

**Kirk Smeaton Church of England Primary School
Governing Body**

**Minutes of Curriculum Committee Meeting held on
Thursday 22nd March 2018 at 5.30pm**

Present

Mrs L Thornley	-	Parent Governor
Mr R Mason	-	Parent Governor
Mrs A Carville	-	Co-opted Governor
Mr A Robertson	-	LA Governor (arriving late due to work commitments)
Mrs R Rawson	-	Foundation Governor
Mrs C Cessford	-	Foundation Governor
Mrs M Holmes	-	Staff Governor
Mrs H Cuddy	-	Headteacher

In Attendance

Mrs L Richardson	-	Clerk
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1. Welcome & Apologies

Mr T Jones	-	Co-opted Governor – work commitments
Mr C Stone	-	Co-opted Governor – work commitments

Governors accept apologies

Governors welcome new Staff Governor, Mrs Holmes

2. Confidentiality & Declaration of Business Interests

- Confidentiality reiterated
- No new declarations of business interests

3. Any other business to be agreed

- School Dinners
- Governor recruitment
- Potential confidential issue

4. Minutes of meeting held on 29th November 2017

Governors agree that the minutes of the meeting of the Health & Safety/Curriculum Committee held on 29th November 2017 be signed by Chair as a correct record

- Governors thank Mrs Thornley for producing the Governor newsletter which was very good and well received by parents.

5. Governor Action Log

2016/17

24) Fixed electrical instillation testing has been conducted by NYCC, this is done every 5 years.

Item Closed

2017/18

- 1) Instructions for one drive sent to Mrs Cessford. Item Closed
- 2) Data dashboard included as agenda item. Item Closed
- 3) Mrs Caville & Mrs Holmes met to discuss Maths. Mr Robertson still to arrange a meeting with Mrs Holmes
- 4) Formal complaint has now been made to Highways in respect of parking with a request to review lines, they are unable to extend zig zags as apparently they are already over the usual length. Refuse truck is parking across school driveway at 8.50am – C of G to write letter to Council, Parent Governors to send emails too complaining of this.

Q – Should we contact the press?

A – This may get negative reaction for the school.

Parking is not an issue when Headteacher is standing outside school but when she is no longer seen parents are again parking inconsiderately. Item Closed

- 5) Bus company contacted to ask if they could also complain to Highways department about parking, unfortunately they are not in a position to do so. Item Closed
- 6) Safeguarding audit reviewed. Item Closed
- 7) Safeguarding policy completed. Item Closed

6. Confidential minutes of meeting held on 29th November 2017 & matters arising

Governors agree that the confidential minutes of the meeting of the Health & Safety/Curriculum Committee held on 29th November 2017 be signed by Chair as a correct record

Matters Arising

- **See confidential minutes**

7. Approval of SFVS

- Copy emailed to Governors prior to meeting
- Approved

8. Headteacher's report/SDP

- Current SDP will continue whilst Headteacher is on maternity leave. She has included red comments which will help the new Acting Headteacher
- There is a focus on writing, the data looks better over the next few years. Year 4 is a worry particularly as it is very boy heavy.

We have external specialists who are supporting us.

Reading & Maths are above in many year groups but writing is an issue therefore we agreed it would be a focus on SDP. Inset training days have been based on improving writing. We have had moderation for writing in Y2 & Y6, with cluster moderation for other year groups.

SPAG has deskilled our teachers, they are unsure what they now should be looking for in a piece of writing. To achieve standard, items required should be seen 3 times in a piece of work.

We need to ensure that the KS1 data is as predicted by the end of the school year. We need to keep reviewing it carefully

- **Q – When Mr Coulthard becomes a RQT will his support change?**
A – All staff are supported so he will continue to receive some support.
Staff observe each other in their co-ordinator subject. Staff support subject areas and their action plans help improve it where needed. Staff have taken charge of their subjects and we have built a strong team.

Q – As a RQT will he require less PPA?

A – He will require PPA as before but will no longer require NQT time. PPA time is used to plan & prepare lessons but also to assess and this includes observing others

- Timetables sheets have been sent out to parents. We test SPAG across school so we know exactly where the children are. Lots of work has been done on SPAG and it is developing.

