

# Nanpean Community Primary School



## Minutes

### Curriculum and Standards Committee Meeting

**Tuesday 18<sup>th</sup> May, 2021**

**Curriculum and Standards Committee Circulation List:**

Mr M Nicholls, Headteacher  
Mr R Green, Co-opted Governor  
Mr I Dowlen, Co-opted Governor  
Miss B Hancock, Vice Chair, Parent Governor  
Mr B Marsh, Parent Governor

**Clerk to Curriculum and Standards Committee – Linda Cackett**

Typed: 18.05.2021

Approved for circulation: 19.05.2021



## **CURRICULUM AND STANDARDS COMMITTEE MEETING MINUTES**

<b>School:</b>	<b>Nanpean School</b>
<b>Quorum:</b>	<b>3 - (6 Governors in Committee)</b>
<b>Committee Chair:</b>	<b>To be appointed</b>
<b>Clerk:</b>	<b>Mrs Linda Cackett</b>
<b>Date of meeting:</b>	<b>Tuesday 18<sup>th</sup> May, 2021 at 4.30 pm</b>
<b>Venue:</b>	<b>Virtual meeting facilitated by Zoom online platform</b>

### **Attendance:**

<b>Name:</b>	<b>Governor</b>	<b>Other (please state)</b>	<b>Present/ Apologies/ Absent</b>
Mr Matt Nicholls – Headteacher	<b>Yes</b>		<b>P</b>
Mr Roger Green – Co-opted Governor	<b>Yes</b>		<b>P</b>
Mr Innes Dowlen – Co-opted Governor	<b>Yes</b>		<b>Ap</b>
Mr Brett Marsh, Parent Governor	<b>Yes</b>		<b>A</b>
Miss Bex Hancock – Vice Chair – Parent Governor	<b>Yes</b>		<b>P</b>
Miss Clare Morton – Assistant Headteacher, Staff Governor	<b>Yes</b>		<b>Ap</b>
Mrs Linda Cackett – Independent Clerk	<b>No</b>	Clerk	<b>P</b>

<b>1.0</b>	<p><b><u>Presentation – The Power of Reading English Scheme to be used from September, 2021</u></b></p> <p>It was agreed that the presentation be moved to the next Full Governors Meeting as only three governors were in attendance for this committee meeting.</p>	Clerk – Next FGB Agenda
<b>2.0</b>	<p><b><u>Apologies and consideration of consent for absence</u></b></p> <p>Apologies were received, considered, and accepted from:</p> <ul style="list-style-type: none"> <li>• Mr Innes – family commitments</li> <li>• Miss Morton – resigned as staff governor today</li> </ul> <p>It was noted that Mr Marsh was not in attendance and apologies had not been sent to the Clerk. It was agreed by the committee that governors should be reminded that apologies should be given direct to the Clerk to ensure that the meeting is quorate. It would then allow the Clerk to reschedule the meeting if possible. The Full Governing Board had reinstated the committees as governors felt that they were the way forward, but the Clerk emphasised the importance of good attendance as poor attendance was the reason, they were previously disbanded.</p>	Clerk
<b>3.0</b>	<p><b><u>An opportunity to declare any additional business or pecuniary interest/s</u></b></p> <p>None.</p>	
<b>4.0</b>	<p><b><u>Appointment of Committee Chair</u></b></p> <p>It was agreed that perhaps Mr Marsh would like to become the Committee Chair and that the Headteacher should approach him after the meeting. The</p>	Clerk – Next committee agenda



	appointment will be an agenda item for the next meeting unless it could be agreed at the next Board meeting.	
<b>5.0</b>	<p><b><u>Policies and documents relevant to committee – review and update</u></b></p> <ul style="list-style-type: none"> <li>• <b>Assessment and Feedback Policy – May 2021</b></li> <li>• <b>Behaviour and Discipline Policy and Behaviour Agreement</b></li> <li>• <b>Calculation Policy and Calculation Policy Guidance</b></li> <li>• <b>eSafety Policy 2021/2022</b></li> <li>• <b>Mental Health and Wellbeing Policy</b></li> <li>• <b>SEN Information Report – May 2021</b></li> </ul> <p>All policies and paperwork were circulated prior to the meeting.</p>	
<b>5.1</b>	<p><b>Assessment and Feedback Policy – May 2021</b></p> <p>The Headteacher explained that the aim of the policy is not for staff to be writing lots of feedback, concise and positive feedback is the required approach, also the number of stickers has been reduced. A governor asked whether he would see the evidence of the symbols in the books, and whether all staff are consistent in their approach, he also asked whether children make progress using this policy? The Headteacher replied that the orange comments have been promoted to allow children to respond to either in the lesson or at the start of the next lesson and responded in blue. There is evidence that children are progressing. It was asked what happens if a teacher loses their orange pen, the Headteacher replied that there is plenty of stock available.</p>	
<b>5.2</b>	<p><b>Behaviour and Discipline Policy and Behaviour Agreement</b></p> <p>The Headteacher ensures that inconsistencies are dealt with as appropriate. Behaviour is good in the school and this was recently confirmed by Mr Lees recent monitoring visit. A governor asked the parent governor whether her perception as a parent was that the policy works, she confirmed that her child is always happy in school and that she felt the policy does work.</p>	
<b>5.3</b>	<p><b>Calculation Policy and Calculation Policy Guidance</b></p> <p>The Headteacher explained the White Rose system used in school. It is a national programme and is proven to obtain results. A governor asked whether the parents see the policy and guidance and asked whether the information is also available on the school website. The Headteacher confirmed that the current version is on the website, if this version is approved from today's committee meeting, then it will replace the existing one on the website. Parents are informed of policies and guidance; the calculation policy is important. The committee agreed that reminders should be sent regularly to parents not annually to ensure they are updated on guidance on a regular basis.</p>	
<b>5.4</b>	<p><b>eSafety Policy 2021/2022</b></p> <p>The policy has taken more prevalence this year due to the encouragement of home learning. A company visits for two afternoons each year regarding</p>	



