



**MINUTES OF A MEETING OF THE CURRICULUM AND PUPIL RELATED  
MATTERS COMMITTEE HELD ON WEDNESDAY, 4<sup>TH</sup> NOVEMBER 2015,  
COMMENCING AT 4.00PM**

Membership:	* Mrs D Riley	Parent Governor	Chairman
	* Mr S Eastbrook	Foundation DBE 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

**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 8<sup>th</sup> May 2015 were agreed as a correct record and signed by the Chairman. There were no outstanding actions.

**4. PUPIL PROGRESS/DATA**

The Head teacher circulated the published Raise Online (ROL) report for the last academic year for both KS1 and KS2. It was noted that any areas in green indicated that results were significantly above national expectations and any areas in blue indicted results were significantly below.

KS1:-

**Governors were pleased** to note the positive KS1 results; attainment was better than national in all subjects. The school had been successful at closing the gap for disadvantaged pupils with attainment in all three subjects above national average.

KS2:-

**In response to a question by a Governor**, the Head teacher explained that the high percentage of children achieving level 6 in maths across the county could, in part, be attributed to some schools providing secondary level maths teaching to their pupils for the whole school week. Two children at St Luke's had achieved a level 6 in maths. The Head teacher commented that, with the removal of levels, the school may need to look at another form of assessment in order to capture those pupils who would previously have achieved a level 6; one way to do this could be through the World Arena tests.

In relation to the APS attainment at KS2, the school had not achieved significantly above national. The Head teacher explained that this result could have been affected by reading; 4 children had had their SATs reading papers re-marked and the Head teacher was unsure if the revised levels for those children had been incorporated into this version of ROL.

In relation to value added, it was noted that all subjects were slightly down from the previous year, with a significant blue for writing. The Head teacher reminded the Committee that last year had been challenging for Year 6 with a change in teacher and a number of specific issues affecting individual children.

The school had identified a weakness in writing and it was noted that this would be a focus for booster groups; the school would be looking at employing a second booster teacher from January for 2 days a week.

From closing the gap data, it was noted that the maths interventions had had a positive impact at school.

Pupil progress:-

The Head teacher reported that the Government had recently lowered the floor target from 85% to 65% for Year 2 and Year 6 children to achieve the expected or above standard level of progress in reading, writing and maths combined. As a result of this, the school would be revisiting the targets that it had previously set based on the 85% floor target. It was noted that teachers in all year groups would be asked to set targets for the end of the academic year.

It was noted that the school would be baseline assessing the children this half term for science in order for targets to be set.

## 5. UPDATE ON NEW CURRICULUM/ASSESSMENT

The Head teacher reported that the school was trialling the assessment of reading, writing, maths and GPS. The results of the assessments would be tracked in order to identify gaps.

The school was using Rising Stars for assessing reading and GPS and the Abacus maths scheme was being used for maths assessments. The latter was also being trialled for science assessments. For assessing writing, the school was trialling the Ros Wilson writing framework, which had been adapted to also include the aspects from the national curriculum.

In relation to GPS, Head teacher commented that the school would probably need to undertake a separate activity to ascertain if children could use the different strategies relating to GPS.

The Head teacher reported that staff had attended a writing moderation day at another school, which had been useful to share experiences and to cross moderate.

## 6. UPDATE FROM THE TEAMS

The Chairman reported that she had met with a Year 6 teacher to discuss community challenge. The Head teacher went on to report that work on this had started - some pupils had approached St Luke's Church to ask to undertake some voluntary work. It was noted that the community challenge work was similar to aspects of the Duke of Edinburgh scheme but at a lower level.

The Head teacher reported that the community learning group would meet in due course as the school was keen to continue the personalisation of its curriculum and to look at how 'community' could be included in that.

The Committee noted that another project the school was keen to be involved in was with the work of a charitable organisation that encouraged inter-generational links.

## 7. SIP UPDATE

The 2015/16 SIP was circulated; the priorities in the SIP had been identified from the School Effectiveness+ evaluation and from the whole school review.

In relation to Governor monitoring of the actions contained within the SIP, the Head teacher suggested that Governors could undertake a visit at least once a term.

It was noted that the Ofsted grade descriptors had been included for each area in the SIP.

Aspects of improvement would be reported to each meeting going forward.

The Deputy Head provided Governors with an update on the development of gymnastics at school. Last year, all children had taken part in gymnastics which had included the use of apparatus. However, the teaching of gymnastics could not be sustained at school until staff had obtained the appropriate qualification. The Deputy Head confirmed that 18 members of staff had now received the appropriate training in order to take gymnastics forward and that more staff would receive training, budget permitting.

8. **STAFF MONITORING REPORTS**

It was noted that at this point in the term, no staff monitoring reports had been completed. It was noted that staff needed to have ownership of and to be inspired by their part of the SIP; as a result the school would be using more impact statements rather than monitoring proformas to move subjects forward.

9. **WEBSITE UPDATE**

The Chairman reported that the new website was not yet 'live' due to some 'back end' issues that were in the process of being resolved.

The Chairman went on to report that there would be a Governor area on the website in order for them to access key documents.

10. **GOVERNOR VISITS**

The Committee had received a monitoring report from Mr Butcher on British Values and SMSC.

A number of other visit reports would be submitted to the next FGB.

11. **POLICY REVIEW**

It was suggested that policies due for review could be assigned to the relevant teacher/Governor the term before approval at the Committee. The Deputy Head undertook to review the policy list and assign the policies to the relevant Committee/FGB.

Deputy  
Head

The SMSC Policy was **approved** for ratification at the FGB.

The Head teacher undertook to e-mail the Exclusion of Pupils Policy, the Physical Intervention Policy, the Security Policy and the Missing Child Policy to Governors for approval at the next FGB.

Head

12. **ANY OTHER URGENT BUSINESS**

The Committee had a discussion regarding the submission of articles to the Tribune and whether more reports could be included; the Head teacher undertook to look into increasing the number of reports submitted from school.

Head

The Chairman reported that she had booked an in house training session on monitoring and evaluation for 26<sup>th</sup> January 2016.

The Head teacher reported that a parent had submitted a complaint about the school to Ofsted. He went on to provide some further details of this and explained that the school's SEC was looking into the matter.

Attendance – it was noted that the absence rate for 2014/15 had been 3.14% which was below national average.

MEETING CLOSED 5.30PM

Chairman.....

Date.....

Summary of Decisions taken (not part of the minutes)

Minute		Action	Completed
11	The Deputy Head undertook to review the policy list and assign the policies to the relevant Committee/FGB.	Deputy Head	5.11.15
	Head teacher undertook to e-mail the Exclusion of Pupils Policy, the Physical Intervention Policy, the Security Policy and the Missing Child Policy to Governors for approval at the next FGB.	Head	
12	Head teacher undertook to look into increasing the number of reports submitted from school to the Tribune.	Head	