

**Minutes of the Curriculum Committee meeting of Kirk Smeaton CE Primary School, held on Monday 3<sup>rd</sup> July 2023  
at 5pm, at the school**

<b>Present:</b>	
Co-Chair - Harvie Palmer (HP)	Co-opted Governor
Hannah Cuddy (HC)	Headteacher
Carol Cessford (CC)	Foundation Governor
Emma Hall (EH)	Parent Governor
Co-Chair – Rebecca Rawson (RR)	Foundation Governor
Mark Suaznabar (MS)	Parent Governor
Vice Chair – Peter Hudson (PH)	Co-opted Governor
Kay Crossley (KC)	LA Governor
<b>Apologies:</b>	
Sadie Sheen (SS)	Staff Governor
Chris Smith (CS)	
<b>In attendance:</b>	
Clerk - Lydia Waites (LW)	NYC Clerk

**Colour coding Key – Highlighting Governor Core Functions**

**Red – Strategy Challenge/question**

**Blue – Approval/Decision taken**

**Green – Performance Challenge/Question**

**Orange – Financial Challenge/Question**

**MINUTES**

Minute	Item	Lead
1.0723	<b>Welcome and apologies</b> Apologies from SS who could not attend. Accepted. CS – no apologies given. HP welcomed governors and opened the meeting.	
2.0723	<b>Confidentiality and declaration of business interests</b> HP reminded governors about confidentiality of minutes. No declarations.	
3.0723	<b>Any other business to be agreed</b> HT to discuss two additional items under item 14.0723.	
4.0723	<b>To be approved as a correct record the minutes of the previous meeting of the Curriculum Committee held on 27<sup>th</sup> March 2023</b> <i>Committee meeting minutes have been agreed on by governors and signed.</i>	
5.0723	<b>Action log for curriculum meetings</b> HT addressed the action points that have been actioned or are being addressed. Nothing to carry over.	

<p><b>6.0723</b></p>	<p><b>Headteacher report</b></p> <ul style="list-style-type: none"> <li>- Quality of education and personal development: Supporting the transition of TM and MH. CPD and teacher direction is being given to new staff members. Accelerating progress is a priority, and the progress children have made so far is notable. Have done lots of work with the local authority – Elaine B came in to discuss the gender divide. The school is above the national average for phonics. Early reading has been revamped along with the phonics scheme. Looking at SEN pupils and the resources the school has to support fluency of reading following Y2 phonics test results. The scheme has been positive – while it may be too early to see these results in the data, it appears to be working.</li> </ul> <p><b>Q: when did we move to Floppy Phonics?</b> <b>A: September 22. It's been a helpful tool and we can track progress easily.</b></p> <p>HT gave an update on Writing, Reading and SPAG (noting the need to ensure that moderation sessions are attended and work is corrected based on local and national school writing moderation); Maths (assessment data appears positive); PSHCE; RE and Vision; IT; History and Geography; French (need to embed the new French scheme in French). HT noted that it would be useful to have Link Governors for History and Geography and French.</p> <p>Personal development: we will be arranging themed feedback boards for parents each month so that they can engage with the school and ask any questions. Will also be sharing with parents the lessons we teach and examples of how we develop the whole child.</p> <p><b>Q: it seems like there is a lot of flux and things happening at the moment – would you agree?</b> <b>A: yes, there's a lot of change going on, geared towards the school's development.</b></p> <ul style="list-style-type: none"> <li>- Assessment data: HT gave an overview of June 23 assessment data and subsequent predictions. Y6 are exceeding expectations and averages in SATs. Y2 needed developing – averages have risen, though expectations haven't – SEND pupils and 'summer babies' have had an impact on data. Reception data has improved.</li> </ul> <p><b>Q: how are the SEND referrals going?</b> <b>A: one is going well. Still haven't received a response from Doncaster for another. North Yorkshire and Wakefield have been in contact. Catchment area of the school does make things difficult.</b></p> <p><b>Q: so services depend on pupils' are of residence?</b> <b>A: yes, depends on what services are needed and pupil age as well. There are lots of variables.</b></p> <ul style="list-style-type: none"> <li>- Priorities for 2022-23: Continue to develop the school's 'exceptional curriculum' and continue to develop engagement with parents. HT discussed the changes to the start budget, and the deficit for the coming financial year.</li> </ul>	
<p><b>7.0723</b></p>	<p><b>Governor action plan</b></p> <p>HT addressed the updates on the governor action plan. Safeguarding: CP policy was updated in May 23 with new NYC safeguarding number and added to school website. Had a recent safeguarding meeting with local authority which gave positive feedback and helpful advice. HT to circulate the report on this. Finance: KC to set a date to discuss finance with MS. Subject monitoring: governors to send any outstanding monitoring reports to HT.</p>	<p>HT KC / MS All govts</p>
<p><b>8.0723</b></p>	<p><b>Link governor responsibilities &amp; succession planning</b></p>	

