

Minutes of Curriculum & Learning Committee of Offwell C of E Primary School held on 28th September 2017



		Present: Mrs Billington(AB), Mrs Murray (KM), Mr Pavey (DP), Mr Thomas (CT), Mr Wallace (IW) & Mrs Davey (JD) (clerk)	Action By	Time scale
1		Apologies: None received – all present.		
2		Pecuniary Interest: 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.		
3		Election of Chair		
3	1	Nomination received for IW. Accepted.		
4		Terms of Reference		
4	1	Membership will be amended and the Chair acknowledged. The policy list that the Committee is responsible for has been updated to reflect the Curriculum Statement replacing many curriculum policies. Governors acknowledged the potential of not meeting the quorum as Mrs Hayes is no longer an Associate member.		
5		Minutes of Previous Meeting 11th July 2017 & Matters arising: These were accepted as an accurate record. They were signed accordingly with matters arising discussed as agenda items.		
5	1	The SEND Policy on the website has had the date amended.		
6		Headteacher's Report		
6	1	The Headteacher's Report was forwarded to governors in advance of the meeting. AB updated governors on things occurring since the report was written. <ul style="list-style-type: none"> 1 child has joined year 6 on a reduced timetable after having being home educated since April 2017. He has anxiety issues finding it difficult to enter the classroom. He is spending one hour a day at school in the morning and making progress which is pleasing professionals who support his wider needs. There is a Team Around the Child meeting on 10th October. <p><i>Governor question – IW – What will be the impact on the data joining at this stage?</i> AB advised that presently it is predicted that 2 out of 13 will be disapplied meaning they will not take the tests. This will not mean they are taken out from our data. AB advised that this means that the in-house story is important as anyone looking at our data externally will have all of these children's data included.</p> <p><i>Governor question – DP – Is this a strain on staff?</i> AB advised that it is because at the moment whenever he is in school he needs a 1:1 adult. Presently there is no extra funding and we need to prove that extra money is required. He will be on roll on count day and his needs will be reviewed at the TAC meeting and whether a request for funding is necessary will be discussed. AB advised that professionals we are working with are impressed with the progress.</p> <p><i>Governor question – IW – Are there any safeguarding concerns for our other children?</i> AB confirmed that there weren't.</p>		

6	2	<p>Data</p> <p>AB advised that staff have started drawing together targets for our children – this has been done for year 5 and 6. Year 6 data is not as relevant as it will be once national data is published. Class teachers are setting high targets and have high expectations of children.</p>		
6	3	<p>Maths</p> <p><i>IW asked for an update on maths provision.</i></p> <p>AB advised that staff had undertaken professional development on the scheme whilst the rest of the school had a Zumba session. Staff have also had professional discussions sharing best practice. The books have been ordered, delivered and are now being used with all children. CT has produced a planning proforma that can be used by other staff. Initial response from the children is that they like the new books. Staff have made adaptations for children who are not yet being taught within their year group.</p> <p><i>Governor question – DP – Are you expecting the children not taught within their year group to catch up?</i></p> <p>AB advised that 2 already have and it is only planned for the short term with the plan for all children to go back into their year group other than 1 child who governors are aware of who is taught out of year group expectations.</p> <p><i>Governor question – KM – Will parents be able to see what they are doing?</i></p> <p>AB confirmed that the children will not take the books home but will be given the opportunity to see what goes on in due course.</p> <p><i>Governor question – IW – How do you unpick differentiation? How do you cope with particular stumbling blocks eg if a child just does not ‘get’ shape?</i></p> <p>CT confirmed that the scheme has the facilities to address this and help a child in this position.</p> <p><i>Governor question – IW – Is it more challenging for SEND children as the teaching is faster paced?</i></p> <p>CT advised that the scheme is based on concrete materials and children move on with necessary differentiation put in place.</p> <p>AB advised that governors need to monitor this through visits and agree who they would like to talk to. Governors acknowledged that they needed to prove it was working and represented value for money.</p> <p><i>Governor question – IW – As well as liking the books, what is the initial feedback from the children?</i></p> <p>CT advised that they like the visual and hands on approach.</p> <p>AB advised that it feels like a very positive learning environment and teaching assistants have said they like it too. The TA’s role is different with this scheme as they are expected to teach one year group whilst the teacher teaches the other.</p> <p><i>Governor question – IW- Are we asking too much of the TA staff?</i></p> <p>AB advised that she did not consider that we were. They swap groups they teach with the teacher regularly.</p>		
6	4	<p>Analyse School Performance – AB highlighted to governors that Raise Online is being replaced by ASP. This will come to the next meeting. AB advised that Ofsted have recently published a reminder that ‘outliers’ can skew data and this should be taken into account. This is particularly relevant for a school of our size with very small cohorts and high percentage of SEND.</p>		
6	5	<p>SEF/SIP 3 Year Priorities</p> <p>AB pointed out that there is a box within the SIP for long term priorities and this needs to be completed. She advised that an obvious priority would be the maths as this will not happen in one year.</p> <p>AB asked for other possible ideas – Governors suggested:</p> <p>SIAMS, Sex Education, Erasmus (what happens when the present project finishes),</p>		

