



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 September 2020 at 5pm

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 Dawn Shepherd (DS – Parent 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	
<u>AOB</u> <ul style="list-style-type: none"> • Google Classrooms • Staff Training 	
4. Election of Chair for 2020/21 Academic Year	
<i>SC took over as Chair and VS was unanimously elected as Chair for the 2020/1 academic year. (Proposed: KK. Seconded: TR)</i>	

5. Review of C&S Committee Terms of Reference	
The terms of reference were reviewed by the committee. No changes necessary.	
6. Minutes of the Meeting held Tuesday 14th January 2020	
<i>The minutes were agreed as a true record of the meeting. (Proposed: KK. Seconded: DS)</i>	
7. Matters arising from the Minutes	
<p>5 - 7.5.7. Safer Recruitment Training – action point carried forward</p> <p><i>Action:- TR to complete Safer Recruitment training (details emailed by WN)</i></p> <p>5 - 7.7. Volunteers – currently unable to come into school</p> <p>5 - 7.8. Staff Appraisal Update – action point carried forward</p> <p><i>Action:- WN/VS to arrange for a copy of her appraisal to be signed. WN to make arrangements for the appraisal to be carried out using recommended contacts from the Diocese this year. The need to review the timing of staff appraisals was also raised</i></p> <p>6. Curriculum Update – one page “crib sheets” for volunteers to ensure consistency – action point carried forward</p> <p>13. History Subject Review – completed by JL and presented to governors</p> <p>14. Pupil Questionnaires – WN highlighted that return to school questionnaires were being completed and it was agreed that additional pupil questionnaires should be postponed until the summer term</p> <p>All other matters covered on the agenda.</p>	<p>TR</p> <p>WN/VS to liaise re. WN/staff appraisals</p> <p>KK to compile “crib sheets” for volunteers</p>
8. Staffing Update	
<p>WN provided an update on the current staffing position. KK/LS had slightly increased their hours. One support staff absence due to self-isolating – Gemma Moore providing cover on a timesheet basis. Staffing ratios fine across the school.</p> <p>Support staff and teaching staff pay increases confirmed. Higher than anticipated and this would impact on the budget going forward.</p> <p>Capita – following a 6 month procurement process, WN confirmed that the contract had been awarded to Capita again.</p>	

<p>9. Pupil Progress and Performance Update</p> <p>WN confirmed that the focus had been on getting children settled back into school. Formal NFER tests would take place in two weeks time. Early indications were that home learning had worked well and the large majority of children were at the expected standard. Governors welcomed this news.</p> <p>Q - Governors queried what the position was in relation to catch up funding</p> <p>A – WN confirmed that discussions would take place amongst staff to formalise catch up programmes over the coming weeks. Funding was available for a 2 year period</p>	
<p>10. SEN Update</p> <p>WN confirmed that the SEN register had been updated and an additional category for mental health concerns had been added. 2 children had been added – one had made progress already and 1 had measures put in place to support them.</p> <p>As previously highlighted, the current focus was on getting children settled back into school and decisions would then be taken regarding individual support plans and catch up programmes.</p> <p>Q – Governors queried whether external counselling support was still being provided as discussed at the last meeting</p> <p>A – WN highlighted that what was being done internally in school was working very well and there was currently no need for external support</p>	
<p>11. SIP Update</p> <p>WN discussed the SIP priorities with governors and it was agreed that they were all still relevant and would just need updating. No new priorities to be added this year.</p>	
<p>12. Policy Update</p> <p>WN highlighted that she was working with Rachel Shaw to ensure all statutory policies were up to date and highlighted that a number had been circulated for review.</p> <ul style="list-style-type: none"> • <u>Action:-</u> Comments on policies circulated by WN to be forwarded asap 	ALL
<p>13. Subject Reviews</p> <ul style="list-style-type: none"> • <u>Action:-</u> It was agreed that subject reviews should be completed via Zoom. Template to be provided and programme of reviews to be scheduled. 	WN/SC

14. Any Other Business	
<p>Google Classrooms – DfE grants available to set up Google Classrooms. To be progressed</p> <p>Staff Training – WN highlighted that staff had done a significant amount of training during lockdown. Governors noted their appreciation to all staff</p>	
15. Confidential Items	
Not applicable.	
16. Date of Next Meeting	
TBC.	

Signed: (Chair)	
Date:	