



**Minutes of a Meeting of the Curriculum Committee of Kirk Smeaton CE Primary School
held via TEAMS on Wednesday 13th December 2023 at 7.15-8.45pm**

Present:	Role	Time attended
Harvie Palmer (HP)	-- Governor	
Hannah Cuddy (HT)	Headteacher	
Carol Cessford (CC)	Foundation Governor	7.30pm- onwards
Chair – Peter Hudson (PH)	Co-opted Governor	
Kay Crossley (KC)	-- Governor	Left the meeting at 8.30pm
Sadie Sheen (SS)	Staff Governor	
Apologies:		
Rebecca Rawson (RR)	Foundation Governor	
Mark Suaznabar (MS)	Parent Governor	
In attendance:		
Lydia Waites (LW)	NYC Clerk	
Chris Smith (CS)		
Scott Leather (SL)	Horbury Bridge School Vice Chair	7.15-7.35pm
Vacancies:	1 x Co-opted Governor	

Colour coding Key – Highlighting Governor Core Functions

Red – Strategy Challenge/question

Blue – Approval/Decision taken

Green – Performance Challenge/Question

Orange – Financial Challenge/Question

Item	Minute	Lead
0.1223	<p>7.15-7.35pm: Informal meeting with Scott Leather (Vice Chair of Horbury Bridge) regarding academisation</p> <p>SL introduced himself and gave an overview of his experience with academisation. He noted his and Horbury Bridge School's initial fear regarding academising and losing their identity as a school. We realised, although we did not want to, we had to take the plunge and we joined Enhance. We found that we have kept our identity after doing so. SL gave some examples of the benefits of academising.</p> <p>Governors were invited to pose any questions to SL:</p> <p>Q: what did you find changed in the school? A: teaching and mentoring services, so the Headteacher didn't have to do all the work. A wider network and support and tutoring.</p> <p>Q: what non-negotiables does the trust have? A: the top slice is non-negotiable, which is the funding they take.</p> <p>Q: how did the 'top slice' affect your budget? Was it positive? A: yes. We didn't have to pay for a bursar. The trust also pays for an audit, discounts for services, training and support, an annual review by the academy. There are also wider trust arrangements and benefits.</p> <p>Q: in terms of the governing body, did you notice a difference when the governance became smaller in terms of what was expected from governors? A: yes, there was a little bit less pressure. We still functioned as a governing body and made decisions. We gained more structure and fewer meetings. We were also provided</p>	

