

Nanpean Community Primary School



Minutes

Curriculum Committee Meeting

Tuesday 11th June, 2019

Clerk to Curriculum Committee - Linda Cackett

Typed: 13.06.2019

Approved for circulation: 17.06.2019

Curriculum Committee Circulation List:

Mr M Nicholls - Headteacher

Mrs L Watts – Foundation

Miss C Morton – Staff

Mr B Marsh – Parent – Committee Chair

Governor Services, Local Authority – for information

School Office – copy for information



CURRICULUM COMMITTEE MEETING MINUTES

School:	Nanpean CP School
Quorum:	3 (Minimum – 3 Committee Members)
Committee Chair:	Mr Brett Marsh
Clerk:	Mrs Linda Cackett
Date of meeting:	Tuesday 11th June, 2019 at 4.30 pm
Venue:	Nanpean School – Melbur Classroom

Attendance:

Name:	Governor	Associate Member	Other (please state)	Present/ Apologies/ Absent
Mr Matt Nicholls - Headteacher	Yes			P
Mr Brett Marsh – Parent – Committee Chair	Yes			P
Miss Clare Morton – Staff	Yes			P
Mrs Lee Watts – Co-opted	Yes			Ap
Mrs Jen Jago – Year 6 Teacher			Teacher	P – in part
Mrs Linda Cackett	No		Clerk	P

1.0	<p><u>Science Presentation – Mrs Jago</u></p> <p>Mrs Jago gave an informative Science presentation to the committee, governors were given iPads with information on to refer to. She explained how science is delivered across the school. The school has started to come away from the topic planning Inspire and creating its own topics. Marks are assigned to the different objectives, the forms that have been produced were explained in detail and the way in which they are used as a type of transition form. The system is in its trial stages and will be reviewed at the end of term. For Science the pupil either meets or does not meet the criteria, this is line with the way things are done in the school. The Committee Chair was pleased with the system, the Headteacher clarified that there are not subject leader files, he has put something in place and in two weeks' time things have been put in place for subject leaders to have more responsibility of their subjects. Mrs Jago explained that once people see that what is required is reasonable there won't be any issues.</p> <p>Mrs Jago explained the self-assessment app, once the staff are happy, they will move forward to progression. She has made links with other primary schools Science Leads; most people are in the same position. The Committee Chair asked if the links were informal, Mrs Jago explained she has worked with them for over 4 years. The Headteacher explained that there will be links between the school and Pondhu, Mrs Jago added that it has been very positive working with Pondhu, sharing resources and having Mrs Tregellas as School Improvement Partner works very well. It was agreed that the school is well ahead of the game in Science. This year has been about assessment and next year it will be planning and ensuring the objectives are met. The Committee Chair asked if pupils will be mapped on an individual basis, this was confirmed to be the case. The Headteacher asked how can this be replicated to benefit other subjects. Mrs Jago replied that the expectation will now be for other subject leaders to look into Assessment and have more responsibility for</p>	
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	<p>Curriculum coverage in their subjects. The Headteacher explained that this will also hold subject leaders to account. The committee Chair liked this idea.</p> <p><i>5.05 pm – Mrs Jago was thanked by the Headteacher for her hard work in Science this year and left the meeting.</i></p>	
2.0	<p><u>Apologies and consideration of consent for absence</u></p> <p>Apologies were received, considered and accepted from:</p> <ul style="list-style-type: none"> • Mrs Watts – work emergency to deal with. 	
3.0	<p><u>An opportunity to declare any additional business or pecuniary interest/s</u></p> <p>None.</p>	
4.0	<p><u>Minutes of previous committee meeting – Tuesday 26th February, 2019</u></p>	
4.1	<p><u>Approval</u></p> <p>The minutes were circulated prior to the meeting. They were APPROVED as a true and accurate record of the meeting subject to the sentence in Item 1.0 – There has been an audit of skills of the Teaching Assistants and subsequently cross-year group interventions have been removed. 'Removed' to be changed to 'implemented.' Also in Item 5.2 Every member of staff in the school 'has' rather than 'have' high expectations.</p>	
4.2	<p><u>Matters Arising – not already on the agenda</u></p>	
4.2.1	<p><u>Item 5.1 – English Policy</u></p> <p>The grammar has been checked throughout the policy.</p>	
4.2.2	<p><u>Item 5.2 – Handwriting Policy</u></p> <p>The Headteacher confirmed that a consistent approach in homework is undertaken across the whole school, a new policy has been produced.</p>	
4.2.3	<p><u>Item 5.3 – E-Safety Policy</u></p> <p>The policy's header and date had been amended on the policy.</p>	
5.0	<p><u>Policies Review and Update</u></p>	
5.1	<p><u>Assessment and Feedback Policy</u></p> <p>The Headteacher explained the changes in the policy, how marking is explained in detail in the policy is really important plus the non-negotiables. He felt it was a very clear policy for staff to follow, he wished to thank Miss Morton for her work on the policy. The Committee Chair asked about the NFER tests and whether teachers could teach to the test, the Headteacher did not think that teachers would do this they have the whole picture in mind. The tests are nationalised standards, they adjust their scores accordingly. It was agreed that anything</p>	



