

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

Minutes of the Meeting of the
Curriculum, Communication and Community Committee Meeting
Monday 24th April 2017
6.30pm

AGENDA

1. Apologies
2. Declaration of interest
3. Minutes of the previous meeting (23/01/17)
4. Matters arising (*not on the agenda*)
5. Review of policies (*to follow for pre-reading*)
 - SEN Policy
 - Online / E Safety Policy
 - Sex and Relations Policy
6. Pupil Premium Provision
7. Spring Term Cohort Assessments
8. School Development Plan
9. Progress from last Ofsted
10. Attendance
11. Persuasive Writing
12. Year Group Parity
13. Educational visits
14. Parental communication
15. Special Educational Needs
16. Safeguarding
17. Governor training
 - a) Coping with Transitions - Rachel
18. Maths and English update
19. Governor Monitoring – Evidence trail
20. Any other business
21. Date of next meeting: 12th June 2017

Present

Cathy Blundell (Clerk)

Liz Brown

Gill Buxton

Susan Clough

Matt Foxwell

Nicky Jones

Rachel Morgan

Annie Samman (prospective governor)

No.	Agenda Item	To action / note
	<p>Welcome Annie Samman was welcomed to the meeting as she had expressed an interest becoming governors. She has an educational background with an interest in special educational needs. She is retired, lives in Kendal and is a magistrate.</p>	
1.	<p>Apologies – were received from Shanthi Thompson, these were accepted.</p>	
2.	<p>Declaration of interest - None declared</p>	
3.	<p>Minutes of the previous meeting (23 January) All agreed that the minutes of the previous meeting on 23rd January were a correct record and these were signed by Matt.</p>	
4.	<p>Matters arising (not on the agenda) – It had been suggested that Rachel take on the role of SEN governor, but due to her work there could be a conflict of interests so she is not able to do this. Annie would be a better option if she decides to join the governors.</p>	
5.	<p>Review of Policies Special Educational Needs Policy – it had been asked that this be reviewed due to concerns over communication with parents about school trips, with regard to worries their children might have about going away. This was discussed but it was felt that it should apply to all children as it wasn't just SEN children that felt anxious about going on a trip, and should be included in the Educational Trips Policy. For consistency a check list would be attached to the policy as an appendix. Matt would circulate and if everyone approved, then it would be attached to the Educational Trips policy. The SEN policy was not due to be reviewed so no changes were made. Online / E Safety Policy – this is at present being tweaked so will be brought to the next Curriculum meeting. It was asked if checks were in place to monitor what messages were being sent by the children? This is not done formally but teachers are able to see into the children's accounts, and the children know this. Matt will check with Lisa and Caroline what other measures are in place. Sex and Relations Policy – School nurses no longer exist and the school needs to buy in the service, there is the option to do 'pay as you go'. It was suggested that where 'school nurse' was mentioned in the policy it should be replaced with 'external provider'. The policy was approved with no other changes.</p>	<p>Matt to circulate appendix to Education Trips Policy</p> <p>Online / E Safety Policy to next meeting</p> <p>Matt to check re messages sent by children</p> <p>School nurse to be replaced by external provider</p>

6.	<p>Pupil Premium Provision – see Pupil Premium Strategy Statement – Financial Year 2016/17</p> <p>This was discussed. The local authority is asking for better accounting for the expenditure on pupil premium and pupil attainment. This is based on the financial year not the school year. How is it being documented and the quality? Each child has a spreadsheet which summarises progress. Depending on what needs the children have pupil premium pays towards TA time, which has rub off benefits to other children due to social interaction. Every child has pupil feedback each term, but PP children have pupil feedback every half-term when targets are set. It was suggested that a copy of these be kept as a record of progress. Trips give new learning opportunities, widening their horizons. It is difficult to demonstrate social and communication progress. There are provision maps for individual pupils. Gill is PP Governor, but at present there are no courses available. Matt will arrange a meeting to look at PP provision with her.</p>	
7.	<p>Spring Term Cohort Assessments – see Tracking Data for 2016-17</p> <p>The Tracking Data for 2016/17 Assessments was available for discussion. This was based on February 2017 and is already historical. As we go through the year a greater percentage of children move from the red column (% of pupils currently working at emerging) to the green column (% of pupils currently working at exceeding or greater depth). Compared to the results in October there have been improvements. Writing is still struggling and needs working on. Staff have been on courses, getting new ideas and applying them, this includes grammar as a fun activity and embedding the rules. 78% of the children are on track, though 2 children in year 6 are not going to make it and 3 to 4 are on the borderline. It is a small cohort and the comparison is not like to like. The children are more focused and ready to learn.</p>	
8.	<p>School Development Plan –</p> <p>A lot of actions have now been done and crossed off the original list. The focus will be remain on progress and attainment in writing. Staff accountability and governor monitoring is ongoing. This term the focus will be on British values.</p> <p>Matt looked into ‘Show my homework’, but it was too expensive for a small school.</p>	
9.	<p>Progress from last Ofsted – see attached sheet</p> <p>Most of the actions are already being done or are ongoing.</p>	
10.	<p>Attendance – see Register and Attendance Analysis</p> <p>These figures are based on the Autumn term. Absence for</p>	

