



**Minutes of a Meeting of the Curriculum Committee of Kirk Smeaton CE Primary School held in school on Tuesday 16<sup>th</sup> January 2024 at 5pm.**

<b>Present:</b>	Role	Time attended	In person/online
Harvie Palmer (HP)	(Chair) LA Governor		In person
Hannah Cuddy (HT)	Headteacher		In person
Carol Cessford (CC)	Foundation Governor		In person
Kay Crossley (KC)	Parent Governor	from 5:08pm	Online
Sadie Sheen (SS)	Staff Governor		Online
Mark Suaznabar (MS)	Parent Governor		Online
<b>Apologies:</b>			
Peter Hudson (PH)	Co-opted Governor		
Rebecca Rawson (RR)	Foundation Governor		
<b>In attendance:</b>			
Lydia Waites (LW)	NYC Clerk		Online
Pam Smith (PS)	Prospective Governor		In person
Christian Brookes (CS)	Prospective Governor		In person
<b>Vacancies:</b>	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
1.0124	<b>Welcome &amp; Apologies</b> HP opened the meeting and welcomed governors, who introduced themselves. Apologies from RR (accepted). No apologies from PH.	
2.0124	<b>Confidentiality &amp; Declaration of Business Interests</b> No declarations. HT reminded attendees that this meeting is a confidential record. Any confidential items will be minuted as such as they arise.	
3.0124	<b>Any other business to be agreed</b>  No other business.	
4.0124	<b>To approve as a correct record the minutes of previous meeting</b> Full and H&S meeting- 26 <sup>th</sup> Sept 23. <b>Governors agreed the minutes are a correct record.</b>	
5.0124	<b>Action log</b>	

Actions of the Curriculum Committee meeting held 26 <sup>th</sup> September 2023.		
Item no	Action	Lead
3.0923	All governors to undertake a skill set questionnaire	GB
10.0923	HT to find the scheme of delegation which will be addressed during the following meeting.	HT
14.0923	HT to check whether the school's standard orders paper needs updating. To be addressed during next meeting if so.	HT
17.0923	Action 15.0523 to be carried over. HP and HT to look at school website traffic to see which pages get the most/least traffic.	
18.0923	CC to do SIAMS training. HT to circulate this to governors should they also want to complete it.	CC / HT
19.0923	<ul style="list-style-type: none"> <li>HT and HP to put out feelers to fill the remaining Governor vacancy</li> <li>HC to speak with prospective dad who is looking to support the governors.</li> <li>HP to move to the LA governor position.</li> <li>All governors to go through a skill set again.</li> <li>Academisation is to be addressed during the Finance or Curriculum Committee meeting.</li> <li>Safeguarding team needs putting together. HT to circulate some dates.</li> <li>Prevent training needs renewing soon.</li> </ul>	HT / HP  HT GB
23.0923	Governors to read the updated KCSIE document and confirm via The Key that they have done so	GB

HT addressed the status of the (above) actions arising from the previous FGB. Governors were reminded to send HT their skills audit responses if they have not done so already by Friday 19<sup>th</sup> January. The remaining actions have been or are in the process of being actioned.

6.0124	<p><b>Headteacher report</b></p> <ul style="list-style-type: none"> <li>Governor roles and responsibilities</li> </ul> <p>HT invited governors to put themselves forward to be responsible for GDPR. HP noted he has already completed this training. HT also suggested having a designated training governor on the GB who will share training and update WhatsApp with opportunities.</p> <ul style="list-style-type: none"> <li>Accident and attitudes</li> </ul> <p>The school have been provided with a new advisor as our current advisor has been off sick. This has offered a helpful new perspective. Governors were reminded to complete the basic Safeguarding Awareness and Prevent training courses if they have not already.</p> <ul style="list-style-type: none"> <li>Behaviour</li> </ul> <p>HT shared the behaviour section of the report on screen.</p> <p><b>Q: what is SHINE?</b>  <b>A: it's the school's vision – it stands for Safety- Health- Independence- Nurture- Equality. This ethos underpins everything in the school.</b></p> <ul style="list-style-type: none"> <li>Attendance</li> </ul> <p>HT shared attendance data on screen and gave an overview of the data.</p> <p><b>Q: how is attendance managed?</b>  <b>A: if we see a dip in data, we schedule a phone call and then a meeting, and further intervention if the absence becomes persistence. When a pupil reaches a certain percentage of attendance, we ask for proof of medical issues keeping them from school.</b></p> <ul style="list-style-type: none"> <li>Health and Safety checks</li> </ul> <p>HT shared the Health and Safety section of the report and the accident book on screen. All incidents are recorded on a form and reported or dealt with according to severity. Incidents in nursery have reduced since the start of term.</p> <p><b>Q: what happens if there are incidents at afterschool clubs?</b>  <b>A: we have a system in place for this. The external support will report any incidents on our system and inform parents.</b></p> <p>HT explained how pupils' safety is managed in icy and muddy conditions.</p>	GB
7.0124	<b>Academisation and federation</b>	

