



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 26th September 2016 at 5.30pm**

Present: Mrs Vivien Stirrup (VS – Chair, Foundation Governor)
Mr John Lomax (JL - Chair of Governing Body, Foundation Governor)
Mrs Kirsty Klijn (KK - Staff Governor)
Mrs Claire Kinnear (CK - Parent Governor)
Ms Wendy Nicholas (WN - Headteacher)

Apologies: N/A

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

1. Welcome and apologies for absence	ACTION
Governors were welcomed to the meeting. All members present.	
2. Governors' Declarations of Interest in Agenda Items	
None declared.	
3. Notification of AOB and Confidential Items	
Confidential – Staffing Update (Agenda Item 8) AOB – WN's appraisal	
4. Election of Chair for 2016/17 Academic Year	
A self-nomination was received from VS and this was unanimously accepted by the committee. <i>Proposed: WN. Seconded CK.</i>	
5. Review of C&S Committee Terms of Reference	
Governors discussed the committee terms of reference and approved them subject to the following amendments:- <ul style="list-style-type: none"> • <i>Policy list to be reviewed and to include all statutory policies</i> 	

<ul style="list-style-type: none"> Teaching and Learning/Recruitment and Selection policies to be included <p>Proposed: JL. Seconded: CK</p> <p>Action:-</p> <ul style="list-style-type: none"> CK to update the TOR and forward to SC for ratification by the full Governing Body on the 4th October WN/CK to update the Home School Agreement as necessary and ask parents/carers to sign up to it on an annual basis 	<p>CK</p> <p>WN/CK</p>
<p>6. Minutes of the Meeting held Monday 9th May 2016</p>	
<p>The minutes were agreed as a true record of the meeting. <i>Proposed: JL. Seconded: CK.</i></p>	
<p>7. Matters arising from the Minutes</p>	
<p>5. CK Appraisal</p> <ul style="list-style-type: none"> Actioned <p>5. CPD Tracking</p> <ul style="list-style-type: none"> KK outlined the work undertaken to date with regard to CPD Tracking, highlighting the review of the latest DfE guidance, the links with the key priorities outlined in the SIP and the introduction of peer coaching sessions relating to improving writing skills. KK also highlighted the fact that the peer coaching sessions would be repeated later in the year so that progress could be tracked <p>Action:- <i>Governors welcomed this initiative and asked KK to ensure all activity was logged accordingly.</i></p> <p>5. Safer Recruitment Training/SCR</p> <ul style="list-style-type: none"> VS confirmed she had completed the training but would be going through the online programme again and making any necessary amendments to the policy CK also confirmed she was attending a <i>Safeguarding</i> training event on the 29th September and would be updating and simplifying school records as necessary <p>Action:-</p> <ul style="list-style-type: none"> VS to update the committee at the next meeting CK/BS to liaise with regard to carrying out a <i>safeguarding audit and implementing monthly audit checks as discussed at the 20th June SIP meeting</i> <p>5. Prevent/DBS</p> <ul style="list-style-type: none"> CK confirmed all governors had now completed Prevent training and CC's DBS check would be completed by the end of September <p>7. SEN Update</p> <ul style="list-style-type: none"> Actioned. Support Tracker reviewed at the 17th May full Governing Body meeting 	<p>KK</p> <p>VS</p> <p>CK/BS</p>

<p>9. Pupil Progress and Performance Update</p> <ul style="list-style-type: none"> Pupil progress data reviewed at the 17th May full Governing Body meeting. BS allocated the role of Pupil Premium governor <p>10. Policy Update / 11. Subject Reviews - covered in the agenda.</p>	
<p>8. Staffing Update and Clerk to Governors Vacancy/Recruitment Process</p>	
<p>Note: Staffing Update included in Confidential Minutes</p> <ul style="list-style-type: none"> Clerk to Governors Vacancy Governors discussed the need to advertise the post on the CCC website as soon as possible. SC confirmed she was happy to work until the end of term in order to facilitate a smooth handover with her replacement <p><i>Action:- SC to forward job description/person specification information to VS/WN for them to progress accordingly</i></p>	<p>WN/VS/SC</p>
<p>9. Pupil Progress and Performance Update including SATs Results (attached)</p>	
<p>Year 2 SATs - Governors reviewed the Year 2 SATs results for 2016 with the anonymised data for the cohort of 12 children. The new classifications were noted:-</p> <ul style="list-style-type: none"> WT – Working towards expected standard WA – Working at expected standard GD – Working at greater depth within the expected standard <p>Yr 2 – Governors questioned WN about the 50% of children who did not achieve the expected standard. WN confirmed that 3 were already identified as having SENs and were receiving intervention strategies, 1 child was being monitored for Literacy concerns and 2 narrowly missed the WA criteria</p> <p>Other questions included:-</p> <p><u>Q</u> – Were the SPAG scores included in the table shown ? <u>A</u> – No, due to the paper being leaked in advance. Scores were aggregated across Maths, Reading and Writing. Science was teacher assessed</p> <p><u>Q</u> – Was the SEN support tracker still fully up to date with clear evidence of what was being done to support the children concerned ? <u>A</u> – Yes, the tracker was up to date and all intervention was logged</p> <p>KS2 SATs – Governors reviewed the KS2 SAT’s information from the tables checking exercise (attached) with the anonymised data for the 5 children who took the test.</p> <p>Governors raised concerns that some of the scores looked low and issues with the testing were raised, particularly in relation to those children who had made significant - and clearly evidenced - progress at the school but who were not working at the national “expected” level so had been unable to answer many of the questions on the test due to it not having any lower level</p>	

<p>questions.</p> <p>Discussions about how this information should be published on the school website followed and it was agreed that this would be finalised following the discussion of the results at the full Governing Body meeting the following week.</p>	
10. SEN Update	
<p>WN confirmed the SEN register had been updated and figures were included in the Head's Report for the following week's meeting.</p> <p>2 children with medical needs who currently had 10 hours of additional staff support funded by CCC until the 31st October had been put forward again for statutory assessment and been taken forward to the first stage of an Educational Health Care Plan. A meeting was scheduled for the 17th November to ascertain the outcome and it was hoped that the 10 hours of support would continue to receive funding support. Although a favourable decision was expected, if the decision went against the school the current level of additional support would need to be reviewed and costs would have to be borne by the school.</p>	
11. School Development Plan Review	
<p>WN highlighted that the SEF had been distributed by email earlier in the week and the SIP would follow in advance of the 4th October meeting.</p>	
12. Policy Update	
<p><i>Action:- CK to bring the policy tracker to the 4th October meeting and all statutory policies to be updated prior to then, reviewed by governors and signed off. Non statutory policy list to be reviewed and policies updated or removed as applicable</i></p>	CK
13. Subject Reviews	
<p>WN confirmed an updated schedule for 2016/17 would be discussed at the 4th October meeting.</p>	
14. Any Other Business	
<ul style="list-style-type: none"> • WN Appraisal <p><i>Action:- It was agreed that WN should contact Tanya Hughes regarding her appraisal this year to see if she would be involved again</i></p>	WN

15. Confidential Items	
Staffing Update (Agenda Item 8) included in <i>Confidential minutes</i>	
16. Date of Next Meeting	
Committee meeting dates TBC. (<i>Governing Body – 4th October; SIP – 22nd November</i>)	

Signed: (Chair)	
Date:	