



Kirk Smeaton CE Primary School

Let God's Love Shine as We Care for Each Other and Learn Together

Meeting of the Curriculum Committee of Kirk Smeaton CE Primary School to be held on

Tuesday 6th July 2021, 7.00pm.

The meeting was held remotely via Microsoft Teams

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
	Mrs H Cuddy - Headteacher (HC) Mrs R Rawson - Chair (RR) Mr T Jones - Parent Governor (TJ) Mr P Hudson - Parent Governor (PHud) Mrs C Cessford - Foundation Governor (CC) Mrs E Hall - Parent Governor (EH) Mrs S Sheen - Staff Governor (SS) In attendance Mr N Parker (NP, Clerk) and Miss A Temporal (AT, Clerk)	
1	<u>Welcome & Apologies</u> Meeting opened at 1905. Paul Hursthouse and Lorna Thornley not present, no apologies received. Lorna Thornley discussed later in meeting.	
2	<u>Reminder (All Governors) Register of Hospitality, Confidentiality and Declarations of Interest</u> None given.	
3	<u>Any other business to be agreed</u> Covid keeps Change of school day communication.	
4	<u>To approve as a correct record the minutes and review the action log of the meeting of the Committee Meeting held on 24th March, 2021 and the Action Log</u> The minutes of the meeting held on the 24 th of March 2021 were agreed as a true and accurate record.	

	<p>Action log was discussed and all actions completes or updated. RR asked for all documents to be shared as PDF rather than word documents.</p>	
5	<p>Headteacher report</p> <ul style="list-style-type: none"> • Pupil premium • Catch funding • Sports funding • Other money (PTA)- see IT business plan <p>Additional funding has been ring-fenced. £16,870 carried forward, lots of things the school usually pays for has not taken place this year. Starfish work will be completed. £9,000 left to carry forward for next year, this money has been ring-fenced for sports.</p> <p>Q - Is it planned what the money will be spent on? A - Discussed having AstroTurf, this would cost £30k. This is expensive, therefore the school are looking at what is required moving forward. Lots of funds to carry forward in PE. There always seem to be a carry forward amount.</p> <p>Q – What can we do to reduce carry forward in the future? A - Some of the funds are ring-fenced for essential PE items. In previous years the school has had bike shows, but not this year, certain things will be looked at for next year and put back onto the syllabus. Scramble nets and turning bars have previously been done.</p> <p>Q – Is there any equipment that could be used in the hall? For example, interactive white boards. A – The school is unable to use the funds for that, it could be used for the sports netting. Previously the white boards have been replaced and now the school uses a portable one as the fixed one was damaged.</p> <p>Q – Sports related murals in hall, could it be used for that? Posters used as teaching aids like in main sport centre. A – HC will speak to Staff to see if they could benefit from that.</p> <p>Q – Do we have any idea what other schools spend money on? A – Used to spend more money on deals, potentially ask Campsmount for an extra person. Competition package the school has not been able to do.</p> <p>Q – No obvious gaps? A – Forest schools we use it for is great. The school is also looking at healthy eating and we currently have in the pipeline a company coming into school looking at Food Technology and DT. Some of the money could be used for this as it's classed as PE.</p> <p>Q - How do we ensure the carry forward is minimal? What can we do to reduce the amount so the pupils are benefitting and there is less carry forward? A - In previous years the school has always had a project in mind, this year because of covid there are more funds, and other schools seem to be in a similar position. Have looked at AstroTurf but this is just too expensive. HC will look at this and make sure this money is spent wisely.</p> <p>PHud shared a link to a charity called living streets. HC will look at this.</p>	

Pupil Premium

Pupil premium gets spent very quickly and the information is in the report on how this money has been allocated. This is usually something that HC goes through with Carol and Tim, HC to book a meeting with them for this term.

Covid catch up fund is £8k. The school has spent over £6k on variety of things. The funds given will be until 2022 and has been ring-fenced for tuition which will happen in the Autumn and Spring term.

Curriculum

The school is looking to employ a Breakfast Morning Leader, the position has been advertised 3 times but the school has not had any applications.

A current parent who is also a teacher is interested in the position and would be willing to run this as their own business and would pay rental. HC looking at this. If it goes ahead it will need to be reviewed by governors.

HC advised she is keen for governors to visit school to carry out link monitoring visits.

Things at school currently looking very good, a bubble closed this week.

School is back on track with the monitoring of all subjects.

Kirk Smeaton is going for the gold award in the The Healthy Schools Awards, the school already has silver. As part of achieving the silver award the school received a £500 award, this money has been used for resources.

