



**MINUTES OF A MEETING OF THE CURRICULUM AND PUPIL RELATED  
MATTERS COMMITTEE HELD ON WEDNESDAY, 24<sup>TH</sup> FEBRUARY 2016,  
COMMENCING AT 4.00PM**

Membership:	* Mrs D Riley	Parent Governor	Chairman
	* 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  
Mrs C Walker – Deputy Head (for part of the meeting)  
Mr M Bishop – Parent Governor

**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 4<sup>th</sup> November 2015 were agreed as a correct record and signed by the Chairman. A matter arising is set out below.

**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 12 – the Chairman undertook to follow up on the inclusion of more articles in the Tribune.

**Chairman**

## 5. **PRESENTATION ON SCHOOL EFFECTIVENESS PLUS PROJECT (SE+)**

The Deputy Head reported that the school had been involved in the SE+ pilot project, the object of which was to determine 5 priorities that schools could improve on; this would then feed into the SIP.

As a result of the pilot the school was able to access some courses that were linked to the 5 priorities. It was noted that the school's 'pupil voice' had been determined as 'red' on the RAG rating carried out as part of the project. The Deputy Head reported that the first course had asked for the school to identify a project – St Luke's had decided to look at a more pupil led curriculum. It was noted that planned immersion sessions had been held with KS1 to determine what the children would like to learn about. The Deputy Head reported that this was working well with a high level of excitement and engagement from the children; it also tied in with British Values in relation to choices and voting.

The second course had looked at the impact of the pupil led curriculum on data and progress. It was noted that more progress had been made in writing in Year 2 from Autumn to Spring than in reading and maths; this was due to the children's engagement in the text. It was planned to roll the concept out to Years 3 and 4.

Ms Canning reported that although the school was not rolling the pupil led curriculum out to Years 5 and 6 yet, she had undertaken a mini project with her class and had asked them how they would like to learn their World War 2 topic. She reported that they had all been very engaged in the process.

The Deputy Head reported that the next steps would be to fully immerse KS2. The school had been pleased with the success of the project so far.

## 6. **PUPIL PROGRESS/DATA**

The targets were circulated for each year group setting out the percentage of children anticipated to achieve expected or above. The Head teacher reminded the Committee that the Government's floor target was for 65% of children to achieve ARE in reading, writing and maths combined (85% for individual subjects).

The Head teacher explained that expectations had increased under the new curriculum with ARE now equivalent to level 5c under the old level system. He reported that the school was rigorous in its assessment of the children.

The Steps Attainment Summary Spring 2 for Years 1 to 6 was circulated.

In Year 2, spelling had been identified as a weak area; children had to achieve every 'statement' in order to get to 'expected'.

The Head teacher reported that the majority of children were on track to reach ARE. He went on to point out that Year 6 would need to be monitored closely due to the high expectations at year end. It was noted that the school held learning standards meetings to look at those children not making progress, those who were plateauing, SEN pupils and the more able children.

Anonymised information on 'vulnerable' pupils was circulated and how the school tracked their progress. It was noted that the school had put extra provision into Year 5 due to their low levels coming out of KS1.

**7. UPDATE FROM THE TEAM**

The Deputy Head reported that the delivery of sex education for Years 5 and 6 had been discussed at the Curriculum team meeting as well as a discussion on how this would be communicated to parents. It was noted that Years 5 and 6 would be covering different units. The Sex Education Policy would be submitted to the next Curriculum Committee.

**Deputy  
Head/Clerk**

**8. SIP UPDATE**

The Head teacher reported that the SIP had focused on the SE+ project and science, as this was now a core subject. A teacher would be attending a fully funded course on teaching science; this teacher was also training as a Forest Schools teacher. The school had a baseline for what the children liked and disliked about science and would be purchasing some more science resources.

The school was working to the new curriculum for RE and worship; the Diocesan Advisor would be coming into school to revise the audit tool. It was noted that class worship was going well.

The Deputy Head reported that a small Consortium group had been set up to increase PE opportunities for the younger children. St Luke's would be hosting a dance festival with 14 other schools. It was noted that some of the Sports Premium funding had been spent on these opportunities.

In relation to music, the school was using a new programme from Essex Music Services which was going well.

**9. POLICY REVIEW**

The Deputy Head reported that she had completed the online course in relation to Child Sexual Exploitation and FGM and that she had disseminated this information to all staff. The CSE and FGM documents were circulated to Governors.

The ICT, EYFS, Attendance, Worship, Curriculum and Exclusion Policies would be submitted to the next Committee meeting for approval.

*Mrs Wakeling left the meeting at 5.15pm.*

**10. STAFF MONITORING REPORTS**

The Head teacher reported that a maths DVD and calculations booklet had been devised and that maths monitoring had been undertaken.

He went on to report that the SLT would be monitoring lesson observations this half term.

**11. WEBSITE UPDATE**

The Chairman reported that the new website was close to completion and would send out the link to the development server in order for Governors to provide feedback. She went on to explain that the new website should be easier to use, especially for the office staff.

It was noted that the proposed Governor portal on the website would take a little longer to develop.

The Committee thanked the Chairman for her work on the website.

**12. GOVERNOR VISITS**

The Committee had received a monitoring report from Mrs Riley on the Internet Safety Day in Classes 5 and 9.

It was noted that Mr Bishop and Mr Potter had undertaken a health and safety visit but had also looked at other aspects of school life.

**13. STAFF WELL BEING SURVEY**

The Head teacher reported that the school had budgeted to undertake an online staff well being survey and that this would be carried out as soon as possible.

The Head teacher went on to report that the school had looked at staff well being on a recent inset day and all teaching staff had received a presentation on mindfulness. It was noted that the school was looking at whether it could integrate mindfulness into the staff meeting process and also at group funding some mindfulness training with other local schools.

14. **ANY OTHER URGENT BUSINESS**

There was none.

15. **DATE OF NEXT MEETING**

It was noted that the next meeting would be held on 15<sup>th</sup> June 2016.

MEETING CLOSED 5.30PM

Chairman.....

Date.....

Summary of Decisions taken (not part of the minutes)

Minute		Action	Completed
4	Inclusion of articles in the Tribune to be followed up.	Chairman	
7	Sex Ed Policy to be submitted to next meeting.	Deputy Head/Clerk to note for agenda	
9	The ICT, EYFS, Attendance, Worship, Curriculum and Exclusion Policies to be submitted to the next Committee meeting for approval.	Deputy Head/Clerk to note for agenda	