<p><b>5.5</b></p>	<p>e-safety and the school also subscribes to a monthly online eSafety Newsletter for parents at a very reasonable cost to the school of £50.00.</p> <p><b>Mental Health and Wellbeing Policy</b></p> <p>The Headteacher reported that he has taken on the role of Designated Mental Health Lead in the school. He reported that he has attended initial sessions and he was encouraged to get a policy formulated, he hopes that now he is attending CPD sessions he will be able to report back to governors and keep them updated. A governor commented that the policy was very good, the well being test was excellent, the section at the end of the policy on staff was very good also. <b>A governor asked whether there was a School Council, the Headteacher confirmed that there was,</b> the governor suggested that some of the things in the policy could be undertaken by the student council to obtain evidence. For example, a tally of how many children are smiling at lunchtime, or question pupils on how they feel about Covid. The governor suggested that some governors could meet with the student council when allowed. Mr Green and Miss Hancock agreed that they would like to visit when allowed and engage with the School Council</p> <p><b>5.6 SEN Information Report – May 2021</b></p> <p>The Headteacher wished to record thanks to Miss Morrison for her very informative report. A Covid Caveat box is to be added to the report.</p> <p>The school has a very positive SEN profile in the community, the governor felt that it was a very informative report. It was agreed that some activities were curtailed during Covid, but the school addressed this by making phone calls, making more frequent phone calls when required. The school has carried out a wonderful response during Covid and this needs to be recorded and evidenced. The communications given to parents was superb, the school was more proactive at Christmas than the government. The committee felt that a special thank you should be given to Miss Morrison in the report for her work during Covid.</p> <p>All policies and documentation were circulated prior to the meeting. The policies and SEN Information Report were reviewed, proposed, and seconded and unanimously <b>APPROVED</b> for adoption by the Committee.</p>	
<p><b>6.0</b></p>	<p><b><u>Attendance Summary</u></b></p> <p>The Attendance Summary was circulated prior to the meeting. It was further noted that:</p> <ul style="list-style-type: none"> <li>• Attendance is 97.45% at present which is excellent, even the majority of persistent absentees are due to medical reasons.</li> <li>• Even a pupil who has undergone major surgery is only 90%.</li> <li>• A reduced timetable for one pupil does affect the attendance figures unfortunately.</li> <li>• No real significant trends throughout the whole document, there are 2 travellers, but both have attendance above 90%.</li> </ul>	



	<ul style="list-style-type: none"> <li>A governor commented that with high attendance it evidences that children are happy in school, he congratulated the Headteacher on how well he knows the pupils.</li> <li>He asked whether with %'s could numbers be shown. The Headteacher agreed to investigate and report back.</li> <li>He asked whether the persistent absentees could be identified as having medical reasons. The Headteacher replied that 3 of the 8 had medical reasons for non-attendance. Other reasons included family reasons, with 2 children on the list slightly below 90% but their attendance had been impacted by the death of a parent. One child classed as PA had also only been with the school for 4 days but had missed the final day of her first week having caught a sickness bug. They returned the following week and have had no further absence.</li> </ul>	
7.0	<p><b><u>Autumn Term Data</u></b></p> <p>The Autumn Term data was circulated prior to the meeting, it was further noted that:</p> <ul style="list-style-type: none"> <li>The Spring Term data has just been completed and is currently being collated and reviewed.</li> <li>The data was self-explanatory.</li> </ul>	
8.0	<p><b><u>Covid Recovery Funding in relation to the Curriculum</u></b></p> <p>The Headteacher reported that the document is on the school website. In the Autumn Term the funding was used for interventions and leadership time for Miss Morrison. This term it is being spent to support areas where catch up is required. A governor congratulated the Headteacher for the effective use of the funding. £80 per pupil was clearly not a large amount of funding.</p>	
9.0	<p><b><u>Committee Chair's Report</u></b></p> <p>The Headteacher reported that recovery funding is being spent and is evidencing that children are catching up. Children are resilient, it is just that some will take longer than others.</p> <p>Attendance is excellent at the school, even in a normal year it is over 96%. Mr Lees was very impressed with everything undertaken at the school during his last monitoring visit and is encouraging the Headteacher to go back to the full curriculum which the committee felt was a huge compliment.</p>	
10.0	<p><b><u>Dates for next Health and Safety Committee meetings</u></b></p> <ul style="list-style-type: none"> <li>Tuesday 12<sup>th</sup> October, 2021</li> <li>Tuesday 8<sup>th</sup> February, 2022</li> <li>Tuesday 10<sup>th</sup> May, 2022</li> </ul> <p>The meeting closed at 5.38 pm.</p>	



These Minutes were passed as true and accurate at the Premises, Health and Safety Committee Meeting on Tuesday 12<sup>th</sup> October, 2021.

Signed: ..... **Committee Chair**  
**TBC**

Dated: **Tuesday 12<sup>th</sup> October, 2021**