

**A meeting of the Curriculum Committee of Kirk Smeaton C of E Primary School was held on Monday 30th November 2020 at 7.00pm
This meeting was held remotely using Skype**

Minutes

Colour coding key – Highlighting Governor Core Functions

Red – Strategy challenge/questions

Blue – Approval/Decision taken

Green – Performance Challenge/question

Orange – Financial Challenge/question

No	Present:	Actions
	<p>Mr P Hudson - Parent Governor (PHud, Chair) Mr T Jones - Parent Governor (TJ, Vice Chair) Mrs R Rawson - Foundation Governor (RR) Mrs C Cessford - Foundation Governor (CC) Ms E Hall – Parent Governor (EH) Mrs L Thornley - Parent Governor (LT) Mrs H Cuddy - Headteacher (HC) Mrs B Hursthouse - Staff Governor (BH) Mr P Hursthouse - Parent Governor (PHur)</p> <p>In attendance Mr N Parker – (NP, Clerk)</p>	
1	<p><u>Welcome and Apologies</u> The meeting opened at 7.05 There were no apologies</p>	
2	<p><u>Appointment of Chair of Committee</u> PHud was nominated as Chair of the Committee, the meeting voted to confirm the appointment. TJ was nominated as Vice Chair of the Committee, the meeting voted to confirm the appointment. TJ took the Chair for this meeting.</p>	
3	<p><u>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 to be agreed</u> It was agreed that policies deferred from the recent Finance meeting would be reviewed under the Policies item, and an IT business plan, also deferred from the Finance meeting, would be considered under AOB</p>	
5	<p><u>Minutes of previous meeting</u> As a result of COVID-19 restrictions and lockdowns the previous Curriculum Committee meeting was held in December 2019. NP will locate and circulate minutes from that meeting.</p>	NP
6	<p><u>Action log</u> As above</p>	

7	<p><u>Confidential minutes of previous meeting</u> As above</p>	
8	<p><u>Headteacher's report/SDP.</u> HC referred to the Curriculum section of her HT report which had been circulated prior to the meeting.</p> <p>Career days continue. The annual survey, based on Ofsted questions, has been sent to parents, early feedback from the survey suggests parents want to see more information regarding future learning; Class Dojos should be useful to help share teaching plans. Assessment has identified the gaps in children's learning and intervention plans have been established to address these. Deep dives have been carried out in Science and Literacy and are further planned for Maths and PE. The Year 2 Phonics screening – usually carried out at the end of Year 1 – appears to be positive.</p> <p><u>Assessment</u> – HC referred to the assessment data figures shown in the report.</p> <p>Year 6: Figures are positive but Writing at Greater Depth (GD) is an area for focus. Q. What is the long-term strategy for writing? A. The focus was on both Greater Depth and Expected Writing (EW). Expected has increased so the recent approach seems to be effective. Staff have been using the Jane Considine approach and TAs have all been trained in WriteAway intervention too.</p> <p>Q. The figures show improvement despite the COVID-19 disruption, how are the teacher's assessments validated and checked? A. Planning and close monitoring was continued throughout the break in schooling. Additional support was given where there was a concern over a particular child. There was only 1 child in this year group who had difficulty completing the work given to them.</p> <p>Q. Are you confident in the assessments? A. Yes, the teacher also had this group last year so knows how they have progressed. Moderation is difficult this year, it must be carried out within the school. Staff have had additional training for on-line moderation. Documentation is uploaded and moderated by on-line moderators. Helen Jones is joining the team and has KS2 moderation experience.</p> <p>Year 5. Figures are not as strong. The children still need to settle back in, there is a lot of intervention under way and it is anticipated the data will look more positive in February. Q. There are 4 Pupil Premium (PP) child in that group, is PP being focused differently to get them back on track? A. Any child not on track receives the appropriate intervention, a PP child has been a concern for some time and is receiving additional support both at school and at home.</p> <p>Year 4. Data is not as positive, with large ranges across the group. This cohort came with high results from KS1. They have settled well and there has been a lot of work with them from teachers and TAs and more positive assessments would be expected by February. Q. Do you believe the assessments from KS1 were inflated? A. Yes, as reported previously. The teacher was inexperienced, measures have been put in place to address that.</p> <p>It was agreed that the issue with the KS1 assessment would be noted on future reports.</p>	<p style="text-align: right;">HC</p>

