

Nanpean Community Primary School



Minutes

Curriculum Committee Meeting

Tuesday 26th February, 2019

Clerk to Curriculum Committee - Linda Cackett

Typed: 27.02.2019

Approved for circulation: 12.03.2019

Curriculum Committee Circulation List:

Mr M Nicholls - Headteacher

Mr A Edmonds - Co-opted - Committee Chair

Miss D Thornhill - Parent

Mrs L Watts - Foundation

Miss C Morton - Staff

Mr B Marsh - Parent

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)
Chair:	Mr Andy Edmonds
Clerk:	Mrs Linda Cackett
Date of meeting:	Tuesday 26th February, 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 Andy Edmonds – Co-opted – Committee Chair	Yes			P
Mr Brett Marsh - Parent	Yes			P
Miss Clare Morton – Staff	Yes			P
Miss Dionne Thornhill – Parent	Yes			Ap
Mrs Lee Watts – Co-opted	Yes			Ap
Miss Sarah Morrison			SEND CO	P – in part
Mrs Linda Cackett	No		Clerk	P

1.0	<p><u>SEND Presentation – Miss Morrison</u></p> <p>Miss Morrison gave an informative SEND presentation, there are 32 pupils on the SEND Register at present (19.8%) equating to 31 SEND Support and 1 EHCP. The SEND Information Report is available on the school website and includes everything that Nanpean School has to offer. A reviewed copy will be submitted to the governors at their next Full Governing Board meeting.</p> <p>A SEMH update was given to the committee, Miss Morrison has been awarded her Postgraduate Certificate: The National Award for Special Education Needs Coordination, the committee congratulated her on her achievement. Lego Therapy and Drawing and Talking is now in place in the school. 'It is easier to build strong children than to repair broken men' - 1855 Frederick Douglass.</p> <p>4.39 pm – Mr Marsh joined the meeting.</p> <p>SEND Monitoring and Assessment is undertaken by:</p> <ul style="list-style-type: none"> • SEND 'Class Drop Ins' • SEND 'Intervention Drop Ins' • Book Monitoring • Assessment <p>The school now records children's work on Tapestry, it is being trialled on a pupil at present, it is an online learning journal which parents are also able to access. Tapestry is a programme commonly used in the EYFS but Nanpean is utilising it to show work and progress for SEND children. It will be targeted at pupils who require evidence in their learning journeys. Miss Morton confirmed that it was linked to SEND and allows measurements of small steps.</p>	
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	<p>The Support Staff PDA's are carried out termly, all the other intervention staff are also met with on a regular basis. There has been an Intervention Rethink in the school, it was explained that it was about better deployment of teaching assistants. Finding someone to cover interventions when a member of staff is absent causes an issue, therefore the imbalance has had to be addressed within the school. There has been an audit of skills of the Teaching Assistants and subsequently cross-year group interventions have been removed.</p> <p>The Headteacher added that with the interventions put in place an intervention tracker has been put in place, it is very detailed and every teaching assistant's afternoon hours are mapped out and evidenced to ensure that the school is ensuring Best Value! It took two days but has been very worthwhile, staffing for next year has already been considered. Teaching Assistants will be given a base class in the mornings only next year. A governor asked how staff slots are allocated against a provision, the Headteacher explained and confirmed that it is re-assessed every 6 weeks and provision changed if required. The committee felt that it was 'amazing' and looked forward to positive evidence.</p> <p>The Headteacher asked how Miss Morrison whether the SEND pupils get good intervention at the school. She replied that the school is genuinely an inclusive school and support is offered to all pupils and SEND pupils can clearly be evidenced as receiving good provision. The Headteacher thanked the SENDCO for her very hard work, above and beyond the SENCO role carried out in some schools.</p> <p><i>5.56 pm – Miss Morrison was thanked and left the meeting.</i></p> <p>Mr Marsh was proposed, seconded and unanimously elected as Chair of the Curriculum Committee following Mr Edmonds pending resignation as he was moving to Columbia in July.</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 • Mrs Thornhill – unwell and poorly baby 	
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 13th November, 2018</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.</p>	



