



Kirk Smeaton CofE Primary School

Let God's Love Shine As We Care For Each Other And Learn Together.

<p>A meeting of the Curriculum Committee of Kirk Smeaton C of E Primary School was held on Wednesday 24th March at 7.00pm This meeting was held remotely.</p>		
<p>Minutes</p>		
<p>Colour coding key – Highlighting Governor Core Functions Red – Strategy challenge/questions Blue – Approval/Decision taken Green – Performance Challenge/question Orange – Financial Challenge/question</p>		
No	<p>Present:</p> <p>Mr. P Hudson - Parent Governor (PHud, Chair) Mr. T Jones - Parent Governor (TJ, Vice Chair) Mrs. H Cuddy - Headteacher (HC) Mr. P Hursthouse - Parent Governor (PHur)</p> <p>In attendance Mr. N Parker – (NP, Clerk), Mrs. A Temporal (AT, Clerk)</p>	Actions
1	<p><u>Welcome and Apologies.</u> The meeting opened at 7.05. NP introduced AT and explained that she would be replacing him as Clerk to the Governing Board. Apologies for absence were received from Mrs. R Rawson, Mrs. C Cessford, Ms. E Hall and Mrs. LThornley. The absences were all consented.</p>	
2	<p><u>Confidentiality and Declaration of Business Interests.</u> There were no declarations of business interests. The Chair reminded the meeting of the need for confidentiality.</p>	
4	<p><u>Any other business</u> HC noted she would like to raise the following points as AOB, unless covered elsewhere during the meeting:</p> <ul style="list-style-type: none"> • Risk Assessment (RA) update • Covid-19 security • Youth Club re-starting • School dinners • Swimming 	
5	<p><u>Minutes of previous meeting</u> The minutes of the meeting of 30/11/2021 were agreed as a true and accurate record. PHud will sign the minutes and take them into school for filing.</p>	
6	<p><u>Action log</u> All actions were agreed as complete.</p>	
7	<p><u>Headteacher's report/School Development Plan.</u></p>	

HC referred to her Headteacher's Report, particularly the elements, highlighted in the report as relating to the Curriculum Committee. Points noted were:

- Breakfast/Morning Club. It was **agreed** to discuss this at the next Finance meeting.
- COVID-19 Risk Assessment (RA). HC advised that a concern had been raised that many parents are not wearing masks when they drop off and pick up children. HC also reported another concern had been raised that parents are bringing dogs onto School Drive. The meeting discussed the points raised. School Drive is not part of the school's grounds; it was **agreed** that the school can only continue to ask parents to follow COVID-19 guidelines and keep dogs on a lead, but the school is not able to enforce that outside the school grounds.

HC advised that the Youth Club is proposing restarting after Easter. There would be a maximum of 15 attendees. The Youth Club would carry out Lateral Flow Tests (LFTs) so it would not breach COVID-19 guidance. The meeting **agreed** to the proposal, noting that the cleaning must be well managed, and the Club must supply its own LFTs.

HC reported that the school's After School Club is reopening after the Easter holiday. Debbie Drake's club runs until 4.30pm or 5.00pm depending on the day. Previously, during COVID-19, children have not been allowed to go from Ms. Drake's club to the school's. Parents have now asked if children can go from one club to the other. The meeting discussed the request. It was agreed that as the children are already together at school, moving between the clubs did not increase the COVID-19 risk. The meeting **agreed** to the request; effective tracking measures must be in place.

- HC noted that the General Teaching Assistant (GTA) replacement is in place.
- HC reported that CPD aimed at accelerating children's progress is under discussion.
- HC summarised data from recent tests. A lot of children were invited into school during lockdown and a high percentage of work was completed by those accessing home learning. HC referred to the specific data, for each year group, from her report. Year 6 results are strong. Year 5 is not as positive, particularly in writing, but is expected to improve quickly through the next couple of terms. There is a focus on Greater Depth. Based on their test scores 9 children will participate in the National Tutoring Programme (NTP). 2 children, 1 with attendance issues and the other with significant behavioural problems, have not been included in the programme.

