

**Minutes of the Curriculum Committee of Kirk Smeaton CE Primary School held on  
Tuesday 4<sup>th</sup> July, 2022 at 7.00pm, via Microsoft Teams**

<b>Minutes</b>																							
	<p><b>Colour coding Key – Highlighting Governor Core Functions</b>  <b>Red – Strategy Challenge/question</b>  <b>Blue – Approval/Decision taken</b>  <b>Green – Performance Challenge/Question</b>  <b>Orange – Financial Challenge/Question</b></p>																						
	<p><b>Present</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Peter Hudson (PH)</td> <td style="width: 50%;">Chair - Co-opted Governor</td> </tr> <tr> <td>Rebecca Rawson (RR)</td> <td>Foundation Governor</td> </tr> <tr> <td>Hannah Cuddy (HC)</td> <td>Headteacher</td> </tr> <tr> <td>Carol Cessford (CC)</td> <td>Foundation Governor</td> </tr> <tr> <td>Emma Hall (EH)</td> <td>Parent Governor</td> </tr> <tr> <td>Sadie Sheen (SS)</td> <td>Staff Governor</td> </tr> <tr> <td>Alex Henderson (AH)</td> <td>Co-opted Governor</td> </tr> <tr> <td>Paul Hursthouse (Pho)</td> <td>Parent Governor</td> </tr> <tr> <td>Harvie Palmer (HP)</td> <td>Co-opted Governor</td> </tr> </table> <p>In attendance:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Lydia Waites (LW)</td> <td style="width: 50%;">NYCC Clerk</td> </tr> <tr> <td>Laura Waites (LWa)</td> <td>NYCC Clerk</td> </tr> </table>	Peter Hudson (PH)	Chair - Co-opted Governor	Rebecca Rawson (RR)	Foundation Governor	Hannah Cuddy (HC)	Headteacher	Carol Cessford (CC)	Foundation Governor	Emma Hall (EH)	Parent Governor	Sadie Sheen (SS)	Staff Governor	Alex Henderson (AH)	Co-opted Governor	Paul Hursthouse (Pho)	Parent Governor	Harvie Palmer (HP)	Co-opted Governor	Lydia Waites (LW)	NYCC Clerk	Laura Waites (LWa)	NYCC Clerk
Peter Hudson (PH)	Chair - Co-opted Governor																						
Rebecca Rawson (RR)	Foundation Governor																						
Hannah Cuddy (HC)	Headteacher																						
Carol Cessford (CC)	Foundation Governor																						
Emma Hall (EH)	Parent Governor																						
Sadie Sheen (SS)	Staff Governor																						
Alex Henderson (AH)	Co-opted Governor																						
Paul Hursthouse (Pho)	Parent Governor																						
Harvie Palmer (HP)	Co-opted Governor																						
Lydia Waites (LW)	NYCC Clerk																						
Laura Waites (LWa)	NYCC Clerk																						
1.0722	<p><b>Welcome and Apologies</b>  The Chair (PH) opened the meeting and welcomed the new clerk, Lydia Waites and her mentor Laura Waites. All governors made introductions.</p>																						
2.0722	<p><b>Confidentiality &amp; Declaration of Business Interests</b>  AH and HP declared an employment interest.</p>																						
3.0722	<p><b>Any other business to be agreed</b>  Succession planning and roles.</p>																						
4.0722	<p><b>Minutes of the previous meeting of the Curriculum Committee held on 21 March 2022.</b>  The minutes of the curriculum committee held on 21 March 2022 were agreed.</p> <p>HP joined the meeting at this point.</p> <p>Matters Arising from the minutes:</p> <p><b>Q – Regarding locks on gates, if there was a fire could the children get out safely?</b>  <b>A - Head confirmed the school does not usually use that entrance and all could get out safely</b></p> <p><b>Q – Regarding the white paper on extending the length of the school day, have you received clarification whether it is time at school or learning time?</b>  <b>A – The Head’s understanding is it should be the whole of the school day. Implementation should be by 2023 and the Head is waiting for government to clarify the details.</b></p>																						