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	<p>a clerk, and the meetings had a standard format. We still maintained our community feel as a church school with a Christian ethos. After being very sceptical, a year later it has all worked out.</p> <p>Q: are the services Enhance provide from Enhance employees or elsewhere? A: mainly from Enhance, but some things such as catering are outsourced. When we lost a SENco, an Enhance employee filled the role in the interim.</p> <p>Q: were you part of a partnership before joining the trust? A: no. We were against it and joined when we were made aware that, otherwise, the decision would be made for us. Some parents were against the change due to the Parent Pay app that Enhance led us to for school meal payment.</p> <p>Q: do teachers have to transfer across? A: I think if they really protested, there might be an avenue and an option for them to be employed by the trust. I can double-check that. All of our teachers transferred over and there was no resistance to it.</p> <p>HT thanked SL for coming to talk to the board and he left the meeting. Governors to send any additional questions to HT or SL.</p>													
1.1223	<p>Welcome & Apologies Apologies from RR and MS (accepted).</p>													
2.1223	<p>Appointment of Chair of Committee PH to continue as Chair.</p>													
3.1223	<p>Confidentiality & Declaration of Business Interests No business interests declared. Any confidential items will be minuted as such as they arise.</p>													
4.1223	<p>Any other business to be agreed Addressed under item 18.1223.</p>													
5.1223	<p>To approve as a correct record the minutes of previous meeting 3rd July 2023 (Curriculum Committee meeting). Governors agreed the minutes are an accurate record.</p>													
6.1223	<p>Action log for curriculum <u>Actions of the Curriculum Committee meeting held 3rd July 2023.</u></p> <table border="1"> <thead> <tr> <th>Item no</th> <th>Action</th> <th>Lead</th> </tr> </thead> <tbody> <tr> <td>7.0723</td> <td>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.</td> <td>HT KC / MS All gov's</td> </tr> <tr> <td>11.0723</td> <td>HT to arrange a health and safety walk-around before summer half term.</td> <td>HT</td> </tr> <tr> <td>14.0723</td> <td>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.</td> <td>HT / all gov's</td> </tr> </tbody> </table> <p>All completed.</p>	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 gov's	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 gov's	
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7.1223	<p>Headteacher report</p> <ul style="list-style-type: none"> Curriculum section- page 3 and 4 <p>A lot of the report is in yellow because it is not yet fully embedded. HT summarised the subject lead visit action plan and invited governors to ask any questions about this section of the report.</p> <p>Q: is there anything in particular you're worried about? A: no, as long as we have governors monitoring these areas.</p> <p>Governors to share their availability for subject lead visits with HT.</p> <p>In terms of vulnerability, we have been doing more work around this. We have a new SENco in school and we want her project to evolve further. There has been lots of training and work done around SEND.</p> <p>We are going to do the NPQ for maths, which I will be leading on. There is lots of great practice happening within the leger trust which we have been able to see and use. This year I am leading the Maths Hub driver – looking at fluency, reasoning, problem solving. This is an exciting next stage of what we do to develop that area.</p>	Govs												

	<ul style="list-style-type: none"> • Personal development- page 4 Again, this is very yellow as it is about embedding. CC is part of the work we have been doing with SIAMs. We need to prepare for the assessment point which is upcoming. We have looked at one strand of SIAMs and will continue to look at the other strands. One thing to highlight is the parent questionnaire. When we asked about personal development this year, parents seemed more aware of what the school does for personal development than they did the previous year (such as forest school, mindfulness sessions, etc.) • Sports premium- Page 4 There will be a new template (which comes out next year) for sports funding. A visitor came to the school to discuss mindfulness with pupils. We invested a little bit in that this half term which was really positive – it provides children with other ways to cope. • Pupil premium- page 4 I did some training around pupil premium the previous week and have updated the pupil premium document which is constantly being updated. • Assessment- page 6, 7 and 8 The assessment data was shared on-screen for governors to view. HT summarised the data for governors. There have been conversations during pupil progress meetings about why English scores are higher than maths and what can be done about this. We will be doing the optional Y2 SATs this year as children have done so much work and we want to see the impact. 88% of reception pupils are on-track to pass, which is good. Helen does the moderation for all of our phonics assessments every half term. This has been telling in terms of which sounds pupils are learning or struggling with in class. <p>Q: what's the difference between pupils that have 'lost' and 'left'?</p> <p>A: no difference – it's just a lack of consistency in terminology.</p> <p>HT explained what how assessment data works with summer born pupils and discussed how vulnerabilities are approached.</p>	
8.1223	<p>Academisation and federation</p> <p>No updates. Academisation Group meeting on 16.1.24.</p>	
9.1223	<p>Partnership Agreement with Leger</p> <p>HT shared that Kate and Tom are doing the leadership course. NPQ sessions are happening in March for Maths and Leadership. We have a review happening in June at the school. There are also driver groups for foundation subjects, writing, and safeguarding, which all staff members are part of.</p>	
10.1223	<p>Meetings in school with external agencies</p> <p>HP attended a Local Authority meeting in November. There is a SEND meeting upcoming at the school – HT invited governors to attend if they are able. A planning meeting has led us to focus on SEND, curriculum plans for foundation subjects and looking at prior learning and progression of skills, personal development, and communication with parents. Governors also met with SL during this meeting to discuss academisation.</p>	
11.1223	<p>Consultation parent questionnaire from Nov 23</p> <p>HT noted that the results of the questionnaire are positive, and KC agreed.</p> <p>Q: is the parent's post-box for governors being used?</p> <p>A: I have had lots of feedback from parents following collective worship. I have asked parents to direct any other questions to the post-box.</p>	
12.1223	<p>Staffing and governor vacancy</p> <p>HT shared that Jay Maltby has decided to leave the school. There is an advert for her position out and we are looking to recruit in January.</p>	