	<p>mass produced required the school to be assured on the teacher's integrity. The NFER tests give accurate assessment and allows pupils to experience the 'test' climate/atmosphere/process. Data is scrutinised throughout the school and any issues would be found, NFER are constantly updating their tests and resources. The school likes the fact that the scores are standardised nationally.</p> <p>The Committee Chair asked about the R&R sessions and whether it was three sessions a week, the Headteacher explained that it is the teacher's professional judgement. It is effective in every class but the level varies. The Headteacher added that he would like to purchase etymological dictionaries. The policy was circulated prior to the meeting, it was reviewed and APPROVED for adoption.</p>	
5.2	<p><u>Behaviour and Discipline Policy</u></p> <p>The policy is very clear, the school has high standards of behaviour expected at all times but there are some slight adjustments made when appropriate. The Headteacher explained that the three rules cover a multitude of things. The school is going to have a Citizenship Award to replace the Lunchtime Reward and in September a Sports Star of the Week Award will be introduced. The Headteacher reported that there had been no behaviour incidents in the school since he has been at Nanpean. Several members of staff are 'Team Teach' trained. The policy was circulated prior to the meeting, it was reviewed and APPROVED for adoption.</p>	
5.3	<p><u>Behaviour Agreement</u></p> <p>The Behaviour Agreement was circulated prior to the meeting, it was reviewed and APPROVED for adoption.</p>	
5.4	<p><u>Early Years Foundation Stage Policy</u></p> <p>The policy was circulated prior to the meeting, only two amendments have been made with regard to Tapestry. The Headteacher liked the policy and added that it will be updated next year when there are changes in EYFS. The Committee Chair asked if writing started straight away, it was explained that pencil grip assessments take place early and is monitored through English monitoring. Home visits and pre-school visits are undertaken for all pupils joining not just the ones from Nippers. The Committee Chair asked if there was an opportunity for Nippers staff to visit the school to see how pupils have settled in and whether further support is needed. The Headteacher confirmed that they will be in September. The policy was circulated prior to the meeting, it was reviewed and APPROVED for adoption.</p>	
5.5	<p><u>Homework Policy</u></p> <p>The Headteacher explained that you will never have a policy that all parents are happy with, the policy now focuses on the basic skills. There is the expectation for children to read five times a week and to learn their times tables and spellings. The Committee Chair thought pattern learning of times tables is changing, Miss Morton explained that the school is in line with the Year 4 Times Tables test and will change throughout the school. He expressed his concern that worksheets are constantly used and that he didn't see evidence of creative</p>	