5.0722	<p><b>Minutes of the previous meeting of the Finance Committee held on 7 March 2022.</b>  The confidential minutes of the Finance committee held on 7 March 2022 were shared on the screen and agreed.</p>	
6.0722	<p><b>Action Log</b>  All actions had been progressed or completed except for:</p> <p><b>Whats-App Group</b> - It was agreed to set up the What's App group and governors passed on their mobile numbers. CC will not use a mobile number for the What's App group; as an alternative, it was agreed that a Kirk Smeaton email be used by all governors and a TEAMS group be set up which could be accessed by an app on a phone. CC is to bring her laptop into school for HP to set up. It was noted this would ensure sharing of data met GDPR requirements.</p> <p><b>Presentation</b> - It was noted there may be more questions on the presentation regarding academisation and federation once other options are investigated; the Head is in contact with the CEO who is happy to answer questions. All to send any questions in advance.</p> <p><b>Newsletter</b> - The Head reminded governors to send through details for the newsletter.</p> <p><b>Reading</b> - Governors were reminded to be aware of the contents of the white and green papers.</p>	<p>HP CC</p> <p>ALL</p> <p>ALL</p> <p>ALL</p>
7.0722	<p><b>Headteacher report</b>  The Head shared the HT report on the screen and went through the main points for governors to be aware of, including:</p> <p><b>Staffing</b> - There were some operational changes to be aware of, for example changes to class staffing. A SENCo has been appointed and teacher for January start to take on foundation stage; the school will have 2 staff who have SENCo training. An EHCP has been awarded and a TA is in place. The pastoral support liaison role appointed in March 2022 is a good benefit to the school</p> <p>Governors noted that it good to note for the Head's wellbeing that someone would be taking on the SENCo role.</p> <p><b>Assessment Data</b> – The Head referred to the latest assessment data and advised that Y6 assessment should be received this week. Teacher assessment suggests 83%.  Writing, reading and maths assessments were noted for each year group.  It was noted there were a number of starters and leavers and this had impacted the overall results in Y4 and Y5, particularly where the school had only worked with the new starters for a short time.  Lockdown had affected results, especially in Y2 &amp; Y3, and this should improve in the next mid year data once the children are fully settled. There were low percentages in Y2 for the number of children exceeding expected progress. This has been recognised as an area of weakness for the school and changes to staffing have been made to drive this forward.  The Head noted that Y1 also suffered from lockdown, the phonics assessment is low and there is a lot of intensive work in that area as this is a challenging cohort.</p> <p>The Head asked governors to familiarise themselves with the data and comparisons to previous years in order to identify trends and inform lines of enquiry.</p>	<p>ALL</p>

	<p><b>Attendance</b> – The Head referred to current attendance figures which are going down and reported that a lot of work was happening to ensure parents are aware of expectations and understand time off school percentages.</p> <p>The Head confirmed pupil numbers in each year:  Reception - 15 children starting in reception (2 appeals)  Y1 – 18  Y2 – 13  Y3 – 19  Y4 – 11  Y5 - 29  Nursery to be confirmed.</p> <p>Governors noted that the Ofsted visit was due and could be next term.</p> <p>The Head responded to the following questions from governors on her report:</p> <p>Note – it was agreed that an update which related to the attendance of a particular case be minuted as a confidential item (confidential minute 07.0722c refers).</p> <p>Q - How many TAs will there be in Dolphins next year?  A - 1 full-time. No one has specific funded time however there is a strong need for support in this cohort.</p> <p>Q - Y4 and Y5, what are we doing for those who need additional support to improve progress?  A - Some have had tuition. Others will have tuition this/following terms for SATS. The school is doing its best to support the pupils who need it. The Head gave examples of some of the support in place e.g. maths in Y4.</p> <p>Q - It sounds like there is a theme around writing. How do we avoid the cycle of focusing on writing and letting something else slacken off such as maths?  A – The school is trying to avoid that cycle of letting anything else slacken off and will look at predictions for end of Y6 to focus on who and where the weaknesses are and what can be worked on to get pupils where they need to be and raise achievement by end of Y6 by looking at data and projections.</p>	
8.0722	<p><b>Covid update</b>  The Head advised the current guidance is that if anyone is not well enough to be in school they are to stay at home. Those testing positive with Covid are to stay off 3 days and adults 5 days. It is now classed as sickness absence for staff.</p>	
9.0722	<p><b>Partnership agreement with Ledger</b>  The Head advised that the agreement with Ledger is coming to an end this year. The focus has been on PHSE, RSE and development of the curriculum. The Head has been asked to consider continuing next year and is reviewing what this will entail. An update will be provided to governors when there is more information.</p>	HC
10.0722	<p><b>Local authority visits</b>  The Head updated on the following LA visits since the last meeting:</p> <p>Jill Stubbs (SIP) reviewed phonics and early reading. Research has shown that the current Phonics scheme is quite dry – the school is looking to change this and is switching to use a scheme called floppy phonics. Some purchasing will be needed.</p>	

