

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

**Minutes of the Meeting of the**  
**Curriculum, Communication and Community Committee Meeting**  
**Monday 23<sup>rd</sup> January 2017**  
**6.30pm**

**AGENDA**

1. Apologies
2. Declaration of interest
3. Minutes of the previous meeting (*7<sup>th</sup> November 2016*)
4. Matters arising (*not on the agenda*)
5. Review of policies (*to follow for pre-reading*)
  - a) Child Protection Policy
  - b) Special Educational Needs
  - c) Educational Visits
6. Spring Term Development Plan  
Writing  
Learning to Learn
7. Educational visits
8. Parental communication
9. Special Educational Needs
10. Safeguarding
11. Governor training
12. Maths and English update
13. Any other business
14. Date of next meeting: 24<sup>th</sup> April 2017

**Present**

Cathy Blundell (Clerk)

Matt Foxwell

Liz Brown

Nicky Jones

Susan Clough

Shanthi Thompson

No.	Agenda Item	To action / note
1.	<b>Apologies</b> – were received from Rachel Morgan and Gill Buxton, these were accepted.	

2.	<b>Declaration of interest</b> - None declared	
3.	<b>Minutes of the previous meeting (7<sup>th</sup> November)</b> All agreed that the minutes of the previous meeting on 7 <sup>th</sup> November were a correct record.	
4.	<b>Matters arising (not on the agenda)</b> – none	
5.	<p><b>Review of Policies</b></p> <p><b>Child Protection Policy</b> – there have been some updates to this policy and these were discussed. Staff have an annual safeguarding training and are aware of the changes, including the early help process and the need for formal recording. There should be a designated governor for Child Protection, Safeguarding, SEN and Pupil Premium. Sue is the governor for Safeguarding and it was suggested that Rachel should be asked to be SEN governor at the next meeting. All were in agreement to the adoption of the policy.</p> <p><b>Special Educational Needs Policy</b> – it was decided to postpone looking at this policy until Rachel can attend the meeting as she asked for it to be reviewed.</p> <p>The policy was discussed, it would be useful for the governors to know what the special needs of the children are and what facilities the school has in place to help them, it was suggested that this could be done anonymously. What training is in place for teachers/TAs involved with SEN children – usually whoever attends the course cascades the information back. An IEP is drawn up with the parent and school, with outside agencies only coming in when there is a genuine need. There is a structure for teachers who have a concern. Parents who are concerned should contact the class teacher in the first instance, followed by the headteacher and then if the matter has not been resolved they can make a formal complaint. Reviews of IEPs take place every 6 months with the class teacher, individual worker and parents, a report from outside agencies would also be discussed at this point. Staff working with an individual child will have their contract terminated when the child leaves the school, this is a vulnerable position for staff to be in.</p> <p><b>Educational Trips Policy</b> – this has been updated as there have been changes to the guidance given. Matt still needs to fill in details to personalise it to the school. Everyone was in agreement to adoption of the policy once this had been done. Matt will then circulate it to the committee.</p>	<p>Rachel to be asked to be SEN governor</p> <p>SEN policy to be taken to the next meeting</p> <p>Matt to circulate policy once it has been updated.</p>
6.	<b>Spring Term Development Plan – Writing</b> – (see Literacy Coordinators Day 19.1.17) Liz gave a report on the Literacy Coordinators she went on,	

	<p>and this was discussed. Sue Cove who ran the course is amenable to coming in to do more training. As the school has a lot of work on at the moment it was felt that the ideas that she gave should be implemented first. The juniors have a homework diary and Liz's class do spelling homework. It was suggested that the school looks at a system like 'Show my Homework', which is used by secondary schools, where parents are able to go online and see if there is any homework. The staff have had a planning meeting and have broken down all aspects into 3 terms for inclusion into topics.</p> <p>Assessments were discussed – they are very longwinded as 2 pieces of work are needed as proof and this takes a lot of work. The system is rigid, unless the standard is met children do not pass.</p>	<p>Matt to look at 'Show my Homework'</p>
8.	<p><b>Educational Visits</b></p> <p>A visit to Glasgow has been organised for October. The school is trying to spread trips out over the year so that the cost is spread.</p> <p>They are also planning to organise a trip to a mosque or Cartmel Priory. Kendal Parish Church was suggested.</p>	
9.	<p><b>Parental Communication</b></p> <p>The parent complaint is still ongoing.</p>	
10.	<p><b>Special Educational Needs</b></p> <p><b>High Needs funding</b> – the County has been threatening to cut this but due to the outcry are now looking at other ways to fund it. At present schools are funded for voluntary redundancy and it has been suggested that this money could be used to plug the deficit. Another way would be to reduce funding for each child. A final decision has not been made.</p> <p><b>SENCO</b> – Matt has approached someone about the role of SENCO, but they are too busy to take on the role at Staveley. He is attending a Cluster meeting on Thursday and will find out what other schools do. It might be worth approaching the Lakes School to see if they are able to provide this service. There has been no money allocated for this. The governors are keen that the role of SENCO and headteacher is separate.</p>	
10.	<p><b>Safeguarding</b> –</p> <p>There are no issues at present. All staff have been on the training 'Keeping Children Safe in Education'.</p>	
11.	<p><b>Governor Training</b> –</p> <p>Susan and Nicky are still waiting to hear when the next Pupil Premium course will be.</p> <p>The Spring and Summer 2017 copy of 'Cumbria's Training Events for School Based Staff and Governors' has been</p>	

	circulated.	
12.	<p><b>Maths and English update (see report attached)</b>  Manga High is a maths programme – learning maths through play. Bananagrams is a word game like scrabble, though faster moving.  Children have been provided with electronic devices to use at school to look up spelling, as well as books.</p>	
14.	<p><b>Any other business –</b>  The Traffic Light system is working well, with many dojos being given out.  It is the Good Workers Assembly this Friday.</p>	
19.	<p><b>Date of next meeting –</b>  Curriculum Meeting – Monday 24<sup>th</sup> April at 6.30pm  Full Governors – Monday 13<sup>th</sup> February at 6.30pm</p>	
	<b>Signed:</b>	<b>Date:</b>
	<p><b>Attachments:</b>  Literacy Coordinators Day 19.1.17  English and Maths Update January 2017</p>	