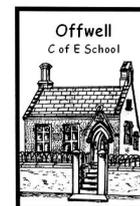


**Minutes of Curriculum & Learning Committee of Offwell C of E Primary School held on 24<sup>th</sup> January 2017**



		<b>Present:</b> Mrs Billington(AB),Mrs Hayes (CH), Mrs Murray (KM),Mr Pavey (DP), Mr C Thomas, Mr Wallace (IW) & Mrs Davey (JD) (clerk)	<b>Action By</b>	<b>Time scale</b>
<b>1</b>		<b>Apologies:</b> None received all present		
<b>2</b>		<b>Pecuniary Interest:</b> Governors were invited to declare any relevant Pecuniary Interest at that point or if it became apparent that there was one later in the meeting.		
<b>3</b>		<b>Minutes of Previous Meeting 8<sup>th</sup> December 2016 &amp; Matters arising:</b> These were accepted as an accurate record. They were signed accordingly with matters arising discussed as agenda items.		
<b>3</b>	<b>1</b>	Data discussed at the meeting on 8 <sup>th</sup> December will be presented at the FGB with a reduced conversation as it was discussed previously at the last curriculum meeting.		
<b>4</b>		<b>Headteacher's Report</b>		
<b>4</b>	<b>1</b>	The Headteacher's Report was shared at the last FGB meeting. Items discussed in depth were:		
<b>4</b>	<b>2</b>	SIP and SEF – Updated for the spring term – governors received in advance of the meeting priorities 2, 4 and 5. All priorities have been updated to reflect what governors have previously discussed and agreed. Priority 3 (Erasmus) – governors previously agreed that this priority did not require an action plan in the same way as other priorities. AB updated governors on Erasmus progress. There has been a meeting for parents. MD is now not going but AB is going in his place. AB attending will have the least impact of the children remaining in school at this late date. AB thanked CT and other staff for helping to sort arrangements back in school for the week. SEF – Governors were forwarded the evaluation of the action plans. AB has updated with comments and judgements made within governor meetings.		
<b>4</b>	<b>3</b>	Attendance – Staff reported to governors that there seemed to have been more unauthorised holidays since the court case finding in favour of the parent.		
<b>4</b>	<b>4</b>	<i>Governor question – CH – Are the Parent Council meeting and are governors receiving reports?</i> AB advised that the Parent Council have not met recently as there has not been the need but should this change then they will meet. Parent View was mentioned and to governors knowledge this has not changed recently. AB confirmed that feedback at Parents' Evenings have been positive.		
<b>4</b>	<b>5</b>	<i>CH requested a Wellbeing Team Update –</i> AB advised that this team had met today as had the Language team. The staff meeting this week will include feedback to other staff from these teams. <i>Governor question – CH – What is the link between pupil wellbeing and attainment?</i> AB advised that if a child had not got security with wellbeing then they would not be able to attain their best. CT said that he had noticed that if a child had previously had a problem with wellbeing and that had been solved their attainment improved. <i>Governor question – CH – Is it easy to judge the improvement if you have not known the child the whole way through their school life?</i> CT advised that he felt it was and we made sure we judged attainment and improvement.		

		<p>He advised that there were 5 children who have stopped accessing wellbeing support and have improve.</p> <p><i>Governor question – CH – How do you evidence this?</i></p> <p>CT advised that these children have had intervention and we track all children receiving all different forms of intervention.</p> <p>AB confirmed that 9 children are still accessing wellbeing intervention.</p>		
4	6	<p><i>Governor question – CH – Can we separate judgements between behaviour and personal development and do parents clearly understand the different judgements?</i></p> <p>AB confirmed that this was part of the teaching staff's professional role. We carry out case studies and governors can view these if they wish as they are anonymised.</p> <p><i>Governor question – CH – Which outside agencies do you use?</i></p> <p>AB confirmed we have support from Early Help for Mental Health and AB is the lead for Primary Support Partnership, Axe Valley Learning communities which co-ordinates cross-school CPD and sharing best practice for the Local Learning Community. We have also used the autism team, the educational psychology, Balloons bereavement charity and many others as and when the need arises.</p>		
4	7	<p>CH questions as noted in training feedback on Pupil Wellbeing and Pupil Premium Funding (see training reports) were responded to under appropriate agenda items. Questions regarding 'improved feedback between teachers and pupils' were also evidenced in the 19<sup>th</sup> January 2017 Monitor of Children's Work and in Headteacher's governor visits list for the second half of the spring term.</p>		
5		<b>Data</b>		
5	1	<p>CT presented a table showing Pupil Data as at the end of the autumn term 2016. This showed the percentage of children at 'emerging', 'towards independence', 'expected' and 'greater depth'. This showed where they are on track to be and where they are now. It shows what the children achieved at the end of last year.</p> <p>CT explained the table comprehensively reminding governors that children in Year 3 and Year 5 will appear that they are not achieving as they should but this is because theirs is a 2 year curriculum and are only 1 term out of 6 of the way through.</p> <p><i>Governor question – IW – Is there a concern about the reading and writing for Year 2?</i></p> <p>AB advised that they are performing as staff would expect as they are a very low ability year group and 5 of 11 of them are on the SEN register.</p> <p>CT advised that next term he will create another column showing this term's achievements which will make it clearer for governors to see that progress has been made.</p> <p><i>Governor question – CH – these are teacher assessments, how does each teacher reach decision about where the children are? How do we know this is accurate data?</i></p> <p>CH was advised that teachers attend moderation meetings with other Local Learning Community schools which gives them a benchmark. AB confirmed that she was confident that our staff are skilled in making these decisions. AB confirmed that last year staff attended 6 moderation sessions and this year they will be attending 8 sessions. AB advised that the Year 2 and Year 6 teachers are also attending training on the relevant SAT testing. CT has also supported teachers in making the decisions.</p> <p>AB and CT qualified the number of SEN included.</p> <p>CT said there was a strict criteria for each year group and it is difficult to show what is covered under 'emerging', etc</p> <p>CT reminded governors that to achieve a judgement it is all or nothing and</p>		