Q. When does intervention take place?

A. It varies, for some it is between 2.00 and 3.00pm, for others between 3.00 and 4.00pm.

The situation in Year 4 is similar to Year 5 with 6 children included in NTP. HC explained that the school pays 25% of the NTP cost with the government covering the balance. 2 school staff are tutors in the NTP and are carrying out the interventions with Kirk Smeaton's pupils. HC advised that the school's share of the NTP costs is being covered by the COVID recovery funding.

Q Are the 2 teachers who are NTP tutors paid by both the school and NTP?

A. No, when they are tutoring they are not paid by the school.

Q. If children chose not to engage with NTP could they be withdrawn from the programme and replaced with another child.

A. Yes, potentially that could happen.

Year 3 data is largely positive. There are some issues with Writing. The children have missed a lot of learning. There are 2 new children with 1 poor attender. Year 2 data is good, and Year 1 performed quite well.

No Reception or Nursery data is yet available.

<ul style="list-style-type: none"> • HC reported that there are 101 on the school roll, 122 including Nursery. Current figures show 104 on roll next September (maximum is 105), 125 including Nursery. HC said she was expecting several appeals for places. HC advised that the 2 Reception classes are usually limited to 15 pupils each to avoid KS1 class sizes greater than 30. Depending on the stage or year group, class sizes are defined by the number and qualification level of teaching staff along with the floor area available. HC will confirm the maximum number of children that can be legally accommodated in each room. HC noted that there are 21 applicants for 15 Reception places. If some of those who are initially unsuccessful then successfully appeal, then it will have an impact on maximum class sizes as they progress through school. 	<p>HC</p>
<p>Q. Does the part-time pupil affect the numbers that can be accommodated.</p>	<p>HC</p>
<p>A. No, it does not affect the number, that person is counted as full-time pupil for funding and census.</p>	
<p>As planned, HC will review the flexi-schooling policy in September, a governor will be included in the review.</p>	
<ul style="list-style-type: none"> • HC reported that the Gardening scheme has been impacted by lockdowns but continues to be embedded. • The school is following an IT scheme called Mr. ICT. Staff CPD is focused on this for the next 2 terms. • One member of staff has received training in the Understanding Christianity scheme, which will be delivered to other staff. • Deep dive progress checks are being carried out. Helen Jones will work on literacy and PE elements. 	
<p>Q Can the governors involved in the curriculum areas be involved in the deep dives?</p>	
<p>A. That would be welcomed. Under current circumstances it might be best for the teachers to share the information with the governor and then have a Q&A session between teacher and governor. HC will share a plan for the deep dives with governors.</p>	<p>HC</p>
<p>TJ will carry out a risk assessment to cover any governors going into school to support.</p>	<p>TJ</p>
<ul style="list-style-type: none"> • Children’s artwork is to be shared in collective worship and it is being considered how it can be shared further. • Forest School has returned for a full week with a class per day. Trips to Bishop Wood are being considered but transport costs need to be clarified and a COVID risk assessment may be required, similarly for swimming. Sports Premium funding cannot be used for transport costs. The meeting discussed whether swimming classes should restart after Easter or in September. A September restart was agreed. It may be possible to focus swimming lessons on those children who have not achieved Level 3. • A career day has been organized in June. Music lessons have restarted and a Food Technology scheme being is developed. • Personal Development information has been sent to governors, staff CPD for PHSE is ongoing. 	
<ul style="list-style-type: none"> • HC advised that Sadie Sheen is the new Staff Governor. Sadie will be invited to the next meeting. 	<p>NP</p>
<ul style="list-style-type: none"> • Changing of the school day. HC referred to her letter on this point, circulated to governors. HC described several positive outcomes from the changes introduced during COVID-19 and that it may be beneficial to retain some of the changes, as outlined in her letter. The meeting discussed the potential benefits and challenges from the viewpoints of pupils, staff, parents, and the village community in general. Governors made the following particular points: <ul style="list-style-type: none"> ○ Parents have stated, on their Whatsapp group, that they need additional childcare, and the previous hours were better. 	

