



**MINUTES OF A MEETING OF THE CURRICULUM AND PUPIL RELATED
MATTERS COMMITTEE HELD ON WEDNESDAY, 8TH MARCH 2017,
COMMENCING AT 7.00PM**

Membership:	* Mrs D Riley	Parent Governor	Chairman
	* Mrs A Lomer	Parent Governor	
	* Mr S Eastbrook	Foundation DBE Governor	
	* Revd A M Renshaw	Foundation Governor	
	* Ms J Canning	Staff Governor	
	* Mrs S Spall	Co-opted Governor	
	Mrs P Wakeling	Co-opted Governor	
	* Mrs C Walker	Acting Head	

* indicates attendance

Also in attendance: Mrs M Cox – Clerk to Governors

Action

1. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Mrs Wakeling.

2. NOTIFICATION OF ANY OTHER URGENT BUSINESS

There was none.

3. DECLARATION OF NEW BUSINESS INTERESTS/CONFLICTS OF INTEREST

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

4. MINUTES OF THE PREVIOUS MEETING AND MATTERS ARISING

The minutes of the meeting held on 16th November 2016 were agreed as a correct record and signed by the Chairman. Matters arising are set out below:-

Minute 4 – it was noted that the school had undertaken some work with Copford Primary on phonics – minute 6 refers.

Minute 5 – PSHE planning had been postponed due to staff absence but was now being addressed. The curriculum related policies were up to date and the policy schedule was in the process of being reviewed.

5. **SCHOOL DATA**

The data for Spring 1 had been circulated.

Year 1 – maths was a strength with 73.8% of the children currently above ARE – this showed the impact of the SDP. The White Rose scheme of maths was being used in school.

Year 2 – it was noted 56.8% were currently at combined ARE – this was due to the lower percentage of writing at ARE. The Acting Head reported that she was now attending planning meetings and all objectives/success criteria were lifted from the Interim Framework to highlight the increased expectation under the new curriculum. The Acting Head highlighted the significant SEND level in this cohort.

A Governor asked how well the SEND children were doing in relation to their peers. The Acting Head reported that they were making progress but not meeting ARE.

Year 3 – it was noted that maths was an area of weakness - the White Rose scheme of maths was now being rolled out to KS2 to address this. The Acting Head reported that a KS2 book scrutiny had been carried out which had raised issues that indicated why maths was lower – one issue was in relation to the lack of mastery. The school had identified children in Year 3 who would receive target teaching to bring them up to ARE – 2 extra adults were in class to do this.

Year 4 – this cohort had strong attainment data with reading, writing and maths all above ARE. Ms Canning reported that progress was a focus and explained that although progress on Target Tracker may appear limited this was due to a change in assessment.

Year 5 – the Acting Head reported that the data in this cohort was a concern. Writing had been identified as the main issue – the school was looking at the way teachers were assessing pupils and encouraging teachers to look for writing evidence across the curriculum.

A Governor questioned the Target Tracker data for this cohort. The Acting Head explained that the data was better than that shown on Target Tracker – this cohort had received good/outstanding teaching so far. Ms Canning explained that staff had undertaken some joint moderation with another school and issues had been highlighted in relation to the harshness of the assessments.

A Governor asked when the data for this cohort would be more accurate. The Acting Head anticipated that this would be in Spring 2. **A Governor went on to express some concern about leaving it too long before having accurate data in case of an Ofsted inspection and highlighted the importance of having evidence available to support the inaccuracies.**

A Governor asked if there were gaps to fill following the inaccuracy of the writing assessments. The Acting Head explained that there were no gaps as the curriculum was being covered and taught – the inaccuracy had arisen from a reluctance to evidence on the Interim Framework.

Year 6 – A Governor asked for the school’s prediction for the Year 6 SATS. The Acting Head anticipated that the results may be just below floor. She explained that cohort targets for each year group would be submitted to the next FGB.

The Committee acknowledged that Year 6 had been flagged by Ofsted at their last visit and that there was a story behind the data.

A Governor asked about reading in Year 6. The Acting Head reported that the school would be targeting those parents whose children should get ARE with some reading resources. Next year, the school had considered having a Year 6 homework club to help them with SATS preparation – the Acting Head reported that the Government had assured schools that the questions in the tests this year would be ‘ramped’ from easier to harder.

