



**MINUTES OF A MEETING OF THE CURRICULUM AND PUPIL RELATED
MATTERS COMMITTEE HELD ON WEDNESDAY, 15TH JUNE 2016, COMMENCING
AT 4.00PM**

Membership:	* Mrs D Riley	Parent Governor	Chairman
	Mrs A Lomer	Parent Governor	
	* Mr S Eastbrook	Foundation DBE Governor	
	* Revd A M Renshaw	Foundation Governor	
	* Ms J Canning	Staff Governor	
	* Mrs S Spall	Co-opted Governor	
	* Mrs P Wakeling	Co-opted Governor	
	* Mr G Malcolm	Head teacher	

* indicates attendance

Also in attendance: Mrs M Cox – Clerk to Governors

Action

1. APOLOGIES FOR ABSENCE

There were no apologies for absence.

2. DECLARATION OF NEW BUSINESS INTERESTS/CONFLICTS OF INTEREST

There were no declarations of new business interests or conflicts of interest.

3. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 24th February 2016 were agreed as a correct record and signed by the Chairman.

4. MATTER ARISING FROM THE MINUTES

From the summary of decisions section in the minutes, the following update was noted (other items having been completed or finalised):

Minute 4 – it was noted that the school was including articles in the Tribune on a regular basis.

Minute 13 – the Head teacher reported that it was hoped that the staff wellbeing survey would be undertaken on the September inset days. It was noted that although the cost for using the survey had increased, the school had been able to secure the same cost as last year.

5. PUPIL PROGRESS/DATA

The progress and attainment data for Year 2 and EYFS was circulated; it was noted that more accurate data for the other year groups would be presented to the next Governing Body meeting.

The Committee was reminded that schools would be above floor if pupils made sufficient progress across all of reading, writing and maths or if more than 65% achieved the national standard in reading, writing and maths combined.

Year 2:-

For Year 2, it was noted that, based on end of year teacher assessments (results had been submitted to the LA), pupils were above floor for reading, writing and maths combined at 71%. Individually, these percentages were 75.6% working within or above ARE for reading, 75.6% for writing and 84.4% for maths. **The Committee commented** that the percentage of pupils exceeding was extremely positive.

The Head teacher reported that the Year 2 teachers had used the interim assessment framework for Year 2 to ensure that the children had met all of the criteria that was required.

The Committee noted the percentage breakdown of increased targets (additional to the standard 6 steps progress set by Target Tracker); the school had been aspirational in relation to the number of steps met. As a result, writing and reading exceeded the target but maths had missed the target by 2.7% - the school would be looking into the reason for this.

The Committee went on to note the progress breakdown for the groups. **A Governor asked** whether the difference between the girls and boys in writing and maths was a whole school issue. The Head teacher explained that this would be known once the staff in other year groups had completed their assessments. He went on to comment that the reason for the boys achieving more highly than girls in maths by 18.4% required further investigation.

It was pointed out that writing appeared to be weaker for boys in KS1 – the school would need to identify whether these trends were replicated in other years.

EYFS:-

The Head teacher reported that EYFS had low levels of GLD in 2014 and 2015 compared to Essex and nationally. However, since the implementation of further initiatives in EYFS, there was now 75% of pupils achieving a Good Level of Development – this had been confirmed at the recent EYFS moderation carried out by the school's SEC.

A Governor commented that the 2014 EYFS cohort were now the Year 2 cohort at school and had progressed well from their starting points.

The Committee noted the report by the school's SEC on her recent moderation of EYFS on 14th June. The SEC had concluded that all judgements were accurate and that EYFS was a strength of the school – she had considered EYFS to have outstanding practice. **Governors commended** the EYFS staff and asked for their thanks to be conveyed to all KS1 staff for the progress made by the children.

Trial testing:-

The Committee noted that the school had been selected to undertake the Year 6 science assessments, which had been held that day and Year 2 had been selected to trial either the reading, spelling and grammar or maths test papers for the NFER. However, **the Committee was disappointed to note** that the results would not be published or provided to the school or parents.

