



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 14th May 2018 at 6pm**

Present: Mrs Vivien Stirrup (VS – Chair, Foundation Governor)
Mrs Kirsty Klijn (KK - Staff Governor)
Ms Wendy Nicholas (WN - Headteacher)

Apologies: Mrs Jenny Marks (JM – Foundation Governor)
Mr John Lomax (JL - Chair of Governing Body, Foundation Governor)

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

1. Welcome and apologies for absence	ACTION
VS welcomed everyone to the meeting. Apologies for absence were received from JL and JM.	
2. Governors' Declarations of Interest in Agenda Items	
None declared.	
3. Notification of AOB and Confidential Items	
None raised.	
4. Minutes of the Meeting held Monday 22nd January 2018	
The minutes were <u>agreed</u> as a true record of the meeting. (<i>Proposed: VS. Seconded: KK</i>).	

<p>5. Matters arising from the Minutes</p> <p>5.7. CPD Tracking <i>Action:- KK confirmed that at the end of the academic year she would be reviewing all training undertaken with a view to assessing how useful it had been and whether it had been good value for money. KK to report back to governors accordingly</i></p> <p>5.7. Safer Recruitment/SCR/Safeguarding</p> <ul style="list-style-type: none"> • WN confirmed that a log of checks carried out by BS/CK was held by the school <p><i>Action:- WN to confirm that the Recruitment and Selection policy had been updated following recent Safer Recruitment training. WN to forward a copy to the committee</i></p> <p>8. Writing Work Scrutiny and Action Points</p> <ul style="list-style-type: none"> • KK confirmed that all training would be linked to the SIP and appraisal targets for the coming academic year. This would include all action points arising from work scrutinies <p><i>Action:- KK to update governors in the autumn term</i></p> <p>12. Policy Update – as discussed under Agenda Item 5.7</p> <p>14. Home School Agreement</p> <ul style="list-style-type: none"> • WN confirmed that the updates had been actioned and it was ready for September 	<p>KK</p> <p>WN</p> <p>KK</p>
<p>6. Staffing Update</p>	
<p><u>i. Staff Code of Conduct</u></p> <ul style="list-style-type: none"> • <i>Action:- WN highlighted that staff were currently reviewing the contents and a copy would be sent to governors and discussed the following week</i> <p><u>ii. School Administrator and Early Years Teaching Assistant Appointments</u></p> <p>WN reported that 4 applicants were being interviewed for the Administrator post on the 16th May and visits to school for those interested in the EYTA post were taking place that week.</p>	<p>WN</p>
<p>7. Report Format</p>	
<p>WN highlighted that the end of year report format was being revised to improve it for staff and parents/carers. Examples from other schools were being reviewed.</p> <p><i>Action:- WN/KK to update governors accordingly</i></p>	<p>WN/KK</p>

<p>8. Pupil Progress and Performance Update</p> <p>WN discussed with governors the range of additional support and intervention that had been put in place since the last meeting. This included:-</p> <ul style="list-style-type: none"> • Putting additional TA support into KS1 for 2 mornings a week • Additional booster sessions for phonics screening • Purchasing a Lancashire County Council phonics training model with plans to utilise it for additional 1-1 work and staff training purposes <p>Governors stressed the need to log all additional support and WN/KK confirmed that this was being done. The need for all staff to ensure that the assessment of children's progress was consistent and accurate from Reception upwards was also stressed.</p> <p>Governors discussed the need for staff to visit other schools and view other teaching methods as part of their CPD. Parkgate School in Barrow was highlighted as being one suitable option. It was agreed that this would be beneficial for all staff and that WN should make arrangements.</p> <p><i>Action:- WN to make arrangements for staff to visit other schools and update governors accordingly</i></p>	<p>WN</p>
<p>9. SEN Update</p>	
<p>As above, governors discussed the need for all intervention for SEN students to be logged accordingly.</p>	
<p>10. School Development Plan Review</p>	
<p>It was noted that all areas were on track and no areas of concern were raised.</p>	
<p>11. Policy Update</p>	
<p>As discussed under Agenda Item 5.7.</p> <p>WN also confirmed that the Admissions Policy would be on the agenda for the following week's meeting.</p>	
<p>12. Subject Reviews</p>	
<p>WN highlighted that this term's reviews were behind schedule and this would be discussed in more detail with governors the following week.</p>	
<p>13. GDPR</p>	
<p>WN highlighted that she had written the GDPR privacy notice and had met with staff to discuss necessary changes including locking away information and installing a key pad on the school office door.</p> <p>The need to appoint a Data Protection Officer (DPO) as soon as possible and get relevant forms sent out to parents/carers/staff was discussed.</p> <p>WN confirmed that this would be an agenda item for the following week's meeting.</p>	

14. Any Other Business	
None raised.	
15. Confidential Items	
Not applicable.	
16. Date of Next Meeting	
Committee Meetings TBC. (Full Governing Body – Tuesday 22 nd May at 7pm)	

Signed: (Chair)	
Date:	