	<p>There will be books in the lesson rather than online and improvement to the online version used. The school is also making a nice reading area. Staff are positive about it and there was a positive review from Jill Stubbs of the changes.</p> <p>Lee Talbot (Diocese advisor) visited the school to discuss RE and expectations after Covid. The Head referred to the circulated report.</p>	
11.0722	<p><b>Governor action plan</b> The Chair reported that there have been no updates to the actions since the last meeting. The action plan is to be added to the FGB meeting agenda for noting as well as at these committee meetings.</p> <p>Q - Regarding the Diocese visit, the report says it is recommended that staff and governors can articulate Christianity in school as part of SIAMS – would all Governors feel comfortable to do this, is some work needed? A – It was agreed that all governors can do a training session with staff. The Head referred to the SEF for SIAMS which sets out where the school is for each strand and asked governors to read and it and be ready to discuss it at the next meeting in terms of progress and focus areas. To be added as item for the FGB next term.</p>	<p>Clerk</p> <p>Head</p> <p>ALL</p> <p>Clerk</p>
12.0722	<p><b>Link governors</b> The Chair noted the need to look at governor responsibilities and succession planning. It was agreed this will be revisited at the FGB in September.</p> <p>Governors thanked Paul for his work on the GB as he is stepping down when term of office ends this month. The Chair also advised that Emma was stepping down due to time commitments and she would be happy to come on board again at some point in the future if its possible.</p> <p>RR gave a reminder to governors that she is not able to continue as Chair moving forward and asked all governors to think of solution for September. It was noted that the possibility of a co-chair could be considered again.</p> <p>It was agreed that PH will be link governor for RSE and PSCHE and HP will cover GDPR / ICT.</p> <p>LWa confirmed that there are three vacancies on the governing body: 2 x parent governor and 1 x LA governor positions. RR's term of office as Foundation governor is awaiting confirmation from the Diocese regarding extension and a new term.</p> <p>It was agreed to recruit to the parent governor vacancies in September when new parents join the school and to highlight the need for finance skills.</p>	<p>Clerk</p> <p>ALL</p> <p>RR</p>
13.0722	<p><b>Governor visits/monitoring</b> <b>Visits</b> - CC has used the new pro- forma for visits and gave an update of her findings. One key issue was the SEND needs of one child which was covered in discussion earlier on the agenda. There was discussion of whether new pupils joining the school were skewing the results. CC noted she had seen improvements since last March, with a number of students now ready to go up to the next level. This was down to the dedication and hard work of staff.</p> <p>EH gave a summary of her visit. She was impressed by the reading level of pupils. Generally pupils all seemed engaged. One or two were struggling to keep up and a</p>	

	<p>TA might help with that but otherwise it was a strong group. She was impressed with calmness and control of class overall.</p> <p>Written reports will be circulated to governors.</p> <p><b>Email to all governors regarding federation and academisation</b> – the Head confirmed the details of the government white paper and next steps had been sent to governors to note.</p> <p><b>Newsletter</b> - It was agreed that an article be included in the newsletter from governors to thank everyone at the school for their hard work and to promote the role of governors. PH and RR are to draft. It was agreed that something will also be added to the Head’s letter to parents and a draft will be sent to Governors to review.</p>	<p>CC / EH</p> <p>PH / RR</p> <p>HC</p>
14.0722	<p><b>Health and safety</b></p> <p>The Head reported that there is new fencing in the playground area. The recent H&amp;S inspection was positive and will be shared with staff. There were no major issues and an extra handle on the door is to be actioned as soon as possible.</p>	
15.0722	<p><b>Policies</b></p> <p>The following policies were agreed subject to the Head making the amendments following comments from Governors:</p> <ul style="list-style-type: none"> <li>• Medical and Intimate Care Policy – Comment: p2 consider if list of prominent positions for info need to be listed</li> <li>• SEND Policy – Comment: CC has sent through a number of changes</li> <li>• SEND Information for Parents</li> <li>• Supporting Children With Medical Conditions</li> </ul>	
16.0722	<p><b>School targets for next year</b></p> <p><b>3 year plan</b> - The Head circulated the 3-year plan and advised governors to notify her if anything is missing from it. It was acknowledged that it is difficult to predict where the school will be 3 years from now and the plan currently focussed on year 1. Governors commented that it would be good to have a plan for the school going forward stretching further than 1 year. It was agreed to have a Full Governing Body discussion about the long term vision for the school. A 30-minute slot will be included on the next FGB.</p> <p><b>Priorities</b> - The Head referred to priorities from last year (support with phonics scheme throughout school, curriculum coverage and progression) and what this year’s priorities should be. These link into Headteacher performance management in September. It was agreed that RR (AH if RR unavailable), CC and PH undertake the Head’s performance management meeting before the next FGB in September. HC will circulate proposed date/time.</p> <p><b>Reading</b> - The Head advised governors to read the circulated plan to ensure they are familiarised and prepared for Ofsted etc. All governors are also to reflect on SIAMS, academisation, and what a three year plan should include.</p>	<p>Clerk</p> <p>RR/CC /PH</p> <p>HC</p> <p>ALL</p>
17.0722	<p><b>Any other business to be agreed at beginning of meeting</b></p> <p>Covered earlier on agenda.</p>	

	<b>Date of next meeting</b>	
--	-----------------------------	--

FGB - 26 September 2022 at 7pm

Finance – 28 November 2022 at 7pm

Curriculum – 14 December 2022 at 7pm

Meeting closed 20:40.