	<p>The team met prior to this meeting to discuss academisation and federation further, including the answers from the questions governors posed to Scott Leather. We have a blanket answer for the estimated cost. Because we do not know exactly what the cost will be, we want to ensure we have this amount before we go ahead with academisation. As a result, we are going to wait around a year before any changes take place, though work will continue in the background and academisation will continue to be a discussion on meeting agendas.</p>	
8.0124	<p><b>Partnership Agreement with Leger</b> HT noted that this is an exciting partnership; there are lots of interesting things happening with Leger. Tom and Katie are halfway through a leadership course with Leger and developing their CPD journey.</p>	
9.0124	<p><b>Meetings in school with external agencies</b> CC and KC visited the school today for a SEND visit from Mark Turner. They went into every classroom, looked at pupil premium and vulnerability groups. CC noted that the changes were evident from the visit, and good to see. HT agreed that it was a positive and encouraging visit overall. The only thing Mark raised was to ensure that we have smart, measurable targets on target plans.</p>	
10.0124	<p><b>Staffing and governor vacancy</b></p> <ul style="list-style-type: none"> <li>• Appointment of Admin</li> </ul> <p>A new school Admin is starting after February half term. She will be able to visit the school prior to this, so the changeover will be smooth.</p> <ul style="list-style-type: none"> <li>• Change of Harvie from co-opted to LA governor</li> </ul> <p>Governors agreed that HP can move from his Co-opted Governor position to an LA Governor position. LW to update governor support with this decision.</p> <ul style="list-style-type: none"> <li>• Information about the vote for a new governor</li> </ul> <p>HT explained how electing/voting for a new governor works.</p>	LW
11. 0124	<p><b>Governor Action Plan - update share point</b></p> <ul style="list-style-type: none"> <li>• H&amp;S (Kay)</li> </ul> <p><i>Discussed under item 6.0124.</i></p> <ul style="list-style-type: none"> <li>• Personal development (Pete)</li> </ul> <p>PH visited the school for a session which explained and demonstrated personal development within the school.</p> <ul style="list-style-type: none"> <li>• Attainment and assessment (Kay and Carol)</li> </ul> <p>KC and CC also visited the school recently to address attainment and assessment.</p> <ul style="list-style-type: none"> <li>• Safeguarding (Harvie and Rebecca)</li> </ul>	
12.0124	<p><b>Health and safety</b> <i>Discussed under item 6.0124. No update.</i></p>	
13.0124	<p><b>Governor monitoring</b> HT enquired about overall governor wellbeing and invited governors to contact her should they require any additional support with workload or responsibility, such as a buddy system.</p>	
14.0124	<p><b>Governor training and any paperwork to be signed.</b> Governors to send their skill sets to HT by Friday so she can create a skills packet.</p>	GB
15.0124	<p><b>Policies</b> Governors agreed to ratify the Lone Working Procedure following minor amendments.</p>	
16.0124	<p><b>Safeguarding</b> Governors read the following 'child on child' abuse one-minute guide: <a href="https://www.devon.gov.uk/support-schools-settings/safeguarding/guidance-policy-and-tools-2/safeguarding-one-minute-guides/safeguarding-no-14-peer-on-peer-abuse/">https://www.devon.gov.uk/support-schools-settings/safeguarding/guidance-policy-and-tools-2/safeguarding-one-minute-guides/safeguarding-no-14-peer-on-peer-abuse/</a></p> <p>HT shared the SIAMS targets on screen and gave an overview and explanation of the strands within the targets. Collective worship sessions have been well-attended and positive. (Governors were reminded that they are welcome to attend the sessions should they wish to). Within the ethos sheets we have theological and ethical questions that children answer in class. We also look at British values during collective worship, and there are now parent collective worship sessions each half term.</p>	

	<p>We have been working in partnership with different Leger schools for attendance, governance, maths and SEND.</p> <p>Q: the Diocese put on quite a lot of good training courses. Could we make more use of these?</p> <p>A: yes – these are published on the website and anyone can make use of these courses.</p>	
17.0124	<p><b>Any other business agreed at beginning of meeting</b></p> <p>None agreed.</p>	
18.0124	<p><b>Date of next meetings</b></p> <p>FGB &amp; H&amp;S meetings: 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>	
19.0124	<p><b>How has this meeting impacted on the welfare and progress of our pupils?</b></p> <p>Governors received information about academisation and the future of the school. It was ensured that governors are completing the necessary training. Health and safety was discussed at length and lots of governor visits have taken place.</p>	

Meeting closed 6:14pm.

**Actions of the FGB and H&S meeting held 16<sup>th</sup> January**

Item	Action	Lead
5.0124	Action 23.0923 to be carried over. All governors to sign the key to say they have read Keeping children safe in education.	
6.0124	Governors were reminded to complete the basic safeguarding awareness and prevent training courses if they have not already.	GB
10.0124	LW to update governor support with the decision for HP to change from Co-opted to LA Governor.	LW
14.0124	Governors to send their skill sets to HT by Friday so she can create a skills packet.	GB

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