

**Minutes of the Curriculum Committee of Kirk Smeaton CE Primary School held on
Wednesday 14th December 2022 at 5.00pm, via Microsoft Teams**

Present

Peter Hudson (PH)	Chair - Co-opted Governor (from item 8)
Rebecca Rawson (RR)	Foundation Governor (from item 8)
Hannah Cuddy (HC)	Headteacher
Carol Cessford (CC)	Foundation Governor
Sadie Sheen (SS)	Staff Governor
Harvie Palmer (HP)	Co-opted Governor
Mark Suanzabar (MS)	Parent Governor

In attendance:

Laura Waites (LW)	NYCC Clerk
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Not present:

Alex Henderson (AH)	Co-opted Governor
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Colour coding Key – Highlighting Governor Core Functions

Red – Strategy Challenge/question

Blue – Approval/Decision taken

Green – Performance Challenge/Question

Purple – Financial Challenge/Question

No	Item/Details	Action
1.1222	<p>Welcome and apologies The meeting started at 5pm. The headteacher opened the meeting.</p> <p>Apologies for absence and to determine whether any absences should be consented to Apologies were received and accepted from: AH PH and RR had emailed that they may be late joining the meeting.</p>	
2.1222	<p>Appointment of Chair of the committee Governors agreed that PH be appointed as Chair of the curriculum committee. The headteacher chaired the meeting until PH was present.</p>	
3.1222	<p>Declaration of interests, pecuniary or non-pecuniary. All governors confirmed that they had no additional declarations to note for any item on the board agenda.</p>	
4.1222	<p>Confidential Agenda Items Governors were reminded of the confidential nature of the meeting and that other people's views should be respected. There were no items that were to be confidential and excluded from the main minutes.</p>	
5.1222	<p>Notification of urgent other business It was agreed that school meals be covered as AOB.</p>	
6.1222	<p>Minutes of the meeting held on 4 July 2022. The Board confirmed the minutes of the meeting of 4 July 2022, circulated in advance of the meeting, were an accurate record of events and they were approved. The Board confirmed the confidential minutes of the meeting of 4 July 2022, circulated on screen, were an accurate record of events and they were approved.</p> <p><i>Note – approved minutes become a public document and can be shared on the school website. Confidential minutes are not shared publicly and must be stored separately.</i></p>	
7.1122	<p>Matters arising from the minutes</p>	

No	Item/Details	Action
	<p>Governors noted progress on actions arising from the minutes. An action log is to be produced in future. The headteacher confirmed all papers are now circulated on sharepoint and governors are to advise if they have any issues accessing the drive. There were no additional points raised.</p>	<p>Clerk Govs</p>
<p>8.1222</p>	<p>Report from the Headteacher - to receive and ask questions The committee confirmed they had all received the summary SEF sheet and read it in advance of the meeting. Governors reviewed the SEF document and the headteacher confirmed that the school is judging itself to be good in all areas.</p> <p>The headteacher responded to governor challenge on the SEF: Q – The document shared with governors does not have the colour coding that the version on screen has A – HP confirmed SharePoint does cause some reformatting of documents so will need to be checked for any issues</p> <p>There were no further questions on the SEF.</p> <p>PH and RR joined the meeting. PH took the chair.</p> <p>The committee confirmed they had all received the report from the headteacher and read it in advance of the meeting. Governors reviewed the SDP areas for curriculum and personal development / Ofsted and SIAMS / additional funding / behaviour and attitudes / pupil progress updates. The headteacher went through the SDP areas for curriculum and personal development in detail and confirmed focus areas, progress made, gave examples of practice in class including good practice / catch-up / support / interventions, covered cohort make-up and referred to the latest pupil assessment data for the term. The headteacher confirmed that monitoring is done half termly and with rural schools in North Yorkshire and the school undertakes pupil progress meetings. Standardised moderation is used to allow LA and national level review of expectations across the board. The headteacher confirmed how the school uses Fischer Family Trust data and described the levels of aspirational targets – the school uses FFT 5 which is the most aspirational target. It was noted that the headteacher will share details of all monitoring weeks with governors. Areas of curriculum development were covered in detail, including details of a new scheme for PHSE (Twinkl) which parents are to be consulted on; the new SIAMS framework under review in RE and the availability of training on SIAMS for governors through the Diocese website. The headteacher confirmed the school was expecting an Ofsted inspection in the next term. The headteacher covered work being done on personal development, including the healthy body healthy mind initiative and feedback from stakeholders incl pupil voice. Additional funding updates were given for use of sports and pupil premium funding and the Covid catch up grant. Behaviour and attitudes assessment data was covered in detail and the current November pupil progress data by subject and by class. The headteacher confirmed that an update will be given to governors in February 2023. The data for each year group was presented in detail including areas where more support was needed were discussed with governors, for example in Y2 and Y3 and the work being done to improve low grades.</p>	