Assessments

When children came back in March after the lockdown the children were assessed as the school needed a benchmark. The pupils were then assessed after 2 weeks of school and again in June.

The school had a parents evening late March and then in June when the next set of assessments were done. Writing is an area of concern across the whole school. Another assessment will be taking place end of this week so children have a bit longer to work on targets. Children have done very well considering lockdown.

Pupils in Y6 have completed the SATS papers from 2019. They performed very well and the results were some of the best the school have seen.

These children really engaged in lockdown period, made massive difference in making sure they kept on track.

Q- Is it worth governors writing to staff and recognising this achievement? What does Rebecca think?

A – Need to make sure all staff feel appreciated, makes sure it's inclusive for all staff. Nice to recognise as governing body.

HC was happy to do this on governors' behalf, RR advised that it would be good for the governors to do something.

Y5 results are looking fair, HC aware some need additional support and require tutoring. Y3 and Y4 are a mixed set of results, Y3 suffered as their last term of Y2 was disturbed with covid. The grading's could be better but they are better than other schools. HC has met with all teachers to see who needs tutoring.

The children who have had tutoring this term have seen really good results. 8/10 made really good progress.

Y2 results need to be slightly higher, their writing has suffered, parents having to do lots of the work which was hard. Parents often picked up maths rather than literacy. The next assessment is planned for July and teachers will need to plug targets and keep on track with writing.

The phonics assessment for Y2 was completed in December and the pupils achieved 83%.

Current Y1, Y2 in December will do it again.

Y1 have suffered through the pandemic. The focus is to make sure their Year 2 is settled, hence the reason for no change of teacher.

Reception has the lowest score at 58%. 1 pupil is an August baby, 4 other children with significant SEN needs and currently working with SENCO. Even without covid, this year they would have struggled.

Q – Does HC have enough time to be SENCO lead?

A - Not about not having enough time, the difficulty is not having the buffer of a SENCO lead other than the HT to speak to first.

Q – In terms of the SEN children, does HT have happy enough time to support? Do we need to look at allocating more time?

A – Yes HC confirmed she has enough time.

Q - Are we planning interventions for Y1-2?

A - Normally just have a morning TA. Now there is a full time TA for this cohort and her role is to support these children. TA will look at the children's needs and what they are learning and then in the afternoon the TA will look at what they need to focus on. SS helping with learning.

Lots going on with Dolphin class, Mrs Jones looking at literacy, making sure there is first quality teaching. Discussed in pupil progress meetings, sometimes will do 1-1 interventions for example with someone with low confidence in maths, group intervention often works well with pupils.

HC discussed the additional Ofsted target included in the Headteacher report and agreed to add a sentence to acknowledge the school is still focusing on middle ability students.

Other money on HT report (See IT Business Plan)

The PTA folded last year. There was £13k in the budget, at the time it was going to be used for AstroTurf along with PE money. Now this money is spare HC would like the money to be spent on IT boards. The current ones are 15 years old and not effective. The projectors are £400 to buy new ones. Would rather purchase new white boards instead of projectors and bulbs.

Q – Is this something governors would be happy for us to spend this on?

A – Children benefit all way through school life, more useful than AstroTurf. TJ happy to support this, could put this in newsletter and communicate to parents.

RR advised that we would need to be careful how we mention this on newsletter and make sure this is communicated correctly.

The cost of new whiteboards would be £8k.

£5k left which could be used to update the computers. The school could look at getting new chromebooks and tablets.

Q – Does the £8k quote include software?

A – Yes it include smart software, Mint quoted for this for 5 years.