4.2	<u>Matters Arising – not already on the agenda</u>	
4.2.1	<u>Item 5.3 – Attendance Policy</u> The Headteacher confirmed that the name had been changed in the third letter.	
4.2.2	<u>Item 5.4 – Home School Agreement – 2018</u> The Headteacher confirmed that the title had been changed to Home and School Agreement and Mrs Wicks' name changed. The wording had also been changed to read 'regularly' instead of 'daily'.	
4.2.3	<u>Item 9.0 – Primary Sports Funding</u> Miss Morton reported that the sports apprentice is now qualified in swimming so no further action required and will help with the school budget.	
5.0	<u>Policies Review and Update</u>	
5.1	<u>English Policy</u> The Headteacher thanked Miss Morton and Mrs Miskowicz who have provided pupils with 'youth speaks' opportunities, the school 'smashed' the other schools. The Headteacher suggested that reading is undertaken five times per week for KS1 and KS2, this was APPROVED to be changed in September. The Headteacher wanted to ensure that questions are sent home to parents for them to help their children. Miss Morton explained that the school undertakes its own Reading Challenges which she designed herself, parents now have questions to ask their children. The committee felt that a guide was important for parents. The Committee Chair asked how parents know how well their children are doing, it was confirmed that parents can login and monitor their child's progress, sadly only 10% of pupils use 'Home Connect' it was agreed that this could be promoted to parents further, parents evening and making laptops available. The Headteacher is keen to get a social media account for the school, the Committee Chair commented that it has been a great success at his school. The committee agreed that 'Facebook' would be most beneficial for the parents of the school, a link to Home Connect could be given. The policy was circulated prior to the meeting, it was reviewed and APPROVED for adoption subject to the grammar being checked throughout the policy.	Miss Morton
5.2	<u>Handwriting Policy</u> A governor asked why some letters in the scheme used in the school are break letters e.g. y,g,j (decenders). The Headteacher confirmed this had to be followed as this is the way in which the scheme directs. The policy was circulated prior to the meeting, it was reviewed and APPROVED for adoption.	



