

Nanpean Community Primary School Curriculum Committee Meeting

Thursday 25th June 2015 at 4.30pm

Part 1 Minutes

Present:

Andy Edmonds (Chair) (AE)

Carly Marsden (CM)

Kate Tibbles (KT)

Not Present:

Lee Watts (LW)

KEY:

Red, Bold and Underlined: Governor Challenges

Green and Bold: Response to Challenge

Purple and in Italics: Decisions made by Governors

Also Present:

Kerry Dash (Clerk)

1.	<p><u>Apologies;</u></p> <p>Apologies were given by LW who was unable to attend the meeting. These were accepted by the Committee.</p>	
2.	<p><u>Declaration of Pecuniary Interests/ Conflicts of Interest;</u></p> <p>No new declarations were made. Governors were reminded that a new, more in depth Declaration of Pecuniary/ Business Interest form had been provided to all Governors by the Clerk in the most recent Full Governing Board Meeting.</p>	
3.	<p><u>Minutes from previous meeting;</u></p> <p>The minutes from the previous Curriculum Committee Meeting were proposed to be an accurate account of the meeting and they were signed accordingly.</p>	
4.	<p><u>Matters arising from the previous meeting;</u></p> <ul style="list-style-type: none"> ➤ It was confirmed to Governors that the school currently receives Pupil Premium Plus funding for children identified as looked after children. ➤ Following Governor suggestions, information provided to parents has now been divided into a Prospectus, which is primarily pictorial and will be designed to positively market the school, and a Parent Handbook, which provides parents of children in the school with all the information that they would require. ➤ Governors were informed of the Admission numbers for September 2015. 27 children have been allocated a place in Reception at Nanpean School. Governors were made aware that the PAN for the September 2015 intake is 30 places. ➤ Governors were informed that the website monitoring to date has been quite basic. The Clerk has circulated a useful website audit tool based on a traffic light system. This will be used for future monitoring of the school's website. 	

	<ul style="list-style-type: none"> ➤ Governors were informed that the leadership team are currently reviewing a number of different systems used to more effectively assess children without using levels. A variety of systems are being explored: Classroom Monitor, SPTO, SIMS Assessment, Learning Ladders and a tracking system designed by an independent consultant. Consideration will be made to the systems used by other local schools, including Brannel School to help ensure continuity in assessment. ➤ The school is working towards getting parents more engaged in learning. A number of open events have been planned and Family Learning will be introduced in the next academic year. ➤ Governors were informed that the school was considering implementing Learning Mentors at some point next academic year. ➤ It was reported that parental attendance at the monthly Parents' Forum is declining. This could be positively construed, as the Forums are an opportunity for parents to have direct contact with the Head teacher to suggest improvements or discuss general concerns. A lack of attendance implies that parents do not have any concerns that need to be addressed. ➤ 'Celebration of Learning' open events have been set for next academic year to give parents the opportunity to review their child's work prior to Parents Evening. Governors also suggested that parents be given the opportunity to email questions or aspects of their child's education that they would particularly like to discuss during Parents Evening in advance. Governors agreed that this could be beneficial as the teacher would have chance to better prepare for difficult questions and the parents would get more out of the meeting. <p><u>Governors asked whether there was an increase in email communication from parents and how such emails are responded to.</u> <u>It was confirmed that some Parents use email to communicate with the Head teacher, which are generally replied to by email if appropriate. Governors suggested that a telephone call or response by letter would be more appropriate to replying by email. This was agreed to as it encourages a more thought out response and prevents a number of emails going back and forth.</u></p>	
5.	<p><u>Mission Statement Review;</u></p> <p>Governors were informed that the current Mission Statement was long and difficult to recall. It was recommended that the school develop a Mission Statement that sums up the ethos of the school in fewer words. <i>Governors agreed to this but suggested that all Governors and staff have input in the development of the Mission Statement. It was decided that the Mission Statement review take place during the 'end of year review' meeting that all staff and Governors will be attending.</i></p>	Head teacher
6.	<p><u>SEND Update;</u></p> <p>The school's Local Offer was circulated ahead of the meeting for review by the Committee. Once approved by the Committee, the Local Offer will be uploaded to the school website.</p>	

