



**MINUTES OF A MEETING OF THE CURRICULUM AND PUPIL RELATED
MATTERS COMMITTEE HELD ON WEDNESDAY, 15TH NOVEMBER 2017,
COMMENCING AT 4.00PM**

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	
	* Mr M Moriarty	Head teacher	

* indicates attendance

Also in attendance: Mrs M Cox – Clerk to Governors
Mrs C Walker – Deputy Head

In the absence of the Chairman, Mr Eastbrook chaired the meeting.

Action

1. **APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Ms Canning, Mrs Riley, Revd Renshaw and 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 14th June 2017 were agreed as a correct record and signed by the Chairman. There were no matters arising.

5. SCHOOL DATA

The Committee received and noted the Autumn 1 data for Years 1 to 6. The Deputy Head reported that Learning Standards meetings had been held and data discussed with the Head teacher/Deputy Head. Assessment conversion grids had been used to track progress from starting points. The Deputy Head reported that, although staff are aware of those children working at ARE, the identification of progress had been included as a priority in the SDP. All teachers had been given a maths data target as part of their PMR.

The Deputy Head explained that children had been identified for swift interventions which were very targeted and delivered by the HLTA.

Year 1

It was noted that the swift interventions in class are designed to move children from age related to greater depth. The school is aiming for 18% of the cohort to be working above expectation by the end of the year. **A Governor commented that the percentage of children 'working at' looked positive.** The Deputy Head reported that the phonics target is for 84.4% to achieve the expected standard.

Year 2

The Deputy Head reported that greater depth is a focus and interventions had been changed to address the number of children working above expectation. It was noted that there were children who had been identified as being able to achieve age related but are not currently working at that level.

Year 3

The Deputy Head reported a similar focus for this year group as for that in Year 2. It was noted that one LSA would be working solely with Year 3 and 4 children concentrating on age related and greater depth. The intervention focus changed half termly. **A Governor queried how successful last half term's interventions had been.** The Deputy Head explained that the impact had been varied – there had been less impact for the Pupil Premium children but the interventions had impacted for the age related children; however, there had been no focus on greater depth.

The Head teacher reported that the impact of the interventions will be reviewed again in December.

Year 4

It was noted that swift interventions include greater depth reading, and age related writing and maths. The 'writing toolkit' is being trialled.

Years 5 and 6

The positive data was noted. The Deputy Head reported that the school was looking to cascade the maths mastery training to all staff in January.

Pupil Premium

The Deputy Head reported that previously this group had not been specifically targeted by the school. This half term the Pupil Premium LSA had worked with individuals or groups.

The Deputy Head explained that there is a group of Pupil Premium children who are currently above age related in all subjects - the school is therefore looking at different provision for them as they do not need boosting.

6. CURRICULUM

Update from the teams

The Community Learning Team minutes were noted. The Deputy Head reported that the Year 6 Community Challenge had been launched and 14 children had signed up to it. As part of the challenge the children will be asked to create a news journal, attend a first aid course, take part in an outdoor challenge, volunteer in the community and research a local person or place of interest. A celebration assembly will be held on completion of the challenge.

Enrichment of the curriculum

The Deputy Head explained that the school was offering a variety of clubs to engage the children and taking part in activities/events that are of value to the children and enrich the curriculum. **A Governor commented that this was positive for the school.**

SDP

The SDP had been shared with all staff. All Subject Leaders were in place with action plans for each subject. Staff will be asked to provide evidence to Subject Leaders to ensure age related matched the National Curriculum. From January, the school will plan from the Target Tracker statements for the Foundation subjects, as planning had previously not matched Target Tracker.

A Governor asked whether Subject Leaders will keep a monitoring record. The Deputy Head explained that all Subject Leaders have subject folders and this information is also stored on the school's system.

The Committee had received and noted a chronology for maths. **A Governor asked about the maths progress.** The Deputy Head explained that resourcing is an issue – there had been a quick shift to the White Rose scheme for maths and staff needed further training on this.

The Head teacher reported that £900 would be spent on maths resources against a budgeted amount of £1,000. These resources will be shared by the triplets. It was noted that, although some staff training had been completed, those on job shares were not always able to be present – further training would be completed on the January inset day. It was noted that staff meetings will be reviewed to try and include all staff.

The Deputy Head reported that maths mastery is currently a ‘choice’ but that it should be available for all abilities. The evidence of maths mastery in books required review.

The Head teacher reported that he is the maths lead but that there needed to be a shift in the culture of how maths is taught from January.

SIAMS

It was noted that the school’s Diocesan Advisor will be visiting the school in December. The Deputy Head reported that staff meetings next term will be SIAMS focused as the school expected a SIAMS inspection in the summer term.