	<p>Year 3. This is the cohort of most concern. Typically, it would be expected the (then) Year 2s would have made a lot of progress in term 3, the term most disrupted by COVID-19. There is a lot of intervention in place and the new teacher is aware of the assessments and the intervention plans.</p> <p>Year 2. The impact of Writing CPD over lockdown still needs to be seen. The children have had a good 10 weeks and it is anticipated the assessments in February will show an improvement. Phonics screening shows an 86% pass rate, which is above national expectation.</p> <p>Year 1. The children left Reception at the end of term 2 and missed out on play and relationship development in the following term. The KS1 classroom is set up as a continuous provision area, the outside area continues to be developed.</p> <p>Q. When is the next Fisher Family Trust (FFT) available? A. These children will next be assessed in a national assessment in Year 2. It is too late to have an assessment carried out this year. Other schools have opted not to enter their data for assessment, as it is not mandatory. HC decided to do the same as the other schools.</p> <p>Reception. Children have settled into school. Some families are new to their child's education and need support, and sessions are being held with parents to describe expectations etc. It is anticipated that Reception will be over-subscribed next year.</p> <p>Personal Development. The school is working towards the gold Healthy School Award and is continuing to embed Healthy Body and Mind.</p> <p>Q. What does the Healthy Schools award measure? A. Staff Health and Wellbeing, PE, Personal, Social, Health and Economic (PSHE) and Relationships and Sex Education. It is an NYCC award.</p> <p>Q. Referring to the Parents' Survey – what was the response rate? A. The survey was only sent out on Friday. HC summarized the responses to date and discussed some of the difficulties parents may have when trying to answer questions built around the new Ofsted framework.</p> <p>Q. Is the survey carried out every year? A. Some years it is sent out using Survey Monkey but response can be low, more recently the survey has been given out on Parents' Evening, with Parents' Evening and Ofsted questions on it, this gave much better response rate. There are new questions with the new Ofsted framework which are somewhat unfamiliar to parents.</p> <p>Q There seems to be a tension between the need to teach the full range of subjects, in depth whilst also catching up and filling learning gaps; it may be useful to explain to parents how this is being done. A. Yes, it may appear to parents that the focus is only on the core subjects but the children's days are planned so that each child's particular needs are met and so that the whole curriculum is covered.</p> <p>It was suggested that tagging activities to curriculum subjects may help with parents' understanding. HC will consider this further and but would want to do it in a way that did not add to staff workload. It was pointed out that some of this information is already on the school website.</p>	<p>HC</p>
<p>9</p>	<p><u>HT report – assessment.</u> As above</p>	
<p>10</p>	<p><u>Governor Action Plan.</u></p>	<p>PHud/NP</p>

	<p>The previous plan had been circulated by PHud and was tabled during the meeting. The plan was discussed and updated directly in the meeting. PHud to forward updated plan to NP for circulation with minutes.</p> <p>It was agreed that link governor responsibilities, resilience and succession plan would be included on the agenda for the next meeting.</p>	NP		
11	<p><u>Feedback from Parent Consultation Evenings.</u></p> <p>As above</p>			
12	<p><u>Annual review of Health & Safety checklist.</u></p> <p>The audit has been completed but the report is awaited. Dates for the NYCC H&S check are to be confirmed. TJ will support.</p>	HC/TJ		
13	<p><u>Governor visits/monitoring.</u></p> <p>CS and PHud supported the recent recruitment process. Link governors were asked to email the respective teachers if they have any questions.</p>			
14	<p><u>Health & Safety (general).</u></p> <p>Nothing further to report.</p>			
15	<p>Policies for approval.</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>Pay - accepted</p> <p>Anti-bullying – it was suggested that rather the listed of types of bullying were described as examples rather than as exhaustive. The DfE points from a recent complaint appeal should be included. Accepted subject to these amendments and a final review by RR.</p> <p>Parent conduct - accepted</p> <p>Leave policy and guidance – accepted</p> <p>Flexi Schooling – accepted but it was agreed to review again in September 2021 or before if necessary</p> </td> <td style="width: 50%; vertical-align: top;"> <p>Safeguarding - accepted</p> <p>SEN - accepted</p> <p>Complaints - accepted</p> <p>Discipline - accepted</p> <p>Accessibility plan – should ref to 2019-21 rather than 2021-23 and there a typo needs to be corrected. Accepted with those amendments.</p> <p>Collective worship - accepted</p> <p>Exclusion - accepted</p> </td> </tr> </table>	<p>Pay - accepted</p> <p>Anti-bullying – it was suggested that rather the listed of types of bullying were described as examples rather than as exhaustive. The DfE points from a recent complaint appeal should be included. Accepted subject to these amendments and a final review by RR.</p> <p>Parent conduct - accepted</p> <p>Leave policy and guidance – accepted</p> <p>Flexi Schooling – accepted but it was agreed to review again in September 2021 or before if necessary</p>	<p>Safeguarding - accepted</p> <p>SEN - accepted</p> <p>Complaints - accepted</p> <p>Discipline - accepted</p> <p>Accessibility plan – should ref to 2019-21 rather than 2021-23 and there a typo needs to be corrected. Accepted with those amendments.</p> <p>Collective worship - accepted</p> <p>Exclusion - accepted</p>	HC
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16	<p><u>Any other business</u></p> <p>The new logo has been sent to governors by email. Any comments to HC asap. A business case relating to the purchase of laptops or tablets was circulated prior to the meeting. The timing of purchase, the availability and the required specification were discussed. It was agreed that TJ and HC would meet to review the specification to be provide to potential suppliers who will be asked to give a firm quote.</p> <p>The Committee noted their formal thanks to Beth Hursthouse for her work and commitment to both the Governing Board and to the School and wished her well for her future ventures.</p> <p>The Meeting finished at 9.01pm</p>	<p>All</p> <p>TJ/HC</p>		

17	Date of Next Meetings: FGB meetings (7pm): 19/1/2021 06/05/2021 Finance meetings: 26/11/2020 7pm, W/B 11/3/2021, 2pm (TO BE CONFIRMED). Curriculum meetings (7pm): 24/03/2021 06/7/2021	
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ACTIONS of the Curriculum Meeting held 30th November 2020

	Action	By Whom	By When
1	Locate and circulate minutes from previous Curriculum Committee meeting.	NP	With minutes
2	The issue with the KS1 assessment would be noted on future reports.	HC	Next meeting
3	Consider how curriculum subject titles can be tagged to topics	HC	
4	Forward updated Governor Plan to NP for circulating with minutes	PHud/NP	With minutes
5	Link governor responsibilities, resilience and succession plan be included on the agenda for the next meeting	NP	Next meeting
6	Dates for the NYCC H&S check are to be confirmed	HC/TJ	
7	Amend policies as agreed	HC	
8	Any comments on new logo to HC	All	ASAP
9	Work on specification for IT purchase	HC/TJ	

Minutes produced by Nick Parker – Clerk

Signed: **(Chair)** **Date:**