	<ul style="list-style-type: none"> ○ A governor noted that they were happy with the proposal, could see the positives and as nothing was being changed from the current timetable (since COVID changes) then the decision should be shared with everyone but there should be consultation on the other areas i.e. staggered times. ○ Q: Is the school prepared to go back to the previous way of working when the current way shows the benefits listed in HC's letter? Why would there be consultation on giving parents free childcare? if parents are asked then most will say yes, but we are looking at the benefits of teaching and learning and H&S which were outlined in the letter. ○ The governors noted, several times, the limited attendance at this meeting and that a decision on this item should be agreed by all and therefore there should be more discussion in the next meeting. <ul style="list-style-type: none"> ● It was agreed that HC would discuss further with staff and within the village and then make a proposal that would be taken to the next Finance meeting (27/04/2021) for approval. ● NP will include the new school vision and logo on the minutes of the meeting. 	<p>HC</p> <p>NP</p>
8	<p><u>Data</u> None core data will be reviewed at the next meeting.</p>	
9	<p><u>Staffing for 2021/22</u> Helen Jones' contract has been extended until 2022.</p>	
10	<p><u>HT Performance Appraisal</u> A date for the appraisal is to be booked. The panel consists of CC, TJ, RR, LT, and Mike Smit (LA advisor). HC will check whether TJ should be on the panel (as he is married to a staff member) with Mike Smit.</p>	HC
11	<p><u>Governor Action Plan.</u></p> <ul style="list-style-type: none"> ● PHud reported that there have been no substantial changes to the plan. It was agreed that in-house, rather than RAISE On-line, data can be assessed during deep dives. ● Health and Safety data is to continue to be sent to TJ for review. 	
12	<p><u>Link Governor responsibilities, resilience and succession plan</u> Governors should meet to discuss roles and the potential transition of committee or FGB chairs. Succession planning and role of chair to be added to the agenda for the next FGB.</p>	NP
13	<p><u>Governor visits/monitoring.</u></p> <ul style="list-style-type: none"> ● HC reported that CC has carried out a collective worship review. CS CW review. ● TJ is completing the last module of Safer Recruitment. ● HC, TJ and CC met towards the end of the Autumn term to review Safeguarding and SENCo documentation and to give greater insight into those topics to TJ. ● TJ and HC met to discuss and draft the IT tender and the use of IT throughout. school. 	
14	<p><u>Health & Safety (general).</u> Risk assessment requirements for trips to Bishop Wood and for swimming are noted under item 7.</p>	
15	<p><u>Policies for approval.</u> 2 draft policies were circulated prior to the meeting:</p> <ul style="list-style-type: none"> ● Responding to a missing child or a child who has run away from school. 	

	<p>Q. Should this include some more on prevention? A. Agreed, a paragraph on prevention will be included.</p> <ul style="list-style-type: none"> Internet Safety <p>Approved with the amendment noted above both policies were approved. It was noted that the logo should be updated on all policies.</p>	<p>HC</p> <p>HC</p>
16	<p><u>Any other business.</u> School dinner charges. The charge to the school will shortly increase from £2.56 to £2.64 per meal. It is proposed to increase the cost to parents from £2.50 to £2.64. Parents have been notified. It was agreed to introduce the increase as soon as the charge to the school increases.</p>	
17	<p><u>Date of Next Meetings:</u> FGB meetings (7pm): 06/05/2021 Finance meetings: (TO BE CONFIRMED). Curriculum meetings (7pm): 06/7/2021</p>	



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ACTIONS of the Curriculum Meeting held 24th March 2021.

	Action	By Whom	By When
1	confirm the maximum number of children that can be legally accommodated in each room.	HC	
2	Carry out review of the flexi-schooling policy with a governor.	HC	End Sept 2021
3	Share a plan for pupil progress deep dives with governors.	HC	
4	carry out a risk assessment to cover any governors going into school to support deep dives.	TJ	
5	Invite Sadie Sheen, new staff governor, to the next meeting.	NP/AT	29/04/2021
6	Include new vision and logo on minutes	NP	16/04/2021
7	Arrange HT appraisal meeting.	HC	ASAP
8	Include succession planning and role of Chairs on agenda for next meeting	NP/AT	
9	Amend Missing Child etc policy as agreed	HC	ASAP

Minutes produced by Nick Parker – Clerk

Signed: **(Chair) Date:**