## Summer Term 3

	<p>HT reminded governors to check that class reports and subject reports from teachers have been received.</p> <p>HT directed governors towards a spreadsheet showing wrap-around care costs for this year, and covered times change and staffing. Due to staffing, the after-school club will have to end early on Fridays. We need to keep an eye on it as sometimes no children come to the club, so it isn't financially viable. Trying to encourage more children to attend.</p>	
9.0723	<p><b>Governor visits/monitoring</b></p> <ul style="list-style-type: none"> <li>- Kay and Carol - assessment, vulnerability and SEN- HC and KH</li> <li>- Safeguarding meeting with LA</li> <li>- Finance meeting with Anita - Mark and Kay</li> <li>- Hannah and Mark Randall to meet in July</li> <li>- Academisation meeting - Hannah, Mark, Kay, Carol and Chris. HT directed governors towards the 'guide to joining an academy of academy trust – take the next step' document.</li> </ul> <p>Q: what are the next steps? HT listed the next steps outlined in the circulated 'Academisation SWOT' document.</p>	
10.0723	<p><b>Staffing and governor vacancy</b></p> <p>1 LA vacancy.</p>	
11.0723	<p><b>Health and safety</b></p> <p>No current issues that the school is aware of, beyond a problem with the fire door shutting too quickly. A handyman has been in to attach a new bolt. Waiting for more advice from the local authority.</p> <p>Q: when was the last walk-around? A: May. Q: would it be worth doing another before Summer half-term. A: yes, we could fit one in.</p>	HT
12.0723	<p><b>Policies</b></p> <p>None to address at this time.</p>	
13.0723	<p><b>Safeguarding</b></p> <p>One minute guide (PAMIC): <a href="https://www.safeguardingchildren.co.uk/professionals/one-minute-guides/parental-mental-ill-health-on-children/">https://www.safeguardingchildren.co.uk/professionals/one-minute-guides/parental-mental-ill-health-on-children/</a> Safer recruitment: <a href="https://www.safeguardingchildren.co.uk/professionals/procedures-practice-guidance-and-one-minute-guides/safer-recruitment-one-minute-guide/">https://www.safeguardingchildren.co.uk/professionals/procedures-practice-guidance-and-one-minute-guides/safer-recruitment-one-minute-guide/</a></p> <p>Governors read the above one-minute guides shared on screen. <b>RR joined the meeting at this point.</b></p> <p>Q: has the PAMIC guidance changed? A: yes, need to look into so we're aware of the guidance. Q: is PAMIC something you're aware of in the school? A: yes, myself and other teachers do come across this in the school. It's something we keep an eye on given the impact on children.</p> <p>RR noted the importance of ensuring that references are coming through and checked when recruiting.</p>	
14.0723	<p><b>Any other business</b></p> <p>HT asked governors to attend two class sessions and subject coordinator conversations per year. <b>Governors' assigned subjects for the coming year were updated and agreed on.</b></p> <p>School business plan: HT has looked at the school's phone system which needs updating. Have received three quotes for this (figures are in the circulated documentation).</p> <p>Q: what would happen to 5-year contracts if the school were to join an academy?</p>	

## Summer Term 3

	<p>A: they would likely continue given the cost of cancellation, but I'm not certain.            Q: does the school have one phone line? Would this new contract give us more?            A: we have two lines, though they're in separate buildings.            Q: will there be call queueing with the new system?            A: yes, there will be more facilities including buttons to press for certain services.</p> <p>HT invited governors to decide whether to choose a 3 or 5-year contract. Governors discussed this with regards to financial consideration and potential academisation.            HT to gather more information around these questions and circulate this to governors via email so a decision can be made before the last day of term.</p>	HT / all govs
15.0723	<p><b>Dates for all meetings next year:</b>            FGB &amp; H&amp;S meetings: 26.9.23 @ 5pm in school, 16.1.24 @ 5pm in school, 7.5.24 @ 7.15pm on TEAMS            Finance meetings via TEAMS: 28.11.23 @7.15pm, 5.3.24 @ 7.15pm, 11.6.24 @ 7.15pm            Curriculum meetings via TEAMS: 13.12.23 @ 7.15pm, 27.3.24 @ 7.15pm, 3.7.24 @ 5pm in school.</p>	

Meeting closed 6:40pm.

### Actions of the Curriculum Committee meeting held 3<sup>rd</sup> July 2023.

Item no	Action	Lead
7.0723	HT to circulate the report on recent safeguarding meeting. KC to set a date to discuss finance with MS. Subject monitoring: governors to send any outstanding monitoring reports to HT.	HT KC / MS All govs
11.0723	HT to arrange a health and safety walk-around before summer half term.	HT
14.0723	HT to gather more information about the new phone system and circulate this to governors via email so a decision can be made before the last day of term.	HT / all govs

**Minutes produced by Lydia Waites – Clerk**  
**Signed ..... (Chair) Date .....**