



**Beetham Church of England (Aided) Primary School**  
**Governing Body**

**Minutes of a Meeting of the Curriculum and Staffing Committee**  
**held in St Michael and All Angels Church on Wednesday 29<sup>th</sup> September 2021 at**  
**4.30pm**

Present: Mrs Vivien Stirrup (VS – Chair, Foundation Governor)  
 Mrs Abi Johnson (AJ - Headteacher)  
 Mr John Lomax (JL - Chair of Governing Body, Foundation Governor)  
 Mrs Dawn Shepherd (DS – Parent Governor)

Apologies: Mrs Tess Rowlands (TR – Foundation Governor)  
 Mrs Kirsty Klijn (KK - Staff Governor)

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

| <b>1. Welcome and apologies for absence</b>  | <b>ACTION</b> |
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| VS welcomed everyone to the meeting.   |               |
| <b>2. Governors' Declarations of Interest in Agenda Items</b>  |               |
| None declared.   |               |
| <b>3. Notification of AOB and Confidential Items</b>   |               |
| VS highlighted that one confidential staffing matter would be discussed at the end of the meeting.                                     |               |
| <b>4. Election of Chair for 2021/22 Academic Year</b>  |               |
| <b><i>SC took over as Chair and VS was unanimously elected as Chair for the 2020/1 academic year. (Proposed: DS. Seconded: JL)</i></b> |               |
| <b>5. Review of C&amp;S Committee Terms of Reference</b>   |               |
| The terms of reference were reviewed by the committee. No changes necessary.   |               |

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| <b>6. Minutes of the Meeting held Monday 21<sup>st</sup> September 2020</b>   |   |
| <p>The minutes approved by the FGB on the 19.01.21. were noted.</p>   |   |
| <b>7. Matters arising from the Minutes</b>  |   |
| <p><b>7 - Safer Recruitment Training (TR)</b> – SCE highlighted that Sarah Easton had completed safer recruitment training and it was agreed that AJ/DS should also undertake the training</p> <p><b><i>Action:- AJ/DS to complete Safer Recruitment training. AJ to forward details to DS</i></b></p> <p><b>7. Volunteers</b> – currently unable to come into school unless activities took place outside. VS/JL highlighted that an additional member of the community had expressed a keen interest in volunteering</p> <p><b><i>Action:- VS/JL to contact AJ with details of an additional school volunteer. Crib sheets for volunteers to ensure consistency to be compiled once programme up and running again</i></b></p> <p><b>7. Staff Appraisal Update</b> – staff appraisals, target setting and AJ's induction process were discussed</p> <p><b><i>Action:- VS to liaise with AJ regarding appraisal/target setting arrangements for AJ and all staff. JL to contact Callum Campbell to chase up peer partner arrangements for AJ</i></b></p> <p>All other matters covered on the agenda.</p> | <p>AJ/DS</p> <p>VS/JL</p> <p>VS/AJ/JL</p> |
| <b>8. Staffing Update</b>   |   |
| <p>AJ provided an update on the current staffing position and the mentoring/support arrangements in place for staff who were new to their roles. Full staffing position to be included in AJ's Headteacher's Report for the FGB meeting the following week.</p>   |   |
| <b>9. Curriculum Update</b>   |   |
| <p>AJ highlighted that a comprehensive review of the curriculum was underway to ensure consistency and deep dives were being undertaken for each subject. Reading and Phonics already completed.</p> <p>Governors emphasised the importance of this piece of work given the long period of disruption experienced by children due to Covid.</p> <ul style="list-style-type: none"> <li>• <b><i>Pupil questionnaires</i></b> – to be actioned. VS to provide support</li> </ul>  | <p>VS/AJ</p>                              |

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| <p><b>10. Pupil Progress and Performance Update</b></p> <p>AJ provided the latest EYFS, KS1 and KS2 data and it was noted that this would be discussed in more detail at the FGB meeting the following week.</p> <p>Issues with Scholarpack were highlighted. AJ confirmed that these were being addressed as a matter of urgency.</p>  |               |
| <p><b>11. SEND Update</b></p> <p>AJ outlined details of her meeting earlier that day with the Education Psychologist regarding appropriate SEND support for those who needed it and the new arrangements for 1 hour follow up meetings each term.</p> <p><b>Q – Governors asked whether AJ was confident that individual student needs were being met ?</b></p> <p><b>A – AJ confirmed that she was happy with the current arrangements</b></p> <p><b>Q – Governors queried whether external counselling support was still being provided where needed ?</b></p> <p><b>A – AJ confirmed that an external counsellor was providing support and additional transition support would be arranged for those leaving at the end of Year 6. AJ was already in contact with the named SENCOs</b></p> <p>SEND update to be on the FGB agenda.</p> |               |
| <p><b>12. SIP Update</b></p> <p>AJ confirmed that the SIP had been updated and considerable issues around technology and laptop provision for staff in particular were highlighted. AJ confirmed that she would discuss this further with the Finance and Resources Committee. Key strands from the SIP were discussed including the longer term plans for the school field. To be discussed further at the upcoming SIP meeting.</p>   |               |
| <p><b>13. Policy Update</b></p> <p>AJ highlighted that a number of policies had been circulated for review. The considerable work done by WN in updating policies last year was discussed and the need for a policy tracker was again raised. SC to send a template to AJ.</p> <ul style="list-style-type: none"> <li>• <b>Action:- SC to forward a policy tracker template to AJ for her to populate with statutory and non-statutory policies and forward to governors</b></li> </ul>   | <p>SC/AJ</p>  |
| <p><b>14. Subject Reviews</b></p> <ul style="list-style-type: none"> <li>• <b>Action:- Current arrangements for subject link governors and other link governors to be agreed. Programme of regular reviews to be established, particularly for core subjects/SEND/Safeguarding/Pupil Premium/Health and Safety</b></li> </ul>   | <p>ALL/AJ</p> |

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| <b>15. Any Other Business</b>   |  |
| None raised.                    |  |
| <b>16. Confidential Items</b>   |  |
| See confidential minutes.       |  |
| <b>17. Date of Next Meeting</b> |  |
| TBC.                            |  |

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| Signed:<br>(Chair) |  |
| Date:              |  |