	<p>Governor's attention was drawn to the following aspects of the Local Offer in particular:</p> <ul style="list-style-type: none"> ➤ Although the school is only in the initial stages of implementing the Achievement for All scheme, it has been included in the Local Offer because it will be relevant in September 2015 and the Local Offer links closely to Achievement for All, with a focus on children who are vulnerable to underachievement. <p><u>Governors challenged how often the Local Offer will be reviewed.</u> It was confirmed that the Local Offer will be reviewed annually. The next review will be in October 2015, when the new SENCo will take over responsibility for maintaining our Local Offer.</p> <ul style="list-style-type: none"> ➤ Our Local Offer lists all services we use, rather than a few of the services used most frequently to provide a more complete overview. <p>Governors were informed that if a child is currently on a Statement, they have to be reported using the terminology appropriate to Statements, rather than EHCPs, until their Statement is transferred to an EHCP.</p> <p><u>Governors challenged when Statements have to be transferred to EHCPs.</u> Governors were informed that there is a timetable in place for transferring Statements to EHCPs. All statements must be transferred by 2017.</p> <p><u>Governors challenged whether the school could transfer all Statements over at the same time.</u> It is believed that all schools must adhere to the timetable, but this will be checked.</p>	Head teacher
7.	<p><u>Pupil Premium Update:</u></p> <p>It was confirmed that Governors had received the Pupil Premium Policy for this year alongside the Expected Expenditure Report. Governors were informed that these documents have incorporated actual end of KS1 data and predicted end of KS2 attainment data. Governors were made aware of the following points in particular:</p> <ul style="list-style-type: none"> ➤ In Year 6, the number of children achieving L4+ in reading is exceeding national expectations. This includes Free School Meal (FSM) children and children with Special Educational Needs (SEN). ➤ The predicted percentage of Year 6 children achieving Level 5 is below national expectations in all aspects. This for all children in Year 6 and is not specific to FSM children. ➤ Progress figures for Year 6 children are positive. ➤ Read, Write Inc had been identified as a cause of poor writing outcomes in KS1 in 2014. This scheme was adapted this year so that it provides more opportunity for writing during KS1 literacy sessions. This has resulted in 19% of year 2 children achieving a Level 3 in writing. Governors were informed that the Head teacher is undertaking a comparison of this year's data with last year, to further analyse the effect of adapting the RWI scheme. ➤ A KS1 teacher has been doing extra intervention with children identified with the potential to reach Level 3 in the end of year assessments. This has had a positive effect on the children's learning. However, this member of staff will be teaching a class full time next 	

	year, and so alternatives are being considered to ensure that this high quality intervention is sustained.	
8.	<p><u>Achievement for All (AfA);</u></p> <p>Governor's attention was brought to the following key points of the presentation:</p> <ul style="list-style-type: none"> ➤ Jeff Davis is our AfA coach, Clare Morton (Assistant Headteacher) is our AfA Lead and Kate Tibbles is our AfA link governor. ➤ The three key areas of AfA are Aspiration, Access and Achievement. ➤ Our school is currently at Step 5 of the AfA scheme. Step 6 will take place in September 2015. ➤ Due to the high amount of intervention already in place, staff are confident about effectively implementing the AfA scheme. ➤ The scheme will officially begin in September 2015. Parents chosen to take part in the scheme will be informed in September so that they are not concerned or worried about being asked to take part over the Holidays when they may not be able to ask any questions. <p><i>KT left the meeting.</i></p>	
9.	<p><u>Rights Respecting Schools Award (RRSA);</u></p> <p>Governors were informed that this is a new initiative which has values that links to the Mid Cornwall Co-operative Learning Trust values and the protective behaviours work that the Head teacher has already been doing with the children.</p> <p>Governors were informed that this Award is being led by Sarah Morrison, who will be taking over as SENCo in September 2015.</p> <p>The Award was launched during this year's Easter Service, with the children leading an assembly to the school and parents.</p> <p>As part of the Award, an Audit needs to be undertaken. This has already been completed and is ready to submit.</p> <p>The children representing the school in working towards the Award will be visiting a local school that has already achieved the Award.</p>	
10.	<p><u>Policy Review;</u></p> <p>SEND Report/ Local Offer: <i>Approved with no amendments</i> (see section 6 SEND update).</p> <p>Pupil Premium: <i>Approved with no amendments</i> (see section 7 Pupil Premium Update).</p> <p><u>Governors challenged whether the percentage of children in intervention groups funded by Pupil Premium Funding is at least 70%.</u></p> <p><u>It was agreed that the Inclusion Governor would check this as part of their monitoring visits.</u></p> <p>Governor Written Statement: <i>Not approved</i>. Governors requested that this be put before the Full Governing Board for Approval.</p>	<p>KT</p> <p>Clerk</p>

11.	<p><u>Website Monitoring Governor;</u></p> <p>Governors were informed that LW is to continue as Website Monitoring Governor. The Website Audit Tool emailed to Governors will be used as a basis for this monitoring.</p>	LW
12.	<p><u>Governor Monitoring;</u></p> <p>It was confirmed that each Governor has an area of responsibility for monitoring based on the School Improvement Plan. Each pair of Governors meets with the Head teacher and maps dates for monitoring visits for the whole academic year. Each pair of Governors then reports back on each monitoring visit.</p> <p>Governors were informed that during the most recent CSIT monitoring visit, the Governor Monitoring reports were strong evidence of effective Governor Monitoring.</p> <p><u>Governors challenged how the Head teacher demonstrates that Governor challenges during monitoring visits are responded to.</u></p> <p><u>It was confirmed that any actions in response to Governor challenges are annotated on the reports.</u></p> <p>Governors were informed that there has been a gap in the monitoring of Achievement due to the resignation of the Governor responsible for this area of the School Improvement Plan. This will be rectified for the next academic year when Governors discuss which aspects of the School Improvement Plan they will take responsibility for.</p>	
13.	<p><u>Other Matters Deemed Necessary;</u></p> <p>No other matters were raised with the Chair prior to the meeting.</p> <p>It was suggested that this standing item on the Agenda be changed to 'Chair's Report' so that Governors will be less inclined to surprise the Chair or other Governors with a last minute request that they do not get sufficient time to consider the request. Other Governors preferred that 'Any other Matters...' be kept on the Agenda as 'Chair's Report' may discourage Governors from sharing news or information that is learnt of close to the meeting. The Clerk suggested that this is put to all Governors to determine which they would prefer as a group.</p>	
	With no other matters to discuss, the meeting closed at 5.30pm	
	<p>Signed: _____</p> <p>Dated: _____</p>	