		<p>children cannot achieve that judgement unless you can tick all the boxes.</p> <p><i>Governor question - CH – Is there any value in showing SEND and PPG within these figures as they skew the cohort?</i></p> <p>CT advised that on this occasion he did not disaggregate these children. DP suggested that the number of children is included and CT said he will do this in the future.</p>		
5	2	<p>CT commented that he had found it very hard to show progress from this table and this is difficult because there are a different set of objectives for each 2 year groups. He advised that as time goes on and more data becomes available it will be easier to compare. CT and AB have discussed the plan to demonstrate progress, we have plans for CT and IW to meet and discuss.</p>		
5	3	<p>Governors confirmed that they were happy with data and confident it was a true reflection. Governors thanked CT on an excellent piece of work. It was confirmed that data will be included on the agenda at least once a term within the Curriculum Committee. IW asked if the teaching team had seen it and were advised that as yet they had not. Governors questioned the value of showing to all staff. CT advised that the staff will see the data and are interested in seeing how children progress from year to year and the data may highlight a particular area of concern or strength.</p>		
5	4	<p><i>Governor question – CH – How do you evidence intervention strategies, that they are working and how long they are allowed to go on before embedding?</i></p> <p>AB advised that PV has visited and talked to staff about interventions. Staff have regular meetings to discuss intervention groups and whether they are working or not or need changing.</p> <p><i>Governor question – IW – When a child has had successful intervention, what strategies are in place to monitor the child to ensure there is no slippage?</i></p> <p>AB confirmed that the teaching team within a class meet every week to discuss all children and if a child began to slip, this would be picked up then.</p> <p><i>Governor question – CH – Do you keep parents informed and involved?</i></p> <p>AB confirmed that when a child receives anything above and beyond normal teaching, parents are always involved.</p>		
6		<b>Visits - triangulation</b>		
6	1	<p>All monitors have been shared and emailed to governors as completed. JD has send a list of visits required for this term as a result of triangulation from governors.</p> <p>CH said she would like to add a visit to look at case studies and talk to TAs about the impact of wellbeing support.</p> <p>AB asked for questions or comments.</p> <p><i>CH asked for clarification of structured feedback particularly for the PP group.</i></p> <p>AB advised that teachers always respond to feedback and marking and although you will find one or two examples of where this has been missed (perhaps a child has not brought in a book at the requested time) this is unusual and would not continue with the same child for any length of time. Both governors and staff have spent a lot of time on getting feedback and response right.</p>		
6	2	<p>AB advised governors that a visit on the list for last term which didn't take place was that of a governor coming to talk to 3 children who have picked a piece of work they are proud of. This would be with AB. AB said she would like to see this visit happen this term. AB said she had enough confidence that when Ofsted come they could pick children at random providing evidence Ofsted would need.</p>		
7		<b>Governor Training</b>		
7	1	<p>CH advised she is attending data training on 8<sup>th</sup> February.</p>		
7	2	<p>CH asked for clarification of the statement that governors should be trained for</p>		

		<p>competency to ensure the rational for the chosen curriculum meets the needs and ethos of the school.</p> <p>AB clarified that this was about children being independent in their learning. She confirmed that everything we do in school is in keeping with our core values and 'aims high with Christian values'. AB said we didn't choose the curriculum but we can and do choose how to apply it.</p>		
8		<b>Policies</b>		
8	1	<p>Attendance – this policy had been distributed to governors in advance of the meeting and full discussion took place. It was agreed to readopt this policy with minor amendments.</p> <p><i>Governor question – IW – Attendance is always reported and monitored by governors but is there a mechanism for tracking children's absence over a shorter period of time?</i></p> <p>AB confirmed that we always chase absence even on the day the absence begins. The administrator and teaching staff highlight if a pattern begins to emerge. We are very aware of pupil absence.</p>		
8	2	<p>Curriculum Statement – AB advised that 3 policies are due for review and she suggested to governors that 2 of them become part of the wider Curriculum Statement rather than as a policy in its own right.</p> <p>These are:</p> <p>Environmental Education – governors agreed for it to be incorporated into the statement.</p> <p>Drug education – full discussion took place regarding this and IW expressed opinion that this should remain as a stand-alone policy. AB advised that this was drug education and not substance abuse which was still a policy in its own right. Drug education is taught within other subjects including PSHE and Science. Drug education is also provided by health professionals at Year 6 Life Skills and parents are informed of what is likely to be covered. AB suggested that she talks to staff and see if they would like the policy to be separate.</p> <p>AB has distributed an amended curriculum statement and invited comments from staff.</p>	AB	01/17
8	3	Sex and Relationships Education – AB suggested that this should still be separate from the curriculum statement. Governors agreed.		
9		<b>What has been the impact of the meeting for the children?</b>		
9	1	Review of the data has given governors a clear picture of progress.		
9	2	Governor visit programme includes governors coming in to look at wellbeing needs.		
10		<p><b>Date of next meeting:</b></p> <p>Thursday, 16<sup>th</sup> March – 5.15pm</p> <p>Thursday, 4<sup>th</sup> May – 5.15pm</p>		