	<p>holidays is still an issue. A letter is to go out to parents to stress that holidays should not be taken during term time. There are 8 children at school who have persistent absences. 4 are in the reception class and are under 5yrs old and the others have legitimate reasons for the absences. The school is doing OK compared to the national average, but there are concerns over the summer term and holidays. It was suggested that certificates should be given out for 100% attendance, but it was felt that this wasn't fair on children who were ill, or whose parents took them out of school as the children had no control over this.</p>	
11.	<p>Persuasive writing The children in class 5 were given a persuasive writing task. They were told that the governors had cancelled all trips and were asked to write to them to try and get them to change their minds. This was a successful exercise, with good work being produced. Concerns were expressed as not everyone in received an email explaining that is was a made up scenario and some of the children were upset about it. If an exercise like this is going to happen again then it should be made sure that everyone received the information. It was suggested that instead of making up issues that current issues could be used. This would probably not have the same effect on the children as it would not affect them personally.</p>	
12.	<p>Year Group Parity The question was asked as to why only class 5 did the task, meaning that those of year 5 in class 4 didn't do it. All children work at different levels, therefore they are not all at the same level at the start of year 6. There are individual targets for each child with them all working towards the National expectation, with evidence showing progress and attainment. Ofsted is looking at progress from the child entering the school until they leave it. It was stressed that the the school looks for opportunities to bring split year groups together but this is not always practical.</p>	
13.	<p>Educational Visits Derwentwater trip - Year 4 and 5 this term. Glasgow trip –Year 5 and 6 has been organised for October. There are lots of other trips coming up.</p>	
14.	<p>Parental Communication – see Staveley School Questionnaire March 2017 A questionnaire was sent out to parents asking what they considered the school strengths to be and what things they would most like to see introduced, developed or improved. Out of 85 families only 18 questionnaires were returned.</p>	

	The answers were discussed but it was felt that on the whole the school was doing well and that any issues raised were from a small minority. Matt will write to parents stating how the feedback will be taken forward.	Matt to write to parents re feedback
15.	Special Educational Needs Reviews are coming up. There is transition to secondary school for 1 child.	
16.	Safeguarding – A safeguarding audit has just been done by Kym Allen. This will be feedback to the SMT and Susan will be invited to come to the meeting as Safeguarding Governor. The report will be circulated when it has been received. Staff have updated their L1, L2 and L3 safeguarding.	
17.	Governor Training – Coping with Transitions – Rachel attended this course and found it informative with lots of ideas. She has passed the handouts onto the school and will do a summary for the governors. CASL Governor Roadshow – this is on Monday 15 th May at Crooklands. Two places have been booked, Guy is going and Nicky expressed an interest in also attending. It clashes with the Governors meeting so Matt will send out a doodle poll to see if it is possible to postpone the Governors meeting to the following week.	Matt to do a doodle poll
18.	Maths and English update (see report attached) Spelling homework is done from reception upwards. Starting homework patterns earlier will hopefully have good results. Most parents are positive and want to help their children The school has a Bananagrams champion going to London, to take part in the final of the National competition.	
19.	Governor Monitoring Governors were reminded that if they come into school to do monitoring that they should write it up. A monitoring form has been circulated for this task. Shanthi has completed forms for monitoring visits last term. Nicky will write up about pupil progress meetings and Rachel will write about an excellent handwriting session run by Mrs Butcher which she observed.	Nicky and Rachel to write up monitoring reports
20.	Any other business – none	
21.	Date of next meeting – Curriculum Meeting – Monday 12 th June at 6.30pm Full Governors – Monday 15 th May at 6.30pm	

	Signed:	Date:
	Attachments: Pupil Premium Strategy Statement – Financial Year 2016/17 Tracking Data for 2016-17 Progress since last Ofsted inspection – November 2014 Register and Attendance Analysis Staveley School Questionnaire March 2017 English and Maths Update April 2017	