

STAVELEY CE PRIMARY SCHOOL
Brow Lane, Staveley, Kendal, LA8 9PH

Minutes of the Meeting of the
Curriculum, Communication and Community Committee Meeting
Monday 3rd October 2016
6.30pm

AGENDA

1. Apologies
2. Declaration of interest
3. Minutes of the previous meeting (*1st May*)
4. Matters arising (*not on the agenda*)
5. Review of policies (*to follow for pre-reading*)
 - a) Display Policy
 - b) Presentation Policy
 - c) Attendance Policy
6. School Development Plan
7. Educational visits
8. Parental communication
9. Special Educational Needs
10. Safeguarding
11. Governor training
12. Maths and English update
13. 2016 SATS Results
14. Governor Monitoring – Evidence trail
15. Any other business
16. Date of next meeting: 7th November

Present

Cathy Blundell (Clerk)

Liz Brown

Susan Clough

Matt Foxwell

Nicky Jones

Rachel Morgan

Shanthi Thompson

| No. | Agenda Item | To action / note |
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| 1. | Apologies – apologies were received from Gill Buxton, these were accepted. | |
| 2. | Declaration of interest - None declared | |

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| 3. | <p>Minutes of the previous meeting (6th June) The minutes were signed off as a correct record. Proposed by Shanthy and seconded by Matt.</p> | |
| 4. | <p>Matters arising (not on the agenda) – Shanthy has met with Mrs Smith to discuss including the children in planning collective worship. Each class will be involved with planning collective worship every half-term through the year, apart from the second half of the summer term.</p> | |
| 5. | <p>Review of Policies Display Policy and Presentation Policy – Matt asked if these could be left until the next meeting as staff had not had chance to look at them.</p> <p>Attendance Policy - this was discussed at length. School starts at 9am and late children need to report to Lynn in the office to be registered, though sometimes teachers pass on the information. Most children arrive on time and it is only a few who are regularly late. Parents need to tell the school if a child is absent, if this is not done the school will contact the parent. Most parents tell the school if they are taking their child out of school – this is only a minority of parents, and there are no financial repercussions, but it was felt that children never catch up on the work that they miss. This is not a prominent issue for reception parents as compulsory attendance does not start until a child is 5years old. The school prospectus and website include information about attendance and it was suggested that parents should be reminded of it each year. Attendance is usually discussed with the parent at parent’s evenings. Matt and Lynn go through approx. every 6 weeks to see if there are any patterns. If there are concerns teachers will see infant parents when they pick up their child or in the juniors the teacher will ring the parent. A sentence that was no longer relevant was deleted from the policy which was then adopted. Proposed by Rachel and seconded by Nicky.</p> | <p>Display and Presentation Policy to be taken to next meeting</p> <p>Parents to be reminded of attendance policy at start of each year</p> |
| 6. | <p>School Development Plan Priority 1: To further develop progress and attainment in spelling. Liz will feedback to the committee at the next meeting. Shanthy will then arrange to monitor spelling in school along with Susan who runs a spelling group. Priority 2: To improve pupil presentation of their work. and Priority 3: To improve the learning environment, so it accelerates learning across the school. There is to be a staff meeting about the above priorities and governors will be invited to attend – dates will be circulated. Rachel</p> | |

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| | <p>expressed an interest in the learning environment.</p> <p>Priority 4: To develop and implement a clear strategy for marketing the school to all stakeholders.</p> <p>There has been positive feedback from parents about the weekly roundup, they find it useful and it is professional looking. Shanthi and Cathy requested that they be included in the circulation list.</p> <p>Matt has asked the Staveley Village Association for permission to put a banner advertising the school up near the playground. It was suggested that a banner in the centre of the village would be good. Posters are to be displayed in the village and leaflets at the petrol stations at Plantation Bridge and Ings.</p> <p>The PE kit that pupils wear for away sporting activities is looking very faded and needs replacing. Matt is to look into getting sponsorship for this.</p> <p>The website is nearly finished and is looking good. A 100 word précis about each class is needed from teachers.</p> | <p>Cathy & Shanthi to be included in circulation list for weekly roundup</p> |
| <p>7.</p> | <p>Educational Visits</p> <p>With lower pupil numbers school needs to look at financial viability of residential trips as 3 staff are needed to run them. The probability is that next year, year groups will need to be combined to give viable numbers. It is suggested that the trips be organised over a 2 year cycle so that no child repeats a visit and that there is a combination of outdoor visits and city visits. A letter is going out to parents to this effect asking for their opinion.</p> <p>High Borrans Outdoor Centre is opening up more to other schools. They are fully booked this academic year but would be interested in linking with local schools next year. They are able to offer a range of outdoor activities including camping. As they are based close by the children would be able to walk there. Matt will find out more.</p> | <p>Matt to contact High Borrans Outdoor Centre</p> |
| <p>8.</p> | <p>Parental Communication</p> <p>The school has produced a traffic light system for behaviour in school (see attached). This has caused concern with some parents. This was discussed and on the whole it was felt it was a good idea as it gives clarity to children and parents as to what is acceptable behaviour. It is tailored for each individual child, whatever their ability and children have a fresh start each day. Parental feedback will be requested via the parent questionnaire.</p> | <p>Request feedback in parent questionnaire</p> |
| <p>9.</p> | <p>Special Educational Needs</p> <p>Local authority health plan reviews have taken place, external specialist teachers have been in and the usual cycle of meetings.</p> <p>There are concerns over possible cuts to SEN funding.</p> | |

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| | Tim Farron is meeting with headteachers to hear their views with regard to the shortfall of money from County. Compared with a lot of schools Staveley will be badly hit by any cuts due to a high proportion of SEN children in school. Ron from Capita is in school tomorrow to review the budget. | |
| 10. | Safeguarding – there have been no changes. Lynn and Susan attended a central record meeting which was interesting. In future all interested parties should have access to a child's record. From the 1 st September the DFE have issued new guidance 'Keeping Children Safe in Education' (see attached). This will be included in staff training for the inset days at the start of next year. | |
| 11. | Governor Training – Cumbria County Council has issued a new list of training courses available to Governors which can be downloaded from their website – Cathy will circulate a copy. | Cathy to circulate a copy of training courses |
| 12. | Maths and English update – see attached | |
| 13. | 2016 SATS results – these will be discussed at the next meeting as RAISE online results are not yet available – this compares the schools results with the national data. | |
| 14. | Governor Monitoring – Evidence trail The committee was asked if there were any areas they wished to look at. This was discussed and it was decided that more information on the Pupil Premium gap and how we are closing it would be useful. | |
| 15. | Any other business - none | |
| 19. | Date of next meeting – Curriculum Meeting – Monday 7 th November at 6.30pm Full Governors – Monday 17 th October at 6.30pm | |
| | Signed: | Date: |
| | Attachments: Residential Letter Traffic Lights System Keeping Children Safe in Education Governor Training 2016-17 Maths and English Update 06.06.16 | |