Q – Have you had any feedback from parents?

A – No. Websites that can be used were also included on letter to parents

Mr Robertson arrives at 6.10pm

We have been reviewing homework to see what we need to do next. Reading comprehension could be a focus for next year's homework. Y5 & 6 get SPAG, Reading & Maths homework

- Handwriting training in February was good, it looked at basics. We have handwriting guidelines and have ordered handwriting books to help with this. Impact can already be seen. Children should have joined up handwriting by the end of Year 6. There are cost

implications as once children need to move onto the work for the next year group we need to buy additional books.

Q – Does the homework reinforce what is taught in the classroom?

A – Yes

Q – If the child has moved onto the next book will that no longer relate to what is being taught in the classroom and so give limited use?

A – Some children will have been exposed to the higher level work.

Homework books cost approx. £600 but this cost is acceptable if it is a benefit to the children.

Governors agree that parents should not be asked to contribute to the cost of these books, although Friends of KS could be asked to support the purchase

Q – Could we email out the work?

A – No it would be against copyright and books are better.

Q – How many children do not do their homework?

A – Only 2 across school.

9. Data update

Year 6

- Reading – 70% expected with a small chance of this increasing to 80% as 1 child is borderline and currently receiving booster sessions. Each child = 10%
1 child has left today who would have reach expected. Exceeding = 40% the highest for several years.
- Writing – 70% expected and 30% exceeding
- Maths – 80% expected and 30% exceeding, this figure may be higher by the end of the school year
- SPAG – 80% expected and 27% exceeding, again this figure may be higher
- Combination (RWM) – 70%, last year this figure was 33%

Year 5

- Although writing is highlighted yellow it has still increased from last year

Year 4

- % expected are lower than last year but they are still in the 70's in all areas
See confidential minutes

Year 3

- Maths – 93% there is only 1 child not expected to reach expected level

Year 2

- Reading – 83% expected
- Writing – 76%
- Maths – 83%
- Writing was poor last year
- New SPAG is optional, we will complete it but it will not be submitted. We considered whether to do it or not. The first year = 7% passed, 2nd year = 62% passed this year we expect 75% to pass

Y2 Phonics

- 2 children will re-sit the test with 1 child expected to pass

Year 1 Phonics

- 84% expected, similar to last year

Year 1

- This cohort is quite good especially in Reading, writing is not so good but this is the same across school

Reception

- GLD expected is 81% which is better than last year,
See confidential minutes

Nursery & Pre-Nursery

- Currently no concerns

10. Data dashboard

- Mrs Cessford & Headteacher met to discuss vulnerable groups
- We currently have 6 PP children with majority doing well
- FSM claims have an impact on budget and so benefit the school

ASP Inspection Data Summary Report

- Mrs Rawson & Mrs Carville attended training
- We are in the top 20% for KS2 but in the bottom 20% for KS1
- Prior attainment difference from national (ELG), last year's classes – Year 1 looking good across the board. Y2 Reading & writing below with Maths above. Year 3 considerably lower in Maths. Years 4 & 5 all below. Year 6 have now left.
- Absence is better than national
- No exclusions
- Trends over time shows our ranking in the top 20%
- Bar graph on page 15 clearly shows where we were in line with national for 2017
Reading – children emerging & exceeding had made good progress, but children expected could have made better progress.
Writing – We need to be careful - is it poor progress or inflated data?
Maths – There are less children exceeding - is this inflated data? (from EYFS results)
- EYFS – Higher exceeding figures in maths, reading & writing but not for GLD
- Issues highlighted align with what Governors have been told and what school is targeting

11. Parents evening feedback

- 13 completed forms from Starfish, all positive
- 16 completed forms from Dolphin, positive with nice comments
- 12 completed forms from Lions, all happy
- 10 completed forms from Eagles, very happy. 1 issue about timescales in respect of leaver moving on early to Brayton Academy

12. Governor visits/monitoring

- Mrs Cessford visited school and sent assessment & vulnerable pupils report
- Mrs Cessford met with SENCo, report still to be completed
- Mrs Rawson completed a curriculum visit.
See confidential minutes