	<p>homework. Miss Morton explained that topics are updated on the website and class pages are updated regularly. The Headteacher added that next year there are changes planned, the school is using different ways to communicate with parents. The Headteacher felt that social media is one of the best ways to communicate with parents and showcase the school. The Headteacher added that once the policy is in place there will be more consistency and will be a relentless focus on basic skills and links to the ethos of the school. The Headteacher firmly believes that the policy will have a positive impact. The Committee Chair asked whether there will be feedback to pupils, the Headteacher explained that there will only be in Year 6. The type of homework being set will not require feedback. The Committee Chair asked whether the spellings and times tables will be learnt parrot fashion, had the school not moved on. Miss Morton explained that there are different ways are used to ensure challenge and learning, the school is trying to become paperless so will add more information on the website. The spelling games will be shared with parents in September, times tables games will also be shared with parents. The policy was circulated prior to the meeting, it was reviewed and APPROVED for adoption.</p>																																														
6.0	<p><u>Attendance</u></p> <p>The attendance summary information was reported at the meeting, 5 of 7 classes were above the 96% figure and the other two classes were extremely close with 95.89% and 95.62%, the Headteacher reported that:</p> <p>Whole School Attendance to date: 96.45 % (162 on roll); last meeting 96.15 % (162 on roll).</p> <table><tr><td></td><td></td><td><u>26.02.2019</u></td><td><u>16.05.2019</u></td><td></td></tr><tr><td>Rosemellyn</td><td>Year 6</td><td>97.40 %</td><td>95.89 %</td><td></td></tr><tr><td>Drinnick</td><td>Year 5</td><td>95.65 %</td><td>96.22 %</td><td>Improved</td></tr><tr><td>Melbur</td><td>Year 4</td><td>97.07 %</td><td>96.30 %</td><td></td></tr><tr><td>Karslake</td><td>Year 3</td><td>97.21 %</td><td>96.22 %</td><td></td></tr><tr><td>Prosper</td><td>Year 2</td><td>98.75 %</td><td>97.05 %</td><td></td></tr><tr><td>Hendra</td><td>Year 1</td><td>98.55 %</td><td>97.35 %</td><td></td></tr><tr><td>Eden</td><td>Reception</td><td>96.84 %</td><td>95.62 %</td><td></td></tr><tr><td>Whole School</td><td></td><td>97.46 %</td><td>96.45 %</td><td></td></tr></table> <p>The Headteacher reported that authorised absence is decreasing, unauthorised absence has risen, which is good as evidences the not authorising absences. The schools action plan is to continually make parents aware of this. Persistent absence has decreased from 25 pupils to 13 at the same point as last year. Only 6 children are persistent absentees, which is below the SIP target of 10.</p> <p>The school has started to include pupil premium figures on reports and during our monthly meeting as part of the SLA with Caroline Hunt (Brannel). To the end of April, the PP Attendance was 95.33% and non PP attendance was 96.45%. 5 of 7 classes have lower rates of PP attendance when compared to non PP attendance. Action/Plan/Next Step in to include an incentive (money) for PP children to attend school. The Headteacher explained that if a pupil has above 96% attendance in a term the school will introduce that they can have £10 to spend in school, two terms £25, all three terms would allow parents £50 to spend on school related things, when parents see this happening more parents might</p>			<u>26.02.2019</u>	<u>16.05.2019</u>		Rosemellyn	Year 6	97.40 %	95.89 %		Drinnick	Year 5	95.65 %	96.22 %	Improved	Melbur	Year 4	97.07 %	96.30 %		Karslake	Year 3	97.21 %	96.22 %		Prosper	Year 2	98.75 %	97.05 %		Hendra	Year 1	98.55 %	97.35 %		Eden	Reception	96.84 %	95.62 %		Whole School		97.46 %	96.45 %		
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	sign up who would be entitled to pupil premium. The Committee Chair asked if there was anything that could be completed by the school to ensure applications are made. The Headteacher explained all new EYFS parents will be asked to complete pupil premium forms on home visits, and the plan with monetary gain linked to attendance will hopefully see more parents completing pupil premium forms.	
7.0	<p><u>Data</u></p> <p>A data report was circulated prior to the meeting, it was further noted that:</p> <ul style="list-style-type: none"> • Data is now more precise and accurate, thanks once again to Miss Morton. • Girls are outperforming boys in most classes, apart from Year 5 (Drinnick) and 6 (Rosemellyn). • Due to interventions, there are now no whole school significant trends related to comparison of PP and non PP children. • A summary of trends has been incorporated in the document, no significant trends for pupil premium and non-pupil premium pupils. • SEND pupils will always be lower than non-SEND pupils, there are occasional exceptions. • There are several things being done to improve data, reading increased and more focused interventions. • The Headteacher would love to have two teaching assistants in Year 6 to push pupils, unfortunately the budget will not allow this. • The Committee Chair asked about the big gap for boys in writing as it is particularly low and what the school was doing to address this. Miss Morton explained that it was the national picture and the school tries to engage interest with them, it is always going to be a battle to engage boys, it is about introducing other opportunities for them. 	
8.0	<p><u>Pupil Premium</u></p> <p>The Pupil Premium Report was circulated prior to the meeting, it was further noted that:</p> <ul style="list-style-type: none"> • No change since the last meeting. • A new pupil premium reporting form will be introduced next year by Local Authority. • More children likely to be able to receive PP funding, so for transition to EYFS, forms will be taken to complete on home visits. • The Committee Chair asked about the impact of the yoga in Year 6. The Headteacher reported that some had not taken it seriously however it was not sanctioned to be continued. The Headteacher would not refuse for another cohort in the future, the impact had not been as good as it could have been due to inappropriate behaviour during yoga. 	
9.0	<p><u>Primary Sports Funding</u></p> <p>The Primary Sports Report was circulated prior to the meeting, it was further noted that:</p> <ul style="list-style-type: none"> • No change since the last meeting. 	



