress and staff are confident with using the old levels

- Communication with parents means that staff do double the work as parents would not be able to understand the new milestones as much as they understand levels

Q – How are staff dealing with this?

A – They are ok and it is not causing too many problems

Governors need to be able to understand the new assessment system so they can discuss it with Ofsted.

Milestone 1 – Year 1 & Year 2

Milestone 2 – Year 3 & Year 4

Milestone 3 – Year 5 & Year 6

These are also broken down further to BAD:

Beginning to, Advanced, Deep

Q – Are the children expected to know where they are?

A – Yes they know their own targets

Q – Do the children also know how they can get to where they need to be?

A – Yes. One of the TAs has developed milestone mats which help the children know where they are and what is expected in Literacy.

Governors agree that they need to have some CPD on the new assessment, this is to take place at the end of the next meeting, to be organised by Mrs Rawson & Mr Jones. Governors are also invited to see this in action in the classrooms during the school day.

Governor suggests that the mats would be useful for parents to see, GB agree these should be included on school website.

Milestone mats to be developed for maths too.

Governors agree that GB attend parents evening and hand out copies of the milestone mats, they will also be able to explain the concept to parents.

Q – Would it be possible to have a glossary for governors showing the language of learning?

A – Yes, Headteacher to develop this and send a copy to governors to review, this will then be filtered out through the governor newsletter

16. Share the school priorities that we will add to the website and newsletters

- Ofsted targets to be included in governor newsletter
- Q – How are we achieving target 1 – to improve achievement to be outstanding by ensuring that teaching and learning is consistently outstanding?

A – Staff have time out of class to observe others. Reports are being written by teachers in leadership roles which will identify what we are doing to ensure consistency.

Q – Will these be reported back to staff?

A – There is a template which is used, these will be brought to governors and they can also be shown to staff. Staff have a good depth of knowledge and will report to governors directly therefore they will be taking ownership of their subject

17. Talk about the website and things that have been added and if there is anything else to add

- Expectations of each year group has been included on website
- Photos have been added
- School newsletter is added
- School is still developing the website, Governors are asked to go to the school website and check what is included on it

Health & Safety matters

18. Equal opportunities (attendance and absences)

- There has been 2 absence issues, but attendance figures are still higher than the same period last year – **see confidential minutes**

Q – Does this figure include any absences that have been for a valid reason?

A – Yes it includes all absences

Campsmount has had different holiday dates to us and this has caused some issues. We all have the same dates as each other next year so this will help.

19. Review accident books

- Mr Jones to review the accident books on behalf of the GB and will report back any trends to governors at the next meeting

20. Child protection/safeguarding

- No issues to report

21. Any other business agreed at beginning of meeting

Sports apprentice

- Headteacher has successfully applied for a sports apprentice, this will help us develop play and PE

Tyre park

- We have received £10K grant to develop a tyre park, the work will take place on 11th and 12th February and will also include soft cushioning under our existing climbing walls

Cover of maternity leave

- Mrs Wilkinson is due to take maternity leave in June/July for a possible 2 terms. Headteacher has someone in mind to cover

Possibility of a new governor

- Discussed earlier in meeting

Moderation

- Discussed earlier in meeting

School trips

- Q – How do we cover adult helpers on residentials? Do they need to have a DBS check?

A – We have had parent helpers in the past, they have usually been the same parents and have had a DBS check. Robinwood we don't need any parents as there are lots of their own staff. School pays for the DBS check so it would not be cost effective if we only used the person once.

Q – Is there no portability?

A – Not in North Yorkshire

Q – How many parents do we have DBS checked?

A – Headteacher would need to check for exact numbers.

Q – Has risk assessment been completed for Kingswood as it is a new venue?

A – The centre completes their own and sends a copy to school. Headteacher has already been to look at the centre. Mr Jones to review the centre's risk assessment

- Information about DBS checks and risk assessments to be included in governor newsletter

- Q – What is the procedure for anyone seeing someone hanging around school grounds in the evenings?

A – Anyone seeing someone should call the police.

Q – How loud is the alarm?

A – It is loud enough for neighbours to hear

Q – Is there a sensor light?

A – No it had to be deactivated after complaints from a neighbour

- Q – Not having a lock on the gate into school is a safeguarding issue as a child could leave the premises and anyone could walk onto school site.

Mr Jones to review the situation when he visits school on 9th March and it will then be discussed at a H & S committee meeting.

LA & Diocese are also visiting school site shortly and this situation can be discussed with them

22. Prevent training for all governors to complete

- There is little ethnicity at our school therefore our children may be at high risk of radicalisation by such groups as BNP. Governors are urged to complete the online Prevent training as soon as possible and send their certificate into school.

Meeting closed at 7.20pm

23. Training

- Governors stay after meeting closes to take part in RaiseonLine training delivered by Headteacher