13. Health & Safety

- **Q – As we have discussed display boards being on escape routes, at what point will we deal with the issue?**
A – It is included in Headteacher's report for completion in 2019
Q – If this is a H & S issue, should it not be dealt with earlier?
A – We are hoping to do it earlier but have included 2019 as we need more information before we do anything. Mr Jones is to help school with this. We also need to establish a budget for the work.
It is not classed as a danger by LA. If it were to be classed as a danger by Fire Brigade school would remove the boards immediately. New Acting Headteacher will need to drive this forward.
- Staging area is being sorted. Area currently closed off. Handyman is happy to chop it up and take it offsite.
Q – What is going to be put in its place?
A – Fitness park with sponge flooring.
Q – Will it need to be fitted during school holidays?
A – No the company will bring barriers. The children will enjoy watching it being erected

14. Any other business agreed at beginning of meeting

- Governors agree to this agenda item being moved to end of meeting.

15. Mrs Holmes to talk about academy status and her experience

- This information will give governors a teacher's perspective after experiencing moving to academy status at a previous school
- It seemed to be a smooth process
- There was no high school to take the lead, it was all primaries with similar catchments
- At the time her school did not have a wide network of other schools. The academy gave them the opportunity to have access to an English advisor and other support – this would not be an advantage to us as we are already part of clusters
- Finance – top CEO received a high salary. They only required one business manager for the whole MAT, therefore other SBMs lost their jobs. Some TAs, Teachers & Behaviour support staff also lost their jobs
- It was run more like a business with overheads
- At the beginning of the process there were lots of positives but over time there were less and less
- Executive heads were shared between schools
- **Q – Was the CEO an ex headteacher?**
A – No, more a business manager
- They were not allowed to remain within the local cluster, some other MATs allow this to continue
- Some MATs are dictatorial. Keeping your own Ethos depends on the MAT
- MAT can move staff to other schools
- Decision making can become complicated
- There were radical changes
- **Q – If our numbers fell dramatically would being within a MAT save us from closing?**
A – No
- If we were a failing school we would have no choice to join a MAT, what would be the reason to join one currently?
- Doncaster schools retain their autonomy
- As we are a church school we could only join a MAT that had a church school as the lead
- We need to continue discussions about academisation, but there are no financial benefits at this time

14. Any other business agreed at the beginning of the meeting

School Dinners

- Currently we charge £2.15 per meal
- We have been informed that the cost will increase to £2.62 due to increase in living wage. This includes staffing & food costs but does not take into account our costs of MSAs.
- **Q – How many children have a school meal compared to pack ups?**
A -EYFS – Year 2 – only approx. 3 children do not have school meal and approx. 50% of KS2 children have school meal.
- If we were to increase cost to £2.50 per meal this would cost parents £12.50 per week per child payable half termly.
- **Q – Do we have any other options?**
A – We could look at other companies bringing lunches in.
- If less children took meals they would cost more. School can subsidise to a degree and we must provide meals for FSM & UIFSM children.
- School to look at figures and consider any alternatives
- **Q – Do the children eat their meals?**
A – There can be lots of wastage depending on the meal

Governor recruitment

- We currently have 2 Parent and 1 Co-opted Governor vacancies
- Governors had decided to deal with the Headteacher maternity cover before discussing recruitment

- Skills audit has been completed and we require: Financial, data analytic, communication & strategic planning skills
- Parent election to take place as soon as possible
- We also have an option for Mrs Thornley to become a Co-opted Governor once her term of office ends in January 2019 or earlier if required

- **Q – *What is the policy on long term sickness?***
A – *Headteacher covers some and supply covers rest*
- **Q – *Have the contracts discussed in past meeting been made permanent?***
A – *Yes and everyone is happy about it*

Governors wish Headteacher well for her maternity leave and thank her for all the work she has done to ensure the school is ready for her to take her mat leave.

Mr Robertson & Mrs Carville leave the meeting at 7.30pm

Potential confidential issue

- ***See confidential minutes***

Meeting closed at 7.45pm