	<p>Q – Are there any extra things that we would need to buy for the whiteboards? A – The quote is for everything, it is a very comprehensive quote.</p> <p>Q – Is there anything that pupils would like to purchase? Could classes bid for something in their class? Put this to governing body, learn how decisions take place. If we do this, does this delay the process further? A – Good to get the pupil voice, engage with them and share ideas at home.</p> <p>HC to consider how this would work, potential Dragon’s Den idea and for the children to be engaged in this.</p> <p>Q – In 10-15 years when new whiteboards stop working. How do we plan for replacements in the budget? A – Probably need to plan for this, the budget always looks dire at start but with carry forwards the school seems to have funds and then decide what is required.</p>	
6	<p><u>Data</u> -See the information on data HC – EYFS reform, the main changes affect the class teacher and some profiles and headings have changed. This is not something that governors would see. If anyone has any questions or would like more information please send them over to Catherine who will do an online session or answer questions.</p>	
7	<p><u>Staffing for 2021/22</u></p> <p>HC advised that the school has advertised 3 times for a Breakfast Club Leader without any interest. In September the school will potentially have a pupil with an EHCP and therefore could potentially look to recruit a Breakfast Club Leader and TA as one role. HC has been approached by a parent who is also a teacher who would be interested in taking over the breakfast and after school club provision. HC has sent further information and if this person wants to proceed HC will come back to governors. The provision would run independently from the school; the school would receive £15 an hour rental for the hall. Currently waiting on response from the parent however, if they do not decide to proceed it may be worth advertising again.</p>	
8	<p><u>HT Performance Appraisal</u></p> <p>This has been planned Friday 9th July, 2021</p>	
9	<p><u>Governor Action Plan</u></p> <p>Nothing to add.</p>	
10	<p><u>Link governor responsibilities, resilience and succession plan</u></p> <p>Lorna Thornley will be stepping down as a Governor. Thanks for Lorna for everything she has done. LT currently is the lead for Foundation stage with PH, EH happy to take over this from LT.</p> <p>Lorna Thornley is leaving which leaves 2 vacancies on the Governor board. The LA vacancy is still available and RR has not yet spoken to the person who expressed interest.</p>	

HC has advertised to see if anyone could support and lots of people expressed interest, HC is happy to share these details.
RR happy to speak to the candidates as first point of contact.
Governing Body to decide what they want and interview candidates and then make decision.
Best practice would be to look at skills audit, see where the gaps are and look for people who can fill the gaps.
If the school has 2 suitable candidates then 1 could be put in for Associate and 1 for LA.
No governor vacancies till the end of the year.
HC to put together a list and RR to have an informal discussion and then put forward the appropriate candidates. This can be discussed again in September meeting.
HC mentioned that we currently have only Tim and Carol currently on the complaints committee. PHud volunteered to join the committee.
SS to join literacy on a short term basis. HC advised that Campsmount may have a literacy expert who may help.

Trust Partnership/Legislation

The government has produced legislation about trust partnerships and the link is provided above. Kirk Smeaton has been approached by Leger MAT who the school currently pay into for the PE provision. HC has spoken to Adam about this, one of things HC is considering is the IT provision.
Are governor's happy HC to get information on packages etc. and feedback to governors?
Governors **agreed** they would be happy for HC to investigate and advise findings.

Q - What are benefits with joining another group?

A - They are a school setting and partnership trust, they are not just a business, essentially they are making sure the community is supported and transition is good. HC initially concerned if the school joined the partnership they would then have to move to academy. However this is not the case, the school would not be expected to become an academy unless they wanted to.

Q – Is there any professional development for staff?

A – CPD for staff, the school buys into the service for them to come into school. This is very positive for CPD, our staff could be supported and then go and support other schools. The PE provision currently works fantastically well in the school. If they are able to offer this in other areas, this would be positive for Kirk Smeaton.

RR – suggested that if there was anything unclear in the Memorandum of Understanding (MOU) to check with her. The MOU is not a contractual agreement and therefore not 100% committed.

Q – Is it about practical infrastructure

A – No it's educational and SLT, caretaking, school development, SEN etc. The prices are specific based on the size of the school and the requirements.

Q – Is it behind the scenes or more of a direct impact on our pupils?

A- HC booked meeting with Head of IT today and HC thought he was really good. Adam said they have 8-10 schools they support which enables them to spend more time with the school.

Q – Do they come and work with children like in PE?

A – It hasn't been highlighted that's what they do. HC can find out, this would potentially be a much higher cost if this is something they do offer.

