



**MINUTES OF A MEETING OF THE CURRICULUM AND PUPIL RELATED
MATTERS COMMITTEE HELD ON THURSDAY, 5TH FEBRUARY 2015,
COMMENCING AT 4.00PM**

Membership:	* Mrs D Layland	Parent Governor	Chair
	* Mr G Allen	Parent Governor	
	Miss J Mackey	Staff Governor	
	* Mrs S Spall	Co-opted Governor	
	Mrs P Wakeling	Co-opted Governor	
	* Mr G Malcolm	Head teacher	

* indicates attendance

Also in attendance: Mrs M Cox – Clerk to Governors
Mrs C Walker – Deputy Head (for part of the meeting)

Action

1. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Miss Mackey. Governors had a discussion about the membership of the Committee and commented that it would be beneficial for the Committee to have either the Chair of Governors or the Vice Chair of Governors as part of its membership.

Chair

2. DECLARATION OF NEW BUSINESS INTERESTS/CONFLICTS OF INTEREST

There were no declarations of new business interests or conflicts of interest.

3. NOTIFICATION OF ANY OTHER URGENT BUSINESS

It was agreed to take the following item of any other business as this point in the meeting:-

SEN –

The Committee **agreed** that any reports from the SEN Governor should be submitted to the Committee, with an annual report by the SENCO to be given at the FGB.

Action

It was suggested that the visit by the SEN Governor could include the following - the SEND register update, a case study example, provision mapping, multi agency involvement, support staff and strengths and vulnerabilities.

It was also **agreed** that the SENCO would attend the next FGB to inform Governors about the new SEND reforms.

Head

4. **MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting held on 5th November 2014 were agreed as a correct record and signed by the Chairman. Matters arising are set out in Minute 5 below.

5. **MATTERS ARISING FROM THE MINUTES**

Minute 5 –

The Head teacher reported that a new SIP had been drafted for the period up until July 2015 (a copy was circulated at the meeting). From September, a new SIP would be drafted based on the academic year. The following points were highlighted:-

- Dialogue marking was being monitored by senior leaders and subject leaders.
- Each subject would need an audit of its current resources.
- The Collective Worship Action Plan was circulated at the meeting as well as the visit note from the Diocesan review. The Head teacher confirmed that the Chair of Governors had seen the action plan and was happy with its content. He went on to report that there would be many exciting opportunities to link the school and St Luke's Church. The school was moderating its collective worship to ensure that it was more in line with the Church.
- The Deputy Head explained that the agenda for the weekly triplet planning meetings always included the SIP priorities, as well as safeguarding and well being.
- It was noted that the priorities in the SIP were achievable in two terms.

The Head teacher reported that he would like to conduct a whole school review at the end of the year which would highlight the strengths and weaknesses of the school.

Minute 6 –

It was noted that the safeguarding audit was required to be completed on line by July 2015.

Minute 7 –

In relation to Governor monitoring visits, it was suggested that the link Governors could meet up with the subject co-ordinators and base their visit around an area of the SIP. The Head teacher undertook to keep a record of Governors coming into school.

Head

6. UPDATE FROM THE TEACHING AND LEARNING TEAM; STANDARDS AND ACHIEVEMENT TEAM AND THE COMMUNITY LEARNING TEAM

Teaching and Learning Team

- The school had achieved the Healthy Schools Plus award.
- PE funding – the school had employed 2 dance teachers to teach the children dance skills. It was noted that the school had provided details of the PE funding on its website, including details of what it had been spent on and the impact of the funding.
- Phonics – a new tracking system and formative assessment had begun for phonics, which had been included in the KS1 SIP. **A Governor asked about those pupils who did not pass the Year 1 phonics test.** The Deputy Head explained that these pupils would be put into the middle phonics set in Year 2. She went on to report that three pupils had failed the test again in Year 2 and as a result of this the school had put in some phonics support for those pupils.
- A working party would be completing some PSHE benchmarking.
- E-safety information was being provided to Years 5 and 6.
- A well being survey was being undertaken in Years 4 to 6.

Community Learning Team

- The team had looked at the SIAMS toolkit.
- The school would be putting articles in the Tribune and the Church magazine.
- First Aid Certificates and kits had been reviewed.
- The school was looking into whether its lettings had the appropriate first aid certificate and insurance.
- The school was looking into the establishment of a Community Award for the Year 6 pupils based on their level of voluntary work, community based tasks or fundraising.
- The school was looking at corporate re-branding (not changing the logo) and some money had previously been set aside for this.

Standards and Achievement

Mr Allen reported that he was coming into school on a termly basis and asking challenging questions about standards and achievement.

7. PUPIL PROGRESS/DATA

The Head teacher circulated the KS1 and KS2 pupil progress data report from the Autumn term 2014.

It was noted that the school was currently assessing Years 2 and 6 pupils using the old national curriculum levels and Years 3, 4 and 5 were being assessed using the new assessment system produced by Target Tracker, in response to the new curriculum.

The Committee noted the contextual information in relation to the reading data.

The Head teacher explained that the school had some concern over reading as the school did not currently have a good book stock. This was being addressed by the school joining the School Library Service in order to increase book stocks within school. Guided reading books would be linked to the national curriculum and the children were being encouraged to join Tiptree library. The school was also looking into purchasing reading comprehensions in order to raise expectations.

The Head teacher pointed out that the data for maths looked more positive.

Writing would be assessed using the new national curriculum with more emphasis being placed on SPAG. In response to this, the school had half termly SPAG tests in order for the teachers to assess and plan future SPAG sessions. It was too early to gauge the impact of this though.

The Head teacher reported that the school had areas of difficulty in Years 1 and 4 and had put interventions in place to address this. He went on to report that the school was observing Year 6 more closely than normal due to their potential vulnerability with the change in staff.

The Deputy Head reported that the school had created a new assessment cycle so that teachers were clear on the process. She commented that the staff were confident with this process.

The Head teacher circulated some termly progress booklets for parents that included information on how the children were being assessed under the new national curriculum. Governors commented that these would be beneficial for parental understanding of the new assessment system. The Head teacher reported that the school would be writing to parents explaining the new bandings and would be holding workshops to this effect.

It was noted that the school had been invited to become an ambassador school for the Hodder Research School.

The Committee was informed that the attendance figure currently stood at 96.2%. It was noted that the school encouraged and promoted good attendance.

8. **GOVERNOR MONITORING VISITS**

Mr Allen reported that he had undertaken monitoring visits to look at reading and assessment.

The Chairman reiterated that it should be mentioned at the next FGB that Governors should align themselves to an area of the SIP for monitoring purposes.

It was noted that there was a Governor monitoring visit form for completion, and once seen by the Head teacher, the completed form should be e-mailed to the Clerk for distribution.

9. **POLICY REVIEW**

The Committee reviewed the following policies:-

- a. Art and Design
- b. Music
- c. Curriculum
- d. MFL
- e. Missing Child
- f. New Science Policy
- g. Literacy
- h. PE
- i. Teaching and Learning

The Policies a. to i. above were **approved**. It was agreed to include in the Missing Child Policy some advice for staff if they witness a child going out of the school gates during the school day.

The Pastoral Care Policy would be submitted to the next meeting for review.

Head

It was **agreed** to recommend to the Governing Body that the terms of reference of the Committee should also reflect its remit to review and approve curriculum related policies.

10. **ANY OTHER URGENT BUSINESS**

Staff monitoring reports:-

The Head teacher reported that the school had completed some monitoring reports in relation to literacy, numeracy and ICT and that these would be used as a management tool.

The Committee asked that it receive some information on marking and feedback, in particular the quality of the marking and the strengths of it.

Head

It was **agreed** to have monitoring reports as a standing item on the agenda. In addition, the Head teacher undertook to create a bullet point list from the monitoring reports for submission to the Committee, which highlighted strengths and areas for development.

Action
Clerk
Head

A Governor commented that it would be useful for the Committee to receive some information on the quality of teaching and learning and how this fed into the PMR process. The Head teacher reported that teachers were observed once a term and feedback was then provided to them.

Safeguarding check requirements:-

The Head teacher reported that, nationally, there had been no contracts of employment terminated in relation to the new disclosure requirements. He went on to report that the process was very thorough and one issue was currently in the process of being resolved at school.

11. DATE OF NEXT MEETING

It was noted that the next meeting would be held on 8th May 2015 at 4pm.

MEETING CLOSED 6.15PM

Chairman.....

Date.....

Summary of Decisions taken (not part of the minutes)

Minute	Action	Completed
1	Chair of Gobs to be e-mailed about the membership of the Committee.	Mrs Layland
3	SENCO to be asked to attend the next FGB to inform Governors about the new SEND reforms.	Head
9	Pastoral Care Policy to be submitted to next meeting for review.	Head
10	Information on marking and feedback, in particular the quality of the marking and the strengths of it to be submitted to the Committee.	Head
	Standing item on monitoring reports to be included on the agenda.	Clerk
	A bullet point list from the monitoring reports to be drafted for submission to the Committee, which highlighted strengths and areas for development.	Head