The Acting Head reported that the school was targeting 12 children in writing who were ‘cusping’ ARE (they had achieved a 2b at the end of KS1). However, she went on to explain that the current staffing structure did not have any more capacity to provide boosters and the only way this could happen would be for the school to pay for an additional teacher for one afternoon a week to boost 10 pupils for the 6 week period before SATS. The additional teacher could be found in house and would be discussed further at the next FPP Committee. The Acting Head went through the staffing set up for the remainder of the two terms.

A Governor asked about the data for the Pupil Premium children. The Acting Head explained that this would be submitted to the next FGB. The Pupil Premium document on the website was compliant.

A Governor went on to ask if there were any gender differences in the data. The Acting Head explained that there were differences in phonics but that there were no other significant groups in school.

6. CURRICULUM

SIP

The Acting Head reported that the SIP would be RAG rated and that the two priority curriculum areas were phonics and maths.

Phonics - a timeline of events relating to phonics progress was circulated. It was noted that the percentage pass rate in phonics had fallen over the last few years and was below national and Essex last year.

The next step in phonics was to look at the pace of lessons and the teaching sequence.

The phonics screening targets for Year 1 were circulated. It was noted that 80% of the cohort were predicted to pass the phonics screening – the staff were very aspirational and had confidence in the children's ability to achieve this. It was noted that 14% of the pupils identified as passing the phonics check would require booster sessions to reach their target and that they close to achieving this.

It was noted that a phonics workshop had been organised for parents.

Ms Canning explained that at the beginning of the year the aspirational targets had been low and the extra input and support since then had been very positive.

The Acting Head reported that the school had a commentary on those children not expected to pass the phonics screening.

The Committee acknowledged that the phonics was looking much more positive this year.

Maths – a timeline of events relating to maths progress was circulated. The Acting Head reported that the issue with maths had been in KS1 where there had been less children working at greater depth. She went on to report that this picture was now improving. KS1 was being used as an exemplar for KS2.

In relation to KS2, it was noted that a book scrutiny had been undertaken. Kate McGill would be conducting a mock moderation with KS2 and her visit note would be submitted to the FGB.

The Acting Head reported that the school would be reviewing whether it continued to 'set' for maths.

Update from the Teams

The Chairman reported that the Teaching and Learning Team had reviewed the policy schedule and had discussed PSHE – the school was part of the healthy school's accreditation.

It was noted that more articles had been included in the Tribune. Revd Renshaw requested that more articles be provided from the school for the church newsletter.

The Chairman reported that a Parent Forum had been arranged for 20th March. It was agreed that there would be a 'Governor table' at parents evening for Governors to be available to speak to parents.

7. **MONITORING**

The Committee had a discussion about the regularity of Governor visits.

Revd Renshaw reported that she visited her assigned class regularly and had been into school that day to meet with the Worship Council.

Mr Eastbrook reported that he had reviewed Pupil Premium.

The Chairman undertook to circulate a reminder to Governors about the class 'buddy' system.

Chairman

8. **POLICY REVIEW**

The following Policies were reviewed:-

- a. Behaviour
- b. Anti-Bullying
- c. Marking

The Policies a. to c. above were **approved**.

The Acting Head reported that there had been a vast improvement in the children's behaviour at school with less issues in lessons. She highlighted the new 'Praise Postcards' as an extra reward for good behaviour.

The Committee noted that the Anti-Bullying Policy was new and was deemed good practice; it supported both the Behaviour and Child Protection Policies.

In relation to marking, the Acting Head reported that the SLT would be undertaking a book scrutiny on marking. **A Governor commented that the Policy stated that Governors would monitor that the Policy was being followed in school.**

The Chairman reported that she had undertaken a visit previously on this but that Governors should continue to monitor the Policy was being followed.

It was noted that the Child Protection Policy would be approved at the FGB. The Deputy Head reported that the school had adopted the Essex Prevent and CSE policies and that they had been included on the website and referenced in the Child Protection Policy.

9. ANY OTHER URGENT BUSINESS

There was none.

10. DATE OF NEXT MEETING

14th June 2017.

MEETING CLOSED 8.30PM

Chairman.....

Date.....

Summary of Decisions taken (not part of the minutes)

Minute		Action	Completed
7	The Chairman undertook to circulate a reminder to Governors about the class 'buddy' system.	Chairman	