<p>11</p>	<p><u>Governor visits/monitoring</u></p> <p>CC visited school. CC advised that she felt very safe in school and commented how impressed she was with the children and how they coped with the restraints of COVID. HC thanked CC for coming in.</p>	
<p>12</p>	<p><u>Health and Safety</u></p> <ul style="list-style-type: none"> - Risk assessment for Sept - School day start times and when we come away from staggers <p>Updated risk assessment in June, not fully discussed as yet. Everything will change again from the 19th of July.</p> <p>Discussion around the school play for Y5 and Y6 which is due to take place in the hall. Currently 2 people from a household has been invited for each child. This may not be possible if split parents will be difficult. The other idea, is that one person can attend per child or compromise on distance.</p> <p>HC to look can look at split families in that cohort and how that will work. There is the possibility of recording the play and sending out to parents.</p> <p>HC concerned about policing of upcoming events, would like to create opportunity but very hard to police. HC is trusting parents to make right decision.</p> <p>Some things in the current timetable which may be problematic over next 2 weeks but majority of things are outside. Indoor events are of greater concern.</p> <p>HC to update risk assessment and send out to Governors. If anyone has anything to mention regarding this please discuss with HC.</p> <p>The communication sent out on 11 June to parents will go into risk assessment. Need to advise parents this may be reviewed again before September. EH to look at this with HC and RR. If anyone wants to be involved please let HC know.</p> <p>If the school felt that staggered starts from September should remain then this would be the case however HC looking at reverting to same start and finish times.</p>	
<p>13</p>	<p><u>Notification of any Safeguarding issues</u></p> <p>RR attended safeguarding course today (6 July) and proposes that she has follow up safeguarding meeting with HC, and then report to governors of Q and A's.</p> <p>One thing noted in the governor's handbook there is the recommendation that 1 governor keep log of all training.</p> <p>The question was asked if there was a better way of recording the training rather than just in the meeting minutes. It was confirmed that it is recorded in the skills audit which is done annually.</p> <p>There is also a recommendation that 2 governors have safer recruitment training. TJ, RR and EH have all completed this.</p>	
<p>14</p>	<p><u>Policies</u></p> <p>None to be reviewed in this meeting but there will be some to be reviewed in September.</p>	
<p>15</p>	<p><u>Any other business agreed at beginning of meeting</u></p> <p>Future Meetings</p>	

	<p>Discussion took place on whether future Governor meetings would take place online or in person and all governors agreed that they would be happy to continue with the online format, attendance at meetings seemed to be better when online.</p> <p>It was agreed that the FGB meeting in September would be held in school as there was documents which needed to be signed by Governors. The time of the September meeting was moved to 5.30pm.</p> <p>EH mentioned that if Finance meetings were to be held in the evening she would prefer an earlier start time of 6pm. EH advised that if Finance meetings were held in the day she could attend if provided with enough notice.</p> <p>School Day Communication</p> <p>HC discussed the change of school day communication which was previously sent to parents on the 12th of June.</p> <p>HC did respond to a formal complaint which was raised, RR also involved.</p> <p>4 people so far contacted the school about the letter. These parents would like school day to remain at the finish time of 3.30pm, the main concern was about social interaction and reduced playtime. Some parents have mentioned they felt that they should have been consulted. EH mentioned that parents had also approached her about this and she had suggested they email school with their comments.</p> <p>RR suggested that if any further parents contacted school about the school day then another letter should be sent repeating the main points. If the school received more emails it would be worth sending another proactive communication. It would be worth mentioning if a further communication was sent, that this was an extension for a further year, not necessarily a permanent arrangement and this would be reviewed again.</p> <p>HC responding to complaints along with RR.</p> <p>Governors wanted to pass on their thanks to all staff for their hard work this year.</p> <p>Meeting closed at 9pm</p>	
<p>16</p>	<p><u>Next meeting dates</u></p> <p>Pay review meeting: 14.7.21</p> <p>FGB meetings: 27.9.21 (5.30pm)</p> <p>Finance meetings: (7pm) 22.11.21</p> <p>Curriculum meetings (7pm): 6.12.21</p>	<p>Chair/ Clerk</p>
<p>17</p>	<p><u>Dates for next year</u></p> <p>Full and HS- Monday 27.9.21 at 5.30pm Finance- Monday 22.11.21 at 7pm Curriculum- Monday 6.12.21 at 7pm</p> <p>Full and HS Tuesday 18.1.22 at 7pm Finance Monday 7.3.22 at 7pm Curriculum Tuesday 5.4.21 at 7pm</p> <p>Finance Monday 2.5.22 at 7pm</p>	

	Full WC Tuesday 7.6.22 at 7pm Curriculum Monday 4.7.22 at 7pm	
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Actions of the FGB meeting held 6th July 2021

	Action	By Whom	When
1	All future documents to be shared as PDF's	HC/AT	Ongoing
2	Look at PE funding and how carry forward could be spent	HC	
3	Head to arrange meeting with TJ and CC re pupil premium	HC	Summer Term
4	Sentence to be included on HT report to acknowledge still focusing on middle ability students	HC	
5	Head to look at additional £5k in PTA budget and how this is spent, engage with pupils	HC	
6	Head to share potential new governor candidate details with Chair to make contact	HC/RR	
7	Head to investigate trust partnership details with Leger and share findings with governors	HC	
8	Head to update risk assessment and distribute to governors	HC	

Minutes produced by Alyson Temporal - Clerk

Signed: (Chair) Date: