

Nanpean Community Primary School



Minutes

Curriculum Committee Meeting

Thursday 19th November, 2015

Clerk to Curriculum Committee - Linda Cackett

Typed: 19.11.2015

Approved for circulation: 22.11.2015

Curriculum Committee Circulation List:

Mr A Edmonds – Co-opted – Committee Chair
Ms C Marsden – Headteacher
Mrs K Tibbles – Parent
Mrs L Watts – Foundation
Miss C Morton – Staff
Governor Services – for information
School Office – copy for information



CURRICULUM COMMITTEE MEETING MINUTES

School:	Nanpean CP School
Quorum:	3 (Minimum – 3 Committee Members)
Chair:	Mr Andy Edmonds
Clerk:	Mrs Linda Cackett
Date of meeting:	Thursday 19th November, 2015 at 5.00 pm
Venue:	Nanpean School – New Staff Room

Attendance:

Name:	Governor	Associate Member	Other (please state)	Present/ Apologies/ Absent
Mrs Kate Tibbles – Parent	Yes			P
Ms Carly Marsden – Headteacher	Yes			P
Mrs Lee Watts - Foundation	Yes			Ap
Mr Andy Edmonds – Co-opted – Committee Chair	Yes			P
Miss Clare Morton - Staff	Yes			P
Mrs Linda Cackett			Clerk	P

1.0	<p><u>Welcome and consideration of consent for absence</u></p> <p>The Committee Chair welcomed governors to the meeting and thanked the Headteacher for the document preparation for this meeting.</p> <p>Apologies were received, considered and accepted from:</p> <ul style="list-style-type: none"> Mrs Watts who was unwell. 	
2.0	<p><u>An opportunity to declare any additional business or pecuniary interest/s</u></p> <p>None.</p>	
3.0	<p><u>Minutes of previous committee meeting – Thursday 25th June, 2015</u></p>	
3.1	<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.</p>	
3.2	<p><u>Matters Arising – not already on the agenda</u></p>	
3.2.1	<p><u>Item 4.0 – Matters arising from the previous meeting</u></p> <p>The Headteacher confirmed that there had been 30 children allocated a place in Reception not 27.</p> <p><u>Learning Mentors</u></p> <p>The Headteacher reported that the non-teaching staff budget line should not be increased this year to implement Learning Mentors.</p>	



	<p><u>Celebration of Learning Events</u></p> <p>The first event proved very successful and will be continued each half term. The Committee Chair asked how Parents Forums were being attended. The Headteacher felt they were beneficial for the parents who attend and that she wished them to continue.</p> <p>3.2.2 <u>Item 5.0 – Mission Statement Review</u></p> <p>Nurturing Children's Passion to Succeed was agreed by our school council.</p> <p>3.2.3 <u>Item 6.0 SEND Update</u></p> <p>The school's local offer is now available on the school website.</p> <p>The Headteacher reported that transfers of Statements to EHCP's were 10 months behind at present and therefore no point in the school submitting them earlier.</p> <p>3.2.4 <u>Inclusion Governor</u></p> <p>The Headteacher reported that 70% of the pupils are pupil premium in the intervention groups and this will be taken into consideration by the Inclusion Governor.</p> <p>3.2.5 <u>Item 11.0 – Website Monitoring Governor</u></p> <p>Mrs Watts has completed the new Website Audit Tool the Clerk had supplied and will send an electronic copy to the Headteacher.</p>	Mrs Watts
	<p>4.0 <u>Policies Review and Update</u></p> <p>4.1 <u>Behaviour and Discipline</u></p> <p>The policy was circulated prior to the meeting. It was reviewed and APPROVED for adoption. The Committee Chair felt it was a very positive and well written policy.</p> <p>4.2 <u>Behaviour Agreement 2015-2016</u></p> <p>The agreement was circulated prior to the meeting. It was reviewed; it has been updated and was APPROVED for adoption. The Committee Chair suggested that a governor visit could carry out visits to ensure pupils understand it. It was agreed that this would be done and was last year also.</p> <p>4.3 <u>Teaching and Learning Non-negotiables</u></p> <p>The non-negotiables document was circulated prior to the meeting. It was reviewed and APPROVED for adoption.</p>	



<p>4.4</p> <p>4.5</p> <p>4.6</p> <p>4.7</p>	<p><u>Homework Policy</u></p> <p>The policy was circulated prior to the meeting. It was reviewed and APPROVED for adoption.</p> <p>The changes were explained from last year's document; there were only minor amendments.</p> <p><u>Calculation Policy</u></p> <p>The policy was circulated prior to the meeting. It was reviewed and APPROVED for adoption. A governor asked whether parents could be given the policy as they have requested guidance. The Headteacher agreed but would run this by the Maths Lead first.</p> <p>The Committee Chair wished for a Cluster approach, discussion followed and it was agreed that it would be beneficial to have a cluster Calculation Policy.</p> <p><u>Assessment and Feedback Policy</u></p> <p>The policy was circulated prior to the meeting. It was reviewed and APPROVED for adoption. The Headteacher is confident now regarding assessment without levels and the policy ensures consistency. A condensed version has been created for supply teachers also.</p> <p>The Committee Chair asked how RnR was progressing, the Headteacher replied that at least 3 RnR sessions per week are carried out in English or Maths. Some staff incorporate it into the beginning of the lesson. Classroom Monitor has been introduced for formative and summative assessment of pupils, all teachers have iPads to facilitate this. There is training at the beginning of December to cover the analysis of the data. The Committee Chair asked how parents would be involved and whether they have access, it was confirmed that it could populate reports, the teacher has to print it out and parents cannot access it directly. It is populated by SIMS and updates automatically.</p> <p><u>English Policy</u></p> <p>The policy was circulated prior to the meeting. It was reviewed and APPROVED for adoption.</p> <p>Miss Morton, English Subject Leader, gave an informative report on English. She explained the previous rewards system for reading and how motivation was lost, so she researched how pupils could be rewarded at their own pace. Reading Karate was introduced in September and a parent reading afternoon took place. It has proved to be very successful and there is now a general buzz around reading which is excellent. It was agreed that it motivates all year groups and has had the intended affect. A parents' questionnaire will be issued shortly. The Committee Chair stressed the importance of evidencing progress; Miss Morton confirmed that data is already being collated to measure the impact. It allows teachers to track individual pupils progress and parents will be able to access how their child is</p>	<p>Headteacher</p>
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	<p>progressing by logging in online. Parents have been asked whether children can complete the 'quiz' at home; it has been agreed that this should not be done. Passwords will be changed before allowing accelerated reading to be accessed at home.</p> <p>Miss Morton and the Headteacher has visited a Plymouth School which has given them ideas of how teachers can develop their reading areas; each teacher has been given a £50 budget allocation to facilitate this. Only one classroom has limited classroom space but this will be addressed. Big Reading Weeks are also to be introduced and will incorporate parental time also.</p> <p>The Committee Chair asked if there was at PTA, the Headteacher replied that there was not at present but could be reinstated. It was agreed that opportunities to get parents involved with their child and develop their own love of reading was very important. The Committee Chair suggested 'Drop Everything and Read' events which had proved successful at Brannel. There is a blank display in the library which will be used to create a 'Teachers as readers' display.</p>	Miss Morton
4.8	<p><u>Handwriting Policy</u></p> <p>The policy was circulated prior to the meeting. It was reviewed and APPROVED for adoption. It was agreed an excellent policy and everything had been tightened up. The Committee Chair commented that the reference to left handed writers was excellent.</p> <p>'Alan Peats Exciting Sentences' has been introduced, teachers and pupils have enjoyed this and Miss Morton has developed this further, all the same learning prompt posters are displayed in each room. These will be monitored this half term.</p> <p>There has been a push on grammar also due to the new curriculum, this had proved very enlightening for all the teachers.</p> <p>Miss Morton is going on a course in January to see how our curriculum can be developed further; the Inspire curriculum had been a little restricting.</p>	Miss Morton
5.0	<p><u>Assessment without levels</u></p> <p>Covered under Item 4.0.</p>	
6.0	<p><u>English Update – Clare Morton, English Subject Leader</u></p> <p>Covered under Item 4.0.</p>	
7.0	<p><u>Pupil Premium</u></p> <p>The expenditure report for the last academic year has been circulated. It is accurately costed out and outcomes recorded, predicted expenditure is evidenced also. The Headteacher explained the two documents to the Committee, a summary of the expenditure is now given in detail and also an</p>	



	outcome section. The Committee Chair asked if there was an error on last year's funding, the Headteacher agreed to speak to the LFS Technician for confirmation and amend it.	Headteacher
8.0	<p><u>Primary Sports Funding</u></p> <p>The Headteacher reported that there is a Primary Sports Funding Policy but she had received an email from the Cornwall Sports Network indicating that a more informative breakdown was required. She found it more difficult to effectively identify the impact of the outcomes of the expenditure but has managed to do this and drew the committee's attention to key aspects of the report.</p> <p>A governor asked if Go Active was value for money. The Headteacher felt that it was. Although one or two teachers had indicated that they did not feel that they gained CPD, she felt that it was value for money as pupils were gaining varied skills through a variety of sports. It was asked if the Sports Premium would continue; the Headteacher felt it would for at least 3 years. The Committee Chair felt that the development of sport at the school was very good. The question was asked if the charge for Holiday Club covered the costs; the Headteacher confirmed that it did not but that is where the sports funding is used.</p>	
9.0	<p><u>Governor Monitoring</u></p> <p>The Headteacher reported that last week the Chair of Governors had accompanied the Headteacher during performance management observations. Two teachers agreed to the Chair observing their lessons and the feedback; she had found this very beneficial. The Chair had also monitored attendance with the Student Welfare Officer of Brannel School. Reports will be circulated prior to the forthcoming Full Governing Board meeting.</p>	
10.0	<p><u>Committee Chair's Report</u></p> <p>None.</p> <p>The Chair asked about the ongoing building works and what impact the delay was having on the school. The Headteacher replied that there was a massive impact on the school and has created a great deal of stress on staff. There is now a door which will require replacing due to overuse. Pupils have lost their independence walking around school, late arrivers have to be escorted to their classes and there are no phones in the new build. The Headteacher has circulated several emails and there are still no phones. There is a long list of 'snagging' which she constantly has to chase up, 50% of which is still outstanding. Staff have broken down emotionally as they are fed up with the constant disruption.</p> <p>The Committee expressed real concern for the welfare of the staff and pupils in the school. There have been parental complaints and an accident has happened, the school had to administer first aid. There have been some very angry parents regarding the wet paint and this week the mud across the car</p>	



	park caused a slip hazard. The Committee wished to pass on their thanks and support to the staff.	
11.0	<p><u>Dates for next Curriculum Committee meetings</u></p> <ul style="list-style-type: none"> • Thursday 25th February, 2016 at 5.00 pm • Thursday 19th May, 2016 at 5.00 pm <p>The meeting closed at 5.57 pm.</p>	

These Minutes were passed as true and accurate at the Finance and Personnel Committee Meeting on Thursday 25th February, 2016.

Signed: **Chair**
Mr Andy Edmonds

Dated: **Thursday 25th February, 2016**