	<p>Q: do you need any help with that? A: myself and another staff member have done the 'safer recruitment' training so we will be able to handle it between us.</p> <p>There is 1 Co-opted Governor vacancy. HP explained that there are two potential candidates interested in the role and suggested inviting both to join the FGB meeting in January. HT added that once the candidates have completed a skillset list and following the FGB meeting, the board will vote on which candidate to elect. CS is to sit out from the vote due to a potential conflict of interest. Governors agreed on this course of action.</p>	
13.1223	<p>Governor Action Plan HP shared the governor action plan on-screen for governors to view. HT noted that there have been no safeguarding visits since the previous meeting. Subject monitoring has changed – CS met with Maths and Science lead (the live document was updated to reflect this. The collective worship, parent questionnaire, and SL's meeting attendance were also added). HT reminded governors that the governor action plan is available on SharePoint for them to update with any visits etc. they undertake.</p>	
14.1223	<p>Health and safety No update. HT to share updates during FGB meeting.</p>	HT
15.1223	<p>Governor monitoring CC shared that SIAMs are looking for specific buzzwords (e.g. 'inclusive and inspirational') in collective worship. Nobody used these terms in the feedback, though all of these elements were part of the worship. HT to look at ways of incorporating the terminology into sessions with parents.</p>	HT / CC
16.1223	<p>Policies</p> <ul style="list-style-type: none"> • Health and Safety Policy • Fire Procedure Policy • First Aid Policy • Allergens Policy <p>Governors agreed to ratify the circulated policies (above). Lone Working Policy to be addressed during the FGB meeting, following amendments.</p>	
17.1223	<p>Safeguarding No new one-minute guides to share. CC suggested incorporating one-minute SIAMS guides under this section in future. HT agreed.</p> <p>Q: how often do the one-minute guides come out? A: they keep coming out, and from different places such as Leeds. We just need to be careful as these may be different from North Yorkshire's guidance.</p>	
18.1223	<p>Any other business agreed at beginning of meeting</p> <p>HT invited governors to ask any questions about the circulated scheme of delegation and standard orders papers.</p> <p>Q: regarding the scheme of delegation, should we be delegating things to committees? A: not in this instance, as all governors on the board are part of the Curriculum Committee.</p> <p>HT asked governors if they are content with the current meeting times. Governors discussed this and agreed to continue with the existing times.</p> <p>Governors agreed, by show of hands, to go ahead with the refurbishments suggested by UK Refurbs.</p>	
19.1223	<p>Dates of Next Meetings FGB & H&S meetings: 16.1.24 @ 5pm in school, 7.5.24 @ 7.15pm on TEAMS. Finance meetings via TEAMS: 5.3.24 @ 7.15pm, 11.6.24 @ 7.15pm. Curriculum meetings via TEAMS: 27.3.24 @ 7.15pm, 3.7.24 @ 5pm in school.</p>	

Meeting closed 8:50pm.

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Carried Over Actions

Item	Action	Lead
15.0523	HP and HT to look at school website traffic to see which pages get the most/least traffic.	HP / HT

Actions of the Curriculum Committee Meeting Held 12th December

Item	Action	Lead
7.1223	Governors to share their availability for subject lead visits with HT.	Govs
14.1223	HT to share health & safety updates during FGB meeting.	HT
15.1223	HT to look at ways of incorporating SIAMS terminology into worship sessions.	HT / CC
16.1223	Lone Working Policy to be addressed during the FGB meeting, following amendments.	GB
17.1223	To include one-minute SIAMS guides under this section in future.	HT

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