		<p>Further develop leadership across the school. How do we assess SEND children as P scales are changing? Look at ensuring that children who attain greater depth or have the potential to have appropriate opportunities. AB will update and circulate to governors.</p>	AB	11/17
7		Governor visits		
7	1	<p>AB advised that governor visits requested following previous governor meetings and visits include: Maths – discussed above Scrutiny of work – could include maths Talking about children’s work – Phonics – visit to KS1 classroom and look at phonics within the wider learning environment.</p> <p>AB advised that the new curriculum teams are in their infancy and once they have met visits can be fitted in around these eg wellbeing and promoting growth mindset.</p> <p>There was some discussion based on a suggestion by IW to include parents and the wider community in monitoring visits. IW wondered whether the question (reason for the visit) could be framed in such a ways as to make these visits useful and productive. It was acknowledged that these volunteers would have to be ‘trained’ up for the purpose of the visit and understand how they must conduct themselves. AB agreed that she was happy with this in principal and feels that parents will like this as they will feel they have a greater impact within school. IW will have a conversation with PA and it was agreed to take this proposal to the FGB and talk about inviting applications for this purpose. AB will put a proposal together ready to go the FGB.</p> <p>AB suggested contacting Governor Services to see if there are other schools who carry out monitoring visits in this way. It was also suggested that a member of staff not directly involved in a particular area could also carry out a monitoring visit in this way. AB advised that the reports from parents and staff would be very different to each other and different from those written by governors.</p> <p>AB asked IW to let AB and JD know if there is anything he needs in relation to this.</p> <p>AB asked governors to think about any other visits that they think would be useful.</p> <p>It was agreed that SIAMS could be pencilled in for after Christmas although the Ethos Group will continue to feedback before this.</p>		
8		Governor Training/Update		
8	1	<p>KM advised that she would like to attend a basic course on the curriculum. JD will look into this. JD reminded KM that Better Governor would be useful for this and will forward details enabling KM to register for webinars, etc.</p> <p>CT is due to attend a Hub Briefing next week.</p> <p>IW said he feels it may be worthwhile attending a course on ASP once this is being used.</p>		
9		Policies		
9	1	<p>FSU Policy – The policy has been amended to include the 30 hour provision. This was approved by governors.</p>		

		<p>Home School Agreement – Governors were reminded that this used to be a statutory document but it is now up to governors whether the school has a HSA and in what format. After discussion it was decided that although we would no longer issue HSA annually with the school and the parents signing the agreement, it was still worthwhile for parents to see what is expected of them. It was agreed that a list of expectations will be sent to parents as soon as possible. JD will look out the old agreements and liaise with AB via email with a view to sending them out before parents’ evenings.</p>	JD	10/17
10		What have we achieved for the children?		
10	1	<ul style="list-style-type: none"> • Discussed maths provision and the improvements that are being made with the new maths scheme. • Discussed 3 year plan to take us into the future. 		
11		Date of next meeting: Thursday, 30 th November 5.15pm		