

NANPEAN COMMUNITY PRIMARY SCHOOL
Part 1 Minutes of a Curriculum Meeting
Held on Thursday 27th November 2014 at 5.30pm

Present:
Michael Barritt (CHAIR)(MB)
Carly Marsden (CM)
Kate Tibbles (KT)

Not Present:
Andrea Howard (AH)
Lee Watts (LW)
Jeff Davies (JD)

Also Present:
Kerry Dash – Clerk

		Action
1.	Apologies for absence Apologies were received and accepted from AH, LW and JD.	
2.	Declaration of conflicts of interest/ Pecuniary interests No new conflicts of interest were brought to the attention of the Committee.	
3.	Minutes from the last meeting held on Wednesday 18th June Minutes from the previous meeting were agreed to be an accurate representation of the meeting and were signed accordingly.	
4.	Matters arising from the Previous Minutes <ul style="list-style-type: none"> ➤ All Governor email accounts have been set up on the Office 365 system. No training on the use of Office 365 by Governors has been undertaken because it was agreed that training is not required at this stage. ➤ Governors' Admin meeting has taken place in the Autumn Term. ➤ Pupil Premium Expenditure (actual) report is now on the website. ➤ The head teacher confirmed that the school has signed up to the Gold Package Library SLA, which gives the school access to online resources. ➤ The reconstitution of the Governing Body has taken place ➤ The morning routine was changed this week so that all children come straight into their classrooms. <p><u>Governors challenged whether the change in morning routine was beneficial to the children.</u></p> <p>Governors were informed that the children had adapted to the change in morning routine well and the mornings are now much calmer and the children have extra time to do some fun learning activities.</p>	
5.	Maths report The report was circulated in the meeting. It was explained that the report summarises monitoring carried out by our Maths Subject Leader and our linked Cornwall School Improvement Team Officer in September 2014. It reports areas for development that have been tackled over the past year. Governors were informed that a Math's action plan, linking to the School Improvement Plan, has been put into place. This does not yet have any costs attached to it, but the plan has been sent to the Local Authority as part of a Maths Project we are involved in. A parent feedback form from the Times Table afternoon on 20.11.14 was handed out to Governors. It was explained that it was a very well attended event and that the school is planning to do more maths focussed events.	

	Governors were also informed that the school is looking into setting up a new reward programme as an incentive for children learning their times tables.	
6.	<p>Literacy report</p> <p>A written report was circulated in the meeting.</p> <p>Governors were informed that our linked Cornwall School Improvement Team Officer visited this week and carried out some Literacy monitoring with our English Subject Leader. The report highlights a number of strengths in the teaching of literacy.</p> <p>Some points of improvement were:</p> <ul style="list-style-type: none"> ➤ handwriting and presentation needs to be improved ➤ the children need to be given more opportunity to do extended writing ➤ children who have the potential to reach level 3 at the end of KS1 need to be identified earlier. <p>The School's literacy subject leader is currently updating the literacy action plan in line with the School Improvement Plan.</p> <p><u>Governors Challenged how the school will ensure each child has enough opportunity to do extended writing.</u></p> <p>It was explained that staff are currently discussing the best way to incorporate extended writing opportunities into literacy, particularly for KS1 children. Currently KS1 children do Read, Write Inc. every morning, which has a good impact on phonics but does not have the same impact on literacy skills in general. The scheme needs to be adapted to give children more extended writing and comprehension skills. The best way to adapt this scheme is being discussed in staff meetings.</p>	
7.	<p>Assessment without levels</p> <p>Currently, teaching staff are considering the most beneficial way of continuing assessment without levels for children other than the current year 2 and year 6 children.</p> <p>There has been no clear direction from the Local Authority or the DfE about what schools should do to ensure that children can be assessed for progression.</p> <p>Governors were informed that Nanpean School has been using a scheme provided by Rising Stars that uses regular summative testing for children to be assessed without levels and to ensure that the children are performing at the expected level. In the recent Ofsted inspection, the inspector was impressed by the school's approach to the change to assessment because all staff are aware that an alternative to assessment levels is required and have been continuously discussing the alternatives to levels and how the scheme currently used by the school is working for the school.</p> <p><u>Governors challenged whether this scheme is being used in all cluster schools.</u></p> <p>It was explained that Head teachers of cluster schools are having conversations about assessment without levels and are keen to use a similar scheme to ensure consistency when the children transfer to their secondary schools. However, following a number of conversations at staff meetings, staff at Nanpean School believes that they are using the most effective scheme for assessment without levels because the Rising Stars scheme identifies gaps in knowledge and the regular tests show progression in the form of a raw score.</p>	

