



**MINUTES OF A MEETING OF THE CURRICULUM AND PUPIL RELATED
MATTERS COMMITTEE HELD ON FRIDAY, 8TH MAY 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	
	* Revd A M Renshaw	Foundation Ex officio Governor	
	* Mr G Malcolm	Head teacher	

* indicates attendance

Also in attendance: Mrs M Cox – Clerk to Governors
Mr S Eastbrook – Foundation DBE Governor
Mrs C Walker – Deputy Head (for part of the meeting)
Mrs T Wainwright - SENCO (for part of the meeting)

Action

1. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Mrs Wakeling.

2. DECLARATION OF NEW BUSINESS INTERESTS/CONFLICTS OF INTEREST

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

3. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 5th February 2015 were agreed as a correct record and signed by the Chairman. There were no outstanding actions.

4. SEND REFORMS

The SENCO circulated a report at the meeting setting out the new SEND reforms and the progress that the school had made in changing to the new Code of Practice.

The SENCO reported that the school had implemented the New Code. ECC had provided some positive feedback on what the school was doing and on the format of the school's paperwork.

It was noted that it was proving more difficult than originally thought to transfer the old statements to the new EHC plans and as a result there was a delay at County in doing this.

The One Plan meeting format was being used to review statements and had become more parent and child friendly and encouraged more discussion; the meetings also looked at the child's wishes and aspirations for the future. The parental feedback from these meetings had been positive. However, as the meetings were now very lengthy, the SENCO explained that it took much longer for her to compile her report. To aid this process, more SENCO time had been included in the budget; the Head teacher explained that there was a requirement for the SENCO to become more familiar with her role at school and the need for extra days.

In response to a **question by a Governor**, the SENCO explained that she was contracted for 2 days work at school, but could do more due to the volume of work. She went on to explain that children were joining the school with more complex needs and that the school had a good reputation in the local community for its SEN provision.

The Deputy Head pointed out that the SENCO's job role had changed and that the SENCO did not always have the opportunity to review the SEN data. The Head teacher explained that the extra days would also encompass the holding of One Plan meetings and review meetings and undertaking the PMR of 27 staff. It was noted that other parts of the SEN role were being covered by other members of staff due to the enormity of the job role.

The Committee acknowledged that there was not enough SENCO time and felt that this was an area that the Governing Body needed to keep under review. The Head teacher pointed out that the budget did not allow for the extra SEN resources that were required; he went on to emphasise that due to the exceptional level of need at the school the pressure on the staff was immense. The Head teacher identified that additional days had been budgeted for in this academic year to enable the SENCO to have an additional day per statemented child to enable the reviews to be undertaken and paperwork completed. In addition, days had been allocated to allow the SENCO to undertake performance management reviews and monitoring meetings across the year with the team of LSA's.

The SENCO reported that the school currently had 33 children who received SEN support, with 12 statemented children; this was a reduction in the SEN numbers at school due to the change in criteria. However, extra support was therefore needed in class.

The SENCO reported that in the new September intake, 2 children already had statements; any children known to ECC before they start school are already assigned a specialist teacher. It was noted that Foundation stage staff would be visiting the local pre-schools of the children coming into school in September so they could gauge possible levels of support required.

The Head teacher concluded by explaining that the school made it very clear to parents the limitations of the level of support the school could provide.

The Committee thanked the SENCO for her informative report.

5. PUPIL WELL BEING

The Committee received a report by the Well being Mentor on her work this term.

It was noted that the Well being Mentor had created a booklet to see if she could commission her services elsewhere; she was also arranging a Community Childcare Event in conjunction with local schools and children's services providers to support families in Tiptree.

The Head teacher explained that he held weekly meetings with the Well being Mentor to review her caseload but pointed out that Mrs Lewis's work was proving to be challenging due to staff absence of the other Well Being support worker who worked 8 ½ hours per week and had been on sick leave since the middle of September.

In response to a **question by a Governor**, the Head teacher reported that attendance figures were above national and undertook to circulate the exact figure to Governors. He went on to report that there had not been a large number of unauthorised absences and that the school had not yet issued any fines.

Head

6. UPDATE FROM THE TEAMS

The Deputy Head reported that the school had to validate its healthy schools status; the Teaching and Learning Sub Committee had RAG rated PSHE in school and submitted the results.

The Sub Committee had put together an action plan for PSHE which had been agreed by ECC; the school wanted all areas in the plan to be good.

The Deputy Head explained that the school needed to address its healthy food aspect in relation to tuck and lunchboxes and that the current Policy in relation

to this required review. She went on to explain that the school wanted to ensure that the children had water in their bottles rather than squash or other drinks and that this initiative would hopefully be launched in September; the school acknowledged though that not every child liked water so this issue would need addressing.

The healthy schools displays had been enhanced around school; there was now a display in the hall which would change termly.

The Deputy Head reported that the SLT would be looking at the assessment of PSHE and the reporting of this to parents. It was noted though, that in the new curriculum, PSHE did not exist as a separate area so the school would need to look at the skills from the old curriculum to ascertain if an assessment could be made against them.

Staff well being survey – it was noted that the school had previously purchased an online package; this would be reviewed to look at its relevance.

An update from the Community Learning team meeting would be provided to the next meeting.

Clerk

7. PUPIL ASSESSMENT/PROGRESS

The Committee had received the percentage of pupils working within the new National Curriculum bands; the percentage of pupils in focus groups for each year group that had so far met or exceeded their target and lesson study impacts for Foundation stage, KS1 and Years 3, 4, 5 and 6.

The Deputy Head reported that learning standards meetings were held with each teacher every term. She went on to explain that some pupils had already exceeded their target; in these cases an aspirational curriculum target was then set. It was noted that some pupils would not achieve their target, so a more achievable one was then set.

