



Beetham Church of England (Aided) Primary School

Governing Body

**Minutes of a Meeting of the Curriculum and Staffing Committee,
held in Beetham Church of England (Aided) Primary School
on Monday 18th January 2016 at 5.30pm**

Present: Mrs Vivien Stirrup (Foundation Governor – Chair)
Ms Wendy Nicholas (Headteacher)
Mr John Lomax (Chair of Governors)
Mrs Kirsty Klijn (Staff Governor)
Mrs Claire Kinnear (Parent Governor)

Apologies: -

In attendance: Mrs Sally Coyle (Clerk to the Governing Body)

1. Welcome and apologies for absence	ACTION
VS welcomed everyone to the meeting.	
2. Governors’ Declaration of Interest in Agenda Items	
None declared.	
3. Notification of AOB and Confidential Items	
AOB – Staffing Review for 2016/17 (WN).	
4. Minutes of the Meeting held Monday 28 th September 2015	
The minutes were agreed as a true record of the meeting.	
5. Matters arising from the Minutes	
<p>Staff Appraisals and Tracking CPD of New and Existing Staff – VS asked WN/KK to clarify the current system for the above. WN confirmed that KK had now been allocated the responsibility of CPD officer for the school and the CPD for all staff would be linked to the School Development Plan, logged on the centralised ScholarPack system and closely monitored alongside appraisal and target setting information.</p> <ul style="list-style-type: none"> • Action:- WN/KK to update the committee at the next meeting and ensure that CK and all Teaching Assistants are included in the appraisal process 	WN/KK

<p>Tracking Pupil Progress – see agenda item 11 below.</p> <p>Cohort Sizes – VS confirmed that at a recent Ofsted training event she had raised the issue of how the school's small cohort size skewed the national data published for the school. She had been advised that inspectors would take this into account and governors needed to tell the story of the school and be aware of what was being done to support each child to maximise his/her potential.</p> <p>SATS data – CK confirmed this was now on the website. A twitter feed had also been included and was proving useful in keeping parents up to date on local and national developments in the education sector.</p> <p>School Development Plan – see agenda item 10 below.</p> <p>SIAMS Training</p> <ul style="list-style-type: none"> Action:- VS to email WN a sample copy of an RE/Assembly observation. WN to update the SEF and also include details of a recent RE lesson observation undertaken by a SIAMS trainee inspector. SC to include this on the agenda for a full Governing Body/SIP meeting early in the 2016/17 academic year <p>Policy Update – see agenda item 12 below.</p> <p>Subject Reviews – see agenda item 13 below.</p>	<p>VS/WN</p> <p>SC</p>
<p>6. Staffing Update</p>	
<p>WN updated governors on current staffing including volunteers and students, highlighting that new teacher Beverley Tattersall has had a successful first term in school.</p>	
<p>7. Staff and Headteacher Appraisals</p>	
<p>WN confirmed that all teacher appraisals had taken place and all other staff would be appraised in the near future including CK and all TA's as discussed earlier in the meeting.</p> <p>WN reported that arrangements for her own appraisal had not yet been confirmed and the committee discussed the various options available with regard to involving an external advisor.</p> <p>Action:- WN was asked by governors to report back at the following week's meeting with confirmed details and a date so that this could be endorsed by the Governing Body.</p>	<p>WN</p>
<p>8. Safer Recruitment</p>	
<p>VS confirmed she would be undertaking NSPCC Safer Recruitment online training at a cost of £30.</p> <p>She reported that she had also completed a half day Safeguarding course facilitated by the Diocese.</p> <p>Action:- VS to provide details to CK so that the central record can be updated and SC/governors to ensure CK is up to date regarding any relevant training</p>	<p>VS</p>

<i>undertaken and provide certificates where applicable.</i>	SC/ALL
9. SEN Update	
<p>WN confirmed that additional support was being given to pupils who were not predicted to meet their age related targets. Governors queried how this was being tracked and monitored and WN reported that all information was collated on a central support tracker. Governors reviewed the tracker in detail and were satisfied with the level of detail included by WN and staff.</p> <p>Action:- <i>WN was asked by governors to bring copies of the support tracker to the meeting the following week so that governors could see exactly what action was being taken by the school to help pupils.</i></p> <p>Action:- <i>In light of the additional expectations now being put on pupils, WN was asked to bring copies of the new SATs papers to the next SIP meeting for governors to review.</i></p>	<p>WN</p> <p>WN</p>
10. School Development Plan Review	
<p>WN confirmed that the plan had been reviewed at the staff INSET day. The committee reviewed the plan and were pleased that good progress was being made on the large majority of items.</p> <p>WN reported that excellent feedback had been obtained from the writing scrutiny.</p> <p>Action:- <i>WN was asked by governors to provide a detailed update on writing progress at next week's meeting. SC to include on the agenda.</i></p>	WN/SC
11. Pupil Progress and Performance Update	
<p>Governors reviewed the targets and predictions for each year group and asked that this be on the agenda for the following week's meeting.</p> <p>Action: <i>SC to include on the agenda and copies of the document to be circulated in advance of the meeting.</i></p>	SC/WN
12. Policy Update	
<p>CK reported that all up to date policies were now held in a central file and published on the website. A policy tracker had also been compiled.</p> <p>Action:- <i>CK/WN to check regarding the Data Protection Policy and the Home School Agreement. CK to allocate policies to each committee and governors to be updated at next week's meeting</i></p>	CK/WN
13. Subject Reviews	
<p>Action:- <i>AW to undertake Computing this half term; JH/VS to undertake Numeracy review next half term; CC to undertake PE review by the end of the academic year.</i></p>	AW/JH/VS/CC

14. Any Other Business	
<p>Staffing Review for 2016/17 – WN/CK reported that with 5 leaving Year 6 and a predicted intake of 10 into reception the total on roll for September was expected to be 58. More information regarding the exact reception intake would be available from Cumbria County Council shortly. The committee noted the need to review staff requirements as soon as possible and look to review Beverley Tattersall's contract if necessary.</p> <p>Action:- <i>WN to obtain input from the Finance and Resources committee and SC to include on the agenda for the next meeting</i></p>	WN/SC
15. Confidential Items	
None.	
16. Date of Next Meeting	
Monday 9 th May, 5.30pm.	

Signed: (Chair)	
Date:	