	<ul style="list-style-type: none"> There is a more detailed explanation and summary of expenditure in the reports, thanks to MT who has now been asked to lead Healthy Schools as this links with his PE role. Most of the funding will be spent again on Sports TA/Coach. There is also a need for some kits and plans to continue subsidising the Go Active 'Holiday' Clubs as these have been all well received. Planned future expenditure: in Headteacher's role with YST (HTA), supplementing Go Active (holiday club), and providing a 'fun day/half day' for each class (June/July as a fun reward to end the school year) and teambuilding activities (September/October to begin new school year) based around 'alternative sporting provision'. This will be Kevin Spriggs, and the money will come from the SCITT money the receives for hosting a student this term. 	
10.0	<u>Committee Chair's Report</u>	
10.1	<u>Ricoh Photocopier Contract</u> The Headteacher reported that he has secured a new five year contract which will equate to just under £4,000 rather than the £6,000 budgeted for. The Committee APPROVED the change of the contract.	
10.2	<u>(Old) Drinnick New Chairs/Tables</u> The Headteacher explained that the tables and chairs in the classroom need to be replaced to ensure pupils are comfortable in the classroom and have the best learning opportunity. It will cost £768.80 which the Headteacher wishes approved for the wellbeing of staff and pupils. The current furniture is quirky but not suitable, it is hoped that they can be sold as they take up a lot of space. Some are currently stored under a tarpaulin so others could be added. It was agreed that if they were distracting and not good for behaviour that they are not conducive to learning. Unless the school can get income from their sale then they will have to be put in storage. The Committee APPROVED the purchase of the new chairs and tables at £768.80.	
10.3	<u>Impact of Meeting</u> The Committee Chair really liked the monitoring of all subjects and the improvements in attendance and behaviour. The Headteacher feels that attendance, behaviour and teaching and learning is strong in the school, data is what lets the school down.	
11.0	<u>Date for next Curriculum Committee meetings</u> <ul style="list-style-type: none"> Tuesday 29th October, 2019 at 4.30 pm Tuesday 25th February, 2020 at 4.30 pm Tuesday 9th June, 2020 at 4.30 pm <p>The meeting closed at 6.19 pm.</p>	



These Minutes were passed as true and accurate at the Curriculum Committee Meeting on Tuesday 29th October, 2019.

Signed: **Committee Chair**
Mr Brett Marsh

Dated: **Tuesday 29th October, 2019**