A Governor commented that the Year 6 writing and maths data was a concern, especially with SATS the following week. The Deputy Head pointed that this was historical data as it had been produced in February; she reported though that Year 6 had made considerable progress since the production of this data. However, she pointed out that Years 1 and 5 were causing the most concern at the current time.

The Committee commented that the addition of an 'on track' column would be useful in the data sheet.

A Governor queried the reduction in the percentage of children working significantly above age related expectations for reading in Year 1; a reduction from 17.8% in the second half of the Autumn term to 2.2% in the first half of the Spring term. The Head teacher explained that the new assessment in reading had been challenging for staff. He identified that staff were working hard to

assess accurately but were struggling to move pupils forward until pupils demonstrated securely that objectives had been demonstrated on a variety of occasions. Due to the lack of a nationally compiled set of assessed examples, schools are having to create these themselves. He identified that the Tiptree and Stanway Consortium would be creating its own exemplification materials from September. In addition to this, there was a significant level of SEN need in Year 1 as well as the level of attainment of the non SEN pupils being significantly below when that cohort was at the end of Foundation stage. It was noted that Year 1 had a significant level of support - 6 adults in the class on a daily basis.

A Governor challenged the type of data that was being presented to Governors and commented that it would be useful to know the numbers on track for 2 levels progress, especially for Year 6 and also for the groups such as SEN, EAL, FSM and Pupil Premium children. He went on to comment that the data was not a fair reflection of where the children were and reiterated the need for Governors to see the differences between the boys and girls and the different groups at school. The Head teacher explained that the data was meaningless until progress could be measured on a term by term basis; the data regarding the groups was in the provision map tracking system at school. He went on to report that assessment profiles were being looked at by the Consortium.

A Governor asked the school about the expectations in relation to Year 6. The Head teacher reported that all of the cohort was on track to meet their target and expected progress and some pupils were expected to achieve a level 6.

A Governor commented that the timing of the Committee meetings was crucial in order for Governors to receive up to date data.

A Governor went on to point out that the Committee, from the data set presented, did not know the quality of the standards in school in order for issues to be identified and for Governors to ask questions about how these issues would be addressed.

The Head teacher undertook to circulate to Governors current data for Years 2 and 6 and data for the groups at school. **Head**

The Head teacher reported that in relation to EYFS, the school was working with two outstanding schools to compare provision and undertake joint moderations. The Head teacher went on to report that the school had found that it was being harsher in its assessments.

The Committee was informed that the school would be receiving an external moderation of EYFS and KS2. The Deputy Head reported that she had undertaken an exercise with the team and had been pleased with the evidence; the school felt secure in its judgements.

A Governor commented that it would be beneficial for a Governor visit to be undertaken on the moderation days and for them to be involved in the follow up meeting.

It was noted that the school expected the children to be above average at the end of EYFS this year. **The Committee was pleased to note** that the maths results for Year 2 were looking very positive.

8. ADMISSIONS 2015-16

The Head teacher reported that 44 out of the 45 available places had been filled for EYFS in September. It was noted that the procedure for the acceptance of a place was becoming more rigorous.

9. SIP

The Head teacher undertook to circulate to Governors the impact of the initiatives for lower and upper KS2.

The Committee noted that the school had purchased the 'Rising Stars' assessment system for maths. In literacy, the reading results were being analysed and the impact of the reading interventions; the school had a suite of resources to assess reading.

The Head teacher reported that reading was a big focus at school; more money had been spent on resources for use in guided reading and the school was resourcing the topics that the children were studying.

A Governor reported that for guided reading the focus had been to cover objectives from the new curriculum; more money had been spent on the library to introduce more genres. The school was keen to track what children were reading outside of school.

10. SAFEGUARDING AND CHILD PROTECTION

The Committee reviewed the new Child Protection Policy and **recommended** it for approval at the next FGB.

11. GOVERNOR VISITS

The Chair reported that she had circulated further information in relation to Governor Visits including a visit form for Governors to complete. It was **agreed** that this should be discussed further at the next FGB including the purpose of Governor monitoring and visits.

Clerk

12. STAFF MONITORING REPORTS

The Committee had received monitoring reports in relation to maths and French. An RE monitoring report would be circulated to Governors.

Head

It was noted that a maths monitoring report would be produced on a termly basis. The Head teacher explained that the SLT reviewed the maths books when they undertook lesson observations.

The Head teacher explained that staff had undertaken monitoring in the past but had not looked at specific areas; the monitoring had now become more specific with a model for implementation. He went on to explain that previously the school had no accountability regarding the levels of responsibility for the middle leaders; the SLT was now looking at the accountability structure through the weekly team meetings. Miss Mackey reported that as a senior leader she did receive release time for her senior leadership work.

13. **POLICY REVIEW**

The Committee reviewed the Pastoral Care Policy and **recommended** it for approval at the next FGB meeting.

14. **ANY OTHER URGENT BUSINESS**

School website:-

It was brought to the Committee’s attention that the school website was not statutorily compliant and some documents were difficult to find. The Chair reported that she was looking at redesigning the website and undertook to review the statutory requirements for it as part of this.

MEETING CLOSED 6.05PM

Chairman.....

Date.....

Summary of Decisions taken (not part of the minutes)

Minute		Action	Completed
5	Current attendance data to be circulated.	Head	
6	Update from Community Learning Team to next meeting.	Clerk to note for agenda	
7	Head teacher to circulate to Governors current data for Years 2 and 6 and data for the groups at school.	Head	14.5.15
11	Gov visits to be discussed further at the next FGB.	Clerk to note for agenda	
12	RE monitoring report to be circulated to Governors.	Head	
14	School website compliance to be reviewed.	Chair	