8.	<p>SEND update</p> <p>Governors were emailed a letter from the School Improvement Officer for SEN, which summed up a Special Needs focussed visit to Nanpean School. The Head teacher has been advised that she shouldn't continue in the role of SENCo at the school because of the size of the role. During this visit, it was suggested that a Venn diagram be used to visually present children's needs. This will be explored, possibly using a program within SIMS to present this information.</p> <p>Governors were informed that the Head teacher has started working on the School Offer for SEN pupils. This is an extensive document that presents children's needs within the school and what the school offers those children. Governors were informed that schools no longer have a legal requirement to complete Individual Education Plans, however some form of target setting for pupils with special needs must be used. It was explained that SEN pupils with Speech and Language Therapy programmes or Intervention Trackers would do not have IEP. However, children with more complex needs will continue to have IEPs and families are encouraged to contribute towards these; a draft is presented to parents and their feedback from the draft is incorporated into the final document.</p> <p>Governors were also informed that, following changes to SEN legislation and the new SEN code of Practice, behaviour is no longer considered to be an additional need. It is now categorised under Social, Mental and Emotional Health as an outcome of another need.</p>	
9.	<p>Pupil Premium</p> <p>A Pupil Premium report was presented to all Governors in the Autumn Full Governors Meeting. There have been no amendments made to this report. Governors were asked whether they had any further questions regarding the Pupil Premium Expenditure.</p>	
10.	<p>Sports Funding</p> <p>Governors were informed that the Primary Sports Funding Policy needs to be reviewed before March 2015. The School's Sports Funding is continuing to be spent on Go active coaching, and to subsidise after school and holiday clubs. The school now charges Nanpean School children only £1 for after school clubs and £5 per holiday club day.</p> <p>This year, the Go Active Coach and Class Teacher have been leading the P.E session on alternate weeks to provide further CPD for teaching staff. The effect of this on the professional development of staff has not yet been monitored. Governors were informed that the school's Sports Funding spending is within budget. The Governor's attention was drawn to an Ofsted document concerning Sports Funding. Schools have been advised to ensure that CPD is tailored to the needs of individual teachers. The head teacher will be looking into this further.</p> <p>The document also recommended an analysis be undertaken of which children currently do not attend clubs or after school activities and specifically invite them to join in. Also, the health and welfare of the children should be taken into consideration and additional effort should be taken to involve the school nurse in supporting these children. Governors agreed that, should this approach be taken, this must be done very carefully and sensitively.</p> <p>Governors were informed that the school also has to ensure that children who are most able at sports are challenged, e.g. through competitive sports.</p>	

11.	<p>Policy Review</p> <p><u>Medical conditions policy:</u> <u>Governors challenged whether the school has an Asthma Policy in effect.</u> It was confirmed that the school nurse has provided the school with an asthma policy that has been amended to reflect the change in legislation regarding the school having an emergency inhaler. <u>Governors challenged who would monitor the implementation of policy.</u> It was confirmed that the implementation of the policy would be monitored by the inclusion Governor.</p> <p>It was agreed that the School Secretary will be responsible for ensuring paperwork relating to medical conditions is complete and kept current. The policy was approved subject to the above amendment.</p> <p><u>Behaviour and discipline policy:</u> Governors were informed that this policy will be put on the website. Governors were asked whether they felt the policy needed to be more specific with regards to making adjustments for behaviour arising out of any special educational needs. Governors agreed that being too specific would be too rigid in this policy. It was agreed that it would be appropriate to amend the policy to reflect that behaviour arising from a child's special educational needs would be considered on a case-by-case basis. The policy was approved subject to this amendment being made.</p> <p><u>Admissions policy:</u> This policy was approved.</p> <p><u>Home School Agreement:</u> The Home School Agreement was approved.</p>	Clerk
12.	<p>Governor Monitoring</p> <p>Governors who are overseeing Behaviour and safety have done monitoring, including a learning walk of the school and pupil conferencing. Their findings were summarised the feedback form. It was noted that the current wet play activities were not very good and so the school council doing a wet play box audit with a view to buying new items.</p> <p>Governors who monitor Teaching and Learning have made arrangements to come in a do monitoring.</p> <p>Governors challenged whether it was appropriate for Governors to monitor and challenge the quality of teaching in the school.</p> <p>It was explained that Governors are not monitoring the quality of teaching during their visits but they will meet with the Head teacher to formally discuss how teaching is monitored within the school. This will be made clear to staff.</p>	
13.	<p>Other Matters Deemed Necessary by the Chair person</p> <p>Governors' attention was drawn to an amended Governor structure, following the departure of one Governor. Governors were informed that the head teacher of a local secondary school has agreed to join the school's Governing Body.</p> <p>It has recently been made clear to Governors that it is not good practice to have a staff governor chair a committee meeting, due to the Chair being the model of good practice in challenging the head teacher. The new Governor has offered to Chair the Curriculum meeting and this was approved by the Committee.</p> <p>Following the addition to the Curriculum Committee, there is a surplus of Governors on the Committee. It was suggested that the Governor on more than one Committee will be asked to leave the Curriculum Committee.</p>	CM

	Governors were also informed of a vacancy that has arisen in the head teacher performance management panel. Some appropriate Governors have been suggested and will be contacted to ask if they would be able to join. It was suggested that the next Curriculum Committee meeting be held at 4.30pm. This was agreed to.	
14	With no other business to discuss, the meeting was called to a close at 6.15pm. The date of the next meeting is Thursday 5 th March 2015 at 4.30pm.	
	Signed: _____ Date: _____	