	<p>A governor asked why there were inconsistencies in the amount of homework set, he felt that English was not set every week for example. The Headteacher confirmed that there should be some English and Maths set on a weekly basis and he would ensure that a consistent approach is undertaken throughout the school.</p> <p>Miss Morton was thanked by the Headteacher for her work on the policy, the Headteacher was proud of the books across the school and clearly there has been a clear impact! This has been evidenced when moderation has taken place with other schools. Every member of staff in the school have high expectations.</p>	Headteacher																																													
5.3	<p><u>E-Safety Policy</u></p> <p>The policy was circulated prior to the meeting, it was reviewed and APPROVED for adoption subject to deleting the name in the header of the policy and the date on the policy.</p>	Headteacher																																													
6.0	<p><u>Attendance</u></p> <p>The attendance summary report was circulated prior to the meeting, the Headteacher reported:</p> <p>Whole School Attendance to date: 96.15 % (162 on roll); last meeting 97.46 % (160 on roll).</p> <table><tr><td></td><td></td><td><u>25.02.2019</u></td><td><u>18.05.2018</u></td><td></td></tr><tr><td>Rosemellyn</td><td>Year 6</td><td>95.49 %</td><td>97.40 %</td><td></td></tr><tr><td>Drinnick</td><td>Year 5</td><td>95.92 %</td><td>95.65 %</td><td>Improvement</td></tr><tr><td>Melbur</td><td>Year 4</td><td>96.25 %</td><td>97.07 %</td><td></td></tr><tr><td>Karslake</td><td>Year 3</td><td>95.81 %</td><td>97.21 %</td><td></td></tr><tr><td>Prosper</td><td>Year 2</td><td>96.83 %</td><td>98.75 %</td><td></td></tr><tr><td>Hendra</td><td>Year 1</td><td>96.98 %</td><td>98.55 %</td><td></td></tr><tr><td>Eden</td><td>Reception</td><td>95.33 %</td><td>96.84 %</td><td></td></tr><tr><td>Whole School</td><td></td><td>96.15 %</td><td>97.46 %</td><td></td></tr></table> <p>Attendance has improved throughout the whole school, this time last year the whole school attendance was 95.26%, therefore there has been an improvement. The Headteacher reported that 15 children are classed as persistent absence (below 90%). This includes recently enrolled children into Year 1 (who should have been in Year 2). However, since receiving a letter from the Headteacher, they have had no further absence and their attendance has improved from 50% to 75.8%. Of these 15 children, 2 have ongoing medical concerns, 2 children (siblings) left the school and came back to the school but some of this is listed as unauthorised absence. A further 8 of these children have had unauthorised family holidays in this academic year. There four classes who failed the whole school attendance target of 96%, but only just below 96%. The Headteacher is passionate about attendance and checks it on a daily basis.</p> <p>Specific reasons for affecting the attendance were discussed and approved.</p>			<u>25.02.2019</u>	<u>18.05.2018</u>		Rosemellyn	Year 6	95.49 %	97.40 %		Drinnick	Year 5	95.92 %	95.65 %	Improvement	Melbur	Year 4	96.25 %	97.07 %		Karslake	Year 3	95.81 %	97.21 %		Prosper	Year 2	96.83 %	98.75 %		Hendra	Year 1	96.98 %	98.55 %		Eden	Reception	95.33 %	96.84 %		Whole School		96.15 %	97.46 %		
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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"> • Whole school data is more accurate. • SEND % are always lower than non-SEND pupils. They are on the register for specific learning need. • Data and Progress Meetings take place with teachers on a termly basis. • Intervention with the Year 6 pupils will take place but needed to have taken place sooner for impact, however teachers are now more aware but when pupils get used to the test and format then results will improve. <p>The Committee Chair asked where the Headteacher felt Year 6 would end up, the Headteacher replied that they won't be at National Standard but will be higher than reported at the meeting. A governor asked for the inclusion of targets in the data, the Headteacher replied that he would for Year 6 and 2 but explained his concern for having numerical targets. The Committee Chair asked if data would make the school vulnerable, the Headteacher agreed that it does but interventions are in place and it about ensuring progress levels are met either zero or positive. The Headteacher confirmed that progress and attainment is the ultimate aim.</p> <ul style="list-style-type: none"> • A governor asked if rigour should be introduced sooner in the school for SATs, this was agreed. It was agreed that the challenge is the schools competing with each other. 	
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"> • A very detailed report. • Cornwall Council are now producing a more detailed breakdown/report in the future which the school will utilise. • Miss Morrison does an excellent job with Pupil Premium pupils. 	
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"> • Matt Tonkin was thanked for his informative report and detailed explanation and impact. • The Sports Coach will undergo further training in the future, will become more class based will ensure more understanding of behaviour management. • Year 6 class have undertaken Yoga classes. • The planned future expenditure is £1000 for investment in resources for outdoor resources. • The Headteacher is an Ambassador for the Youth Sports Trust and the school will join them. • One new kit, for free, has been secured by sponsorship by a parent for the school. The Headteacher feels that teams need to look smart and valued. • A Kidditch (Quidditch) taster day for whole school. 	



	<ul style="list-style-type: none"> The Headteacher would like to facilitate Go Active providing pupils with alternative experiences during the holidays. He is looking into providing either in June or July a fun half day for each class to participate in some of the alternative experiences and team building with Go Active. A governor asked whether the school had approached universities etc for, the Headteacher replied that he had not as yet. A governor felt £1000 was cheap for a climbing wall, was agreed that it would be more in the region of £3000. It was asked whether the £720 membership to the MCSN was value, the Headteacher explained why he was not wishing to pay again next year. The Headteacher has approached Brannel School regarding sports coaching and this is going ahead. After discussion it was agreed that the more schools that are approached to more possibilities might be available. 	
10.0	<u>Committee Chair's Report</u>	
10.1	<u>Breakfast Bagels</u> <p>The Headteacher reported that it had been very well received, every pupil receives one, completely paid for by the Sugar Tax. He reported that picnic benches are also going to be purchased following a successful bid as well as new water bottles. The committee was pleased with the positive bidding results. The Headteacher once again wished to record his thanks to Miss Morton and Miss Morrison.</p> <p>The Headteacher formally thanked Mr Edmonds for his time as a governor, everyone was sad that he was leaving and wished him all the very best in his new adventure in Columbia.</p>	
11.0	<u>Date for next Curriculum Committee meeting</u> <ul style="list-style-type: none"> Tuesday 4th June, 2019 at 4.30 pm (Science Presentation) <p>The meeting closed at 5.55 pm.</p>	

These Minutes were passed as true and accurate at the Curriculum Committee Meeting on Tuesday 4th June.

Signed: **Committee Chair**
Mr Brett Marsh

Dated: **Tuesday 4th June, 2018**