



**MINUTES OF A MEETING OF THE CURRICULUM AND PUPIL RELATED  
MATTERS COMMITTEE HELD ON WEDNESDAY, 16<sup>TH</sup> NOVEMBER 2016,  
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 G Malcolm	Head teacher	

\* indicates attendance

Also in attendance: Mrs M Cox – Clerk to Governors  
Mr D Bome – Head teacher, Copford Primary

At the start of the meeting Mr Bome introduced himself to the Committee and explained that, due to the Head teacher currently being on sick leave, he would be coming into school for 2 days a week as an Advisory Head. He went on to explain that he had undertaken a brief review of the school over the last 2 days and highlighted to Governors the areas that needed addressing as a priority. These were circulated and discussed in further detail.  
*Mr Bome left the meeting at 4.20pm.*

**Action**

**1. APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Mr Malcolm.

**3. 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 15<sup>th</sup> June 2016 were agreed as a correct record and signed by the Chairman. There were no matters arising.

#### 4. SCHOOL DATA

The target summaries data for Years 1 to 6 was circulated. It was noted that the national expectation was for 65% of children to reach ARE. Ms Canning commented that the predictions at school had previously been set too high.

In relation to Year 1, it was noted that 61.9% were expected to reach ARE in reading, 64.3% in writing and 71.4% in maths. Governors noted that the reading and writing AREs were currently expected to be below the floor standard - Ms Canning explained that the school was addressing this and had strategies in place to improve the ARE percentages.

**The Committee commented on the Year 5 predictions** in that 54.5% were expected to reach ARE in writing, 54.5% in maths and 68.2% in reading and **expressed concern over this when Year 5 had traditionally been a stronger cohort.** The Committee had a detailed discussion about the low predictions – further analysis would be required to understand the reasons behind this issue.

Year 6 were showing below floor standard in reading with 61.5% expected to reach ARE. However, in writing 86.1% were expected to reach ARE and 71.8% in maths.

**A Governor commented that realistic predictions were required and details of how much progress the children should make between now and the SATS.**

**A Governor asked whether the school held Pupil Progress meetings.** Ms Canning explained that Learning and Standards meetings were held to look in more detail at those children not expected to achieve ARE and that ARE targets formed part of the teacher's PMR objectives. Teaching staff did not meet with the Head teacher to review all the children in each cohort.

**A Governor queried whether the school used Target Tracker to identify strengths and weaknesses.** Ms Canning explained that the school used Target Tracker fully.

**A Governor commented that there needed to be consistency on how teachers used Target Tracker and acknowledged that some staff had previously been asked to move targets unrealistically.**

The Committee had a discussion about the SEN register and why there were so many children on it. Ms Canning explained that there were children in the 'initial concern' group who did not meet the SEN criteria but remained behind their peers – the reasons for this required further review. Ms Canning explained that the school already had a large number of interventions in place.

## Action

The EYFS predictions were circulated. The Committee noted that this was a strong cohort with a predicted GLD of 75%. It was noted that the EYFS Governor had been into Early Years to undertake two monitoring visits.

**A Governor asked about the phonics data as the school had shown a downward trend over the last three years.** Ms Canning undertook to send Governors the phonics data.

Ms Canning

## 5. CURRICULUM

### SIP

It was noted that Mr Bome would be reviewing the current document in order to create a more simplified version.

### Community Learning Team

The Committee noted the following update:-

- The Team had looked at encouraging parents to bring their children in to use the library at the end of the school day.
- The school was keen to continue to try to publish articles in the Tribune.
- A display had been put up in Tiptree library.
- The Helping Hands day had been a success.
- A mosaic of the school logo would be erected outside Early Years.
- Displays of children's work would be put up in the Head teacher's office.
- The quiz night had raised £505.
- Year 6 had taken part in the Rotary Club Youth Speak competition.
- The children's Christmas card designs had been entered into Priti Patel's competition.

### Teaching and Learning Team

The Committee noted the following update –

- PSHE planning was being undertaken so that the whole school was on the same schedule.
- The Policy schedule would be reviewed.

Chairman/  
Ms Canning

## 6. WEBSITE UPDATE

The Committee had previously received an update on website compliance from Mr Bome and noted that the website would require review. The Chairman reported that a 'cloud' was in the process of being set up via One Drive.

7. **MONITORING**

The Committee discussed the issues raised in a Governor monitoring report on health and safety – these would be raised at the FPP Committee.

8. **POLICY REVIEW**

The following Policies were reviewed:-

- a. Collective Worship
- b. Assessment
- c. Able, Gifted and Talented

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

9. **ANY OTHER URGENT BUSINESS**

There was none.

10. **DATE OF NEXT MEETING**

8<sup>th</sup> February 2017.

MEETING CLOSED 5.40PM

Chairman.....

Date.....

Summary of Decisions taken (not part of the minutes)

Minute		Action	Completed
4	Phonics data to be sent to Governors.	Ms Canning	
5	Policy schedule to be reviewed.	Chairman/ Ms Canning	