The Head teacher reported that he had visited another school with the RE Leader – that school had received an outstanding SIAMS. The school’s RE curriculum and chronology will be important going forward. On the Wednesday worship, the school will be trying to follow what happens on a Sunday in church. The Head teacher explained that it is the intention for RE to permeate through the school all of the time. The school’s Worship Council had evaluated worship at school and fed back to staff.

It was noted that both the School Council and Worship Council had had a positive impact in school. It was **agreed** that they feed back to the Committee at its next meeting.

7. MONITORING

The Deputy Head reported that lesson observations had been undertaken in September; the focus had been on books, English, RE, PSHE and whether the Marking and Presentation Policies were being followed to ensure that the children were editing and improving their learning. In Science and Foundation subjects, the SLT had looked at lesson pitch.

The Deputy Head reported that, overall, presentation in books is improving, although there remained some issues with children scribbling out their work rather than putting a line through any errors, and some issues with staff identifying this. Expectation needed to remain high.

The Head teacher reported that he had undertaken a book scrutiny during a recent staff meeting. The Deputy Head went on to report that learning

objectives had been RAG rated in all subjects, the quantity of work seen in books was sufficient, and although marking was good it also needed to move the learning forward.

The Head teacher reported that the school's SEP had been into school twice – she had monitored the books in Years 2 and 6 and had reviewed maths. It was noted that the school is not providing the children with enough opportunities for reasoning.

The Head teacher reported that there had been a discrepancy between the maths books in the Year 6 classes – the teachers are now planning together to ensure the books look similar. **In response to a question by a Governor**, the Deputy Head explained why the Year 6 teachers had not previously been planning together. The Deputy Head reported that from a recent book scrutiny, explanation and reasoning was evident in the books of both Year 6 classes.

The Head teacher reported that there had been a similar discrepancy with the Year 2 books but that this was being addressed.

It was noted that the SEP had commented on how well the NQT was doing.

Governor monitoring -

Governor monitoring reports for phonics and maths had been received and noted. The Chairman reported that a monitoring session with a National Leader of Governance may be arranged for Governors.

8. POLICY REVIEW

The following Policies were reviewed:-

- a. Attendance
- b. Curriculum
- c. Geography
- d. History
- e. Maths
- f. MFL
- g. Music
- h. Education of Children in Care

In relation to the Attendance Policy, it was **agreed** to clarify that leave would be authorised in exceptional circumstances and that this was at the Head teacher's discretion. The Deputy Head reported that 10 consecutive sessions had to be missed before the school considered the case and referred to ECC. It was noted that some families took their children out of school for 20 sessions and that this is an annual problem.

The Policies above were **approved**.

9. OFSTED QUESTIONS

a. *What is your judgement on the outcomes for pupils?*

A Governor explained that outcomes had improved and the data evidenced this. Interventions are varied. There is confidence that the school is doing the right things and moving in the right direction.' A Governor commented that 'outcomes needed to be higher but acknowledged that the school had put in place strategies to address the issues identified.'

In response to a question by a Governor about SEN progress, the Deputy Head explained that SEN progress is improving and that the school has the context for those pupils not making expected or accelerated progress. The Head teacher explained that some of the SEN pupils at school have high levels of need.

b. *How have Governors satisfied themselves about the quality and consistency of assessment?*

A Governor commented that the school is assessing the pupils every half term but asked how Governors knew this was robust enough. The Head teacher explained that monitoring had been set up across the Consortium and that last year the school had been externally moderated and the assessments verified as accurate, with one slight adjustment in Year 6. The Deputy Head reported that learning standards meetings, interventions and PMR targets are all linked, very specific and data driven.

c. *How effective is teaching and how do we know?*

A Governor commented that teaching is being monitored by the SLT through lesson observations and Subject Leader observations. Book scrutinies are being undertaken. If teaching was poor at school, the data would reflect this. The Head teacher confirmed that Governors are aware of the issue in Year 2 and that there needed to be consistency across the school. He explained that an Appendix had been included in the Pay Policy setting out the expectations for each pay grade in order to make teachers more accountable.

10. ANY OTHER URGENT BUSINESS

Mrs Lomer reported that she had been approached by some parents regarding volunteering in school and whether it was appropriate for parents that volunteered to join the children on the playground at lunch and break. The Deputy Head explained that this would not be appropriate as it was important to retain a separation of duties and to ensure safeguarding procedures were followed at all times.

11. **DATE OF NEXT MEETING**

9th March 2018 4pm.

At the rise of the meeting, the Head teacher provided Governors with some training on monitoring.

MEETING CLOSED 5.10PM

Chairman.....

Date.....

Summary of decisions taken (not part of the minutes)

Minute		Action	Completed
6	School Council and Worship Council be asked to feed back to the Committee at its next meeting.	Head/Deputy Head	