



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 21st January 2019 at 6pm

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

Apologies:

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

1. Welcome and apologies for absence	ACTION
VS welcomed everyone to the meeting.	
2. Governors' Declarations of Interest in Agenda Items	
None declared.	
3. Notification of AOB and Confidential Items	
AOB – New Play Equipment	
4. Minutes of the Meeting held Monday 8 th October 2018	
The minutes were agreed as a true record of the meeting. (<i>Proposed: VS. Seconded: JL</i>). One amendment was made to the wording – Agenda Item 7.7 ...the format of the reports had been made more succinct	
5. Matters arising from the Minutes	

<p>7. CPD Tracking</p> <ul style="list-style-type: none"> • KK confirmed that she would be liaising with the school administrator with regard to logging CPD on the ScholarPack system <p><i>Action:- KK to update governors at the next meeting</i></p> <p>7. Safer Recruitment/SCR/Safeguarding</p> <ul style="list-style-type: none"> • SCR - WN confirmed that Kym Allan had gone through the SCR and forwarded their recommendations <p><i>Action:- TR to complete online Safer Recruitment training and DBS check</i></p> <p>8. Staff Mentors</p> <ul style="list-style-type: none"> • KK confirmed that she had had a very productive meeting with the new school administrator and it had been agreed that it would be useful to hold further meetings on a monthly basis <p>13. Subject Review Schedule</p> <ul style="list-style-type: none"> • New schedule issued following the last meeting <p>All other matters covered on the agenda.</p>	<p>KK</p> <p>TR</p>
<p>6. Peer Review Report</p>	
<p>Governors congratulated WN and staff on the report, noting that work on the improvement priorities was already underway in all areas e.g. staff mentoring and SIAMS training. The excellent feedback regarding behaviour at the school was welcomed together with comments regarding the negative impact small cohorts had on percentiles.</p> <p>WN/KK highlighted how well the new lodge and re-organisation of classroom space at the school was working and the positive impact this was having on learning.</p>	
<p>7. Staffing Update</p>	
<p>Governors discussed the latest staffing position, some of the difficulties experienced last term, and the arrangements for Lesley Sansom to cover KK during a period of pre-agreed family absence next month.</p> <p>The need for all staff to be aware of the Governing Body's full support for them was stressed.</p> <p><i>Volunteers – WN highlighted the need for more volunteers and TR confirmed that she would assist with reading</i></p>	<p>TR</p>
<p>8. Staff Appraisal Update</p>	
<p>WN confirmed that staff appraisals had been completed and further information would be included in her Headteacher's Report. It was noted that writing scrutiny work would continue, however further work to improve Maths</p>	

outcomes was now a higher priority.	
<p><u>WN Appraisal</u></p> <ul style="list-style-type: none"> <u>Action:-</u> BS to liaise with governors and arrange a date/time 	BS
9. Pupil Progress and Performance Update	
WN confirmed that a full update would be included in her Headteacher's Report for the meeting the following week.	
10. SEN Update	
WN confirmed that good progress was being made and additional support was being provided by an external Educational Psychologist.	
11. School Improvement Plan Review	
Governors reviewed the priorities for the year. The work being done in relation to the new Maths scheme, Phonics and Spelling was discussed and governors welcomed the sharing of training, ideas and resources amongst staff.	
12. School Website Information	
<p>The need to keep parents updated regarding curriculum developments was discussed further to feedback from parent questionnaires regarding website content. WN/KK highlighted that a Maths Matters parent/governor information evening was taking place on the 12th February from 6.30pm to 7.30pm and detailed curriculum updates were provided in the weekly Friday Focus newsletter</p> <p><u>Action:-</u> Governors to inform WN if they can attend the Maths Matters session on the 12th February</p>	ALL
13. SCR	
WN highlighted that the SCR was being updated in line with the recommendations received from Kym Allan Consultants. A safeguarding audit was also going to be commissioned.	
14. Extended Nursery Hours	
<p>WN highlighted that a number of requests for full-time nursery provision had been received. WN confirmed that this could be covered by existing staff and just 2 children would be required in order to make it financially viable. Governors welcomed this news.</p> <p><u>Action:-</u> WN to update governors following her meeting with Ann Breeze, Cumbria County Council's Early Years Advisor</p>	WN
15. Pupil Premium Report	

WN highlighted that the pupil premium report had been updated and was now on the school website. Thanks were given to BS for his assistance in compiling it.	
16. Policy Update	
Governors highlighted the need to be compliant with all statutory DfE policies and agreed with WN that all other policies could be reviewed over the course of 2019.	
17. Subject Reviews	
New schedule produced. JM completed Music review. Maths, English and Computing due this term.	
18. Any Other Business	
<u>New Play Equipment</u> – WN highlighted that a new Playdale modular tower would be installed over half term following a successful project bid to the Diocese	
19. Confidential Items	
Play Equipment.	
20. Date of Next Meeting	
Committee Meetings TBC.	

Signed: (Chair)	
Date:	