6. UPDATE FROM COMMUNITY LEARNING TEAM

The Committee noted the following update:-

- Three items had been included in the Tribune since February.
- 7 students were undertaking the school award in Year 6, which involved the children using their skills to benefit others.
- Diaries had been completed.
- Voluntary work had been undertaken.
- A presentation had been made to parents and LA representatives.
- Children had received basic first aid training – **a Governor praised** the children on their enthusiasm and interest in this. The Head teacher reported that the school hoped to roll this out to all of Year 6 throughout next year.
- It had been agreed that certain pages of the school log books would be copied for relevance before being sent to the Essex Record Office for storage.
- The school library was being officially opened on 22nd June.

7. SIP UPDATE

The Committee noted the SEC's visit report of 14th June - the theme of the visit had been to support the Head teacher in reviewing standards of provision in EYFS and in ascertaining the impact of the Community Partnership Project.

As previously reported in Minute 6, the report had been very positive. The Head teacher reported that a mini evaluation of the visit would be undertaken for the Committee to look at next time.

Head

The Head teacher reported that another school improvement issue related to science. He explained that a book and planning scrutiny had been carried out in each year for science – the strengths and areas for improvement had been looked at. The following science developments were noted:-

- A very successful Science Day had been held in school.
- A teacher had begun science training at the STEM centre in Nottingham.
- A science training session had been held for staff.
- The assessments using Rising Stars had been implemented.
- The school had received funding of £1,000 from Rolls Royce following a successful bid by the Science Leader – this would also entail support from Rolls Royce for the development of science for the remainder of this academic year and the start of the next.
- The school had worked with Thurstable staff and students and other partnership schools.
- The school was looking to link science with local businesses.
- The school would be accredited to run Forest School from September.

8. STAFF MONITORING REPORTS

The Head teacher reported that science monitoring had been completed and maths monitoring would be undertaken the following day.

9. WEBSITE UPDATE

The Chairman reported that the new website was very close to being launched and would be an improvement on the existing one. The school would be purchasing an extra security system for the new website. **The Committee thanked** the Chairman for her work on the new website.

10. ADMISSIONS/ATTENDANCE

The Head teacher reported that EYFS was full for September with a waiting list. He commented that the individual school tours for prospective parents had worked well.

The school roll currently stood at 305 pupils, with 10 spaces. The Head teacher provided details of a family due to start at the school but who had significant attendance issues.

11. **GOVERNOR VISITS**

The Committee noted Governor visits in relation to health and safety, science and SEN.

12. **POLICY REVIEW**

The following Policies were reviewed:-

- a. Attendance
- b. Curriculum
- c. EYFS
- d. ICT and Computing
- e. PE
- f. RE
- g. School Library
- h. SRE
- i. E-safety and Data Security

In relation to Policy i., **a Governor asked** where the school stored information online and how accessible that was. Ms Canning reported that information was stored on Integris, which only teachers and HLTAs could access. Any relevant information was shared with all staff. The Head teacher confirmed that any confidential child protection information was not included on Integris, but was referenced and then included on the pupil file.

It was noted that specific reports on pupils were stored on the school's administrative drive under special needs, which was password protected.

The Head teacher reported that a policy in relation to the use of mobile phones and tablets was being developed and would be submitted to Governors when ready. The school was also reviewing its emergency procedures policy in light of recent new information relating to 'lockdowns'.

The Collective Worship, Assessment, and Gifted and Talented Policies would be submitted to the next Committee meeting for approval.

Ms
Canning/
Clerk

The Policies a. to i. above were **approved**.

13. **ANY OTHER URGENT BUSINESS**

Academies -

The Committee had a thorough discussion on academies. The Head teacher reported that the school had entered initial discussions with another Consortium school regarding the possibility of academisation – the Diocesan view was being sought on this.

Cromer residential –

The Head teacher reported that the recent Year 6 residential trip to Cromer had been a great success and the children had received many accolades from the public and staff at the places visited. The Committee noted that the overall benefit of the trip to the children was immense.

MEETING CLOSED 5.50PM

Chairman.....

Date.....

Summary of Decisions taken (not part of the minutes)

Minute		Action	Completed
7	Mini evaluation of the SEC visit to next meeting.	Head	
12	The Collective Worship, Assessment, and Gifted and Talented Policies to be submitted to the next Committee meeting for approval.	Ms Canning/ Clerk to note for agenda	