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	<p>an option. Leger is also an option. It was noted that initial feedback from the Diocese was that it did not wish the school to academise with non-church schools.</p> <p>The committee discussed the options and agreed that the governing body needed to be clear what was right for the school, what the ideal scenario would be and what the alternative options would be.</p> <p>It was agreed that:</p> <ul style="list-style-type: none"> • A focussed conversation be held with the Diocese including the reasons/benefits for the schools proposals • Time be allocated at the next FGB (30 mins) to consider options • The Chair will produce a template e.g. a SWOT analysis of the options, to share with governors and work on it in time for the next FGB meeting 	Chair/ Head Clerk Chair
10.1222	<p>Partnership Agreement with Ledger The headteacher reported on progress with the partnership, noted good CPD and feedback.</p>	
11.1222	<p>Meetings in school with external agencies The headteacher confirmed that there two advisor meeting had been held, one to look at literacy and one to look at safeguarding. The advisor reports are to be shared with governors.</p>	Head
12.1222	<p>Consultation parent questionnaire from Nov 22 The headteacher confirmed that details of consultation with parents undertaken in November 2022 had been shared with all governors. CC had reviewed the detailed feedback. Governors noted the feedback was very positive and that internet safety came out strongly in terms of knowledge and support. An area to review is what is meant by personal development and what it means for parents.</p>	
13.1222	<p>Staffing The headteacher confirmed details of staffing leavers and starters and noted there were no issues.</p>	
14.1222	<p>Governor Action Plan There was nothing to raise under this item.</p>	
15.1222	<p>Health and safety There was nothing to raise under this item.</p>	
16.1222	<p>Governor visits/monitoring It was noted that PH, CC and RR have undertaken visits. PH is to circulate a monitoring visit report.</p>	PH
17.1222	<p>Policies</p> <ul style="list-style-type: none"> - Anti bullying policy and action plan. - PHSE and RSE policy <p>The committee confirmed they had all received the above policies from the headteacher and had reviewed them. There were no comments from governors. The headteacher confirmed that the new PHSE scheme will go to consultation with parents.</p>	
18.1222	<p>Safeguarding The committee confirmed they had all received the link to one minute guides as follows and the headteacher went through them on screen briefly so all governors were aware of the key points:</p> <p><i>MATE crime- https://www.safeguardingchildren.co.uk/professionals/one-minute-guides/mate-crime-one-minute-guide/</i></p>	

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	<p>Governors queried why evidence of mess in house was flagged in the MATE crime briefing and it was noted this could be evidence of neglect if it was at an unusual level.</p> <p><i>County Lines, cross boarder and cuckooing</i> https://www.safeguardingchildren.co.uk/professionals/one-minute-guides/county-lines-cross-border-gangs-cuckooing/</p> <p>Governors queried if PCSOs had highlighted any local issues and it was noted PCSOs work out of Selby so they are not local to the school and don't have strong local links. The headteacher will raise the matter at a next HTs meeting as there doesn't seem to be a clear line of communication with Doncaster area.</p>	Head
19.1222	<p>Vacancy of LA governor The vacant LA governor position was discussed. It was agreed that:</p> <ul style="list-style-type: none"> • The school will ask parents, via the newsletter, if there is any interest in the position. • A skills audit is to be carried out to identify any skills gaps the governing body needs to address. • The clerk will contact the governance team to enquire if there are any potential candidates on record. 	Head Chair Clerk
20.1222	<p>Any other business to be agreed at beginning of meeting It was noted that the LA had raised the cost of school dinners and the school cannot afford to take the shortfall. The proposal to increase the cost of meals by 50p to £3.31 was agreed. The headteacher will send details from the LA about the reasons for the increase out to parents including information on free school meals.</p>	
21.1222	<p>Date of next meeting FGB – 16th January 2023, 7pm – to be changed to 5pm if the time works for everyone and to be held at the school. Finance – 6th March 2023 Curriculum – 27th March 2023</p> <p>The Headteacher wished all a Happy Christmas</p> <p>The meeting closed 18.31</p>	