

## THE GOVERNING BODY OF HINCHLIFFE MILL JUNIOR AND INFANT SCHOOL

Minutes of the meeting of the Curriculum, Pupil Achievement and Outcomes Committee at the School on 8 May 2018 6.00pm

### Present

C Crossland, Y Donkersley, A Hornby, N Houlgate, R Townsend

### In Attendance

Mrs V McCormick

### Apologies

Agenda Item	Discussion and Decisions	Action – who/by
1.	<p><b>Minutes of the last meeting</b></p> <p>These were reviewed, any action still to be completed noted by R Townsend:</p> <ul style="list-style-type: none"> <li>3. RT to share display policy               <ul style="list-style-type: none"> <li>• Review consistent terminology on policies</li> <li>• Committee agreed to sensible anonymising of pupil work for review. AH suggested looking at a book cover/sleeve so work can be shared (to do in 2018/19)</li> <li>• SEND policy to be updated</li> <li>• Spelling and Punctuation policy -(complete)</li> <li>• Parental involvement to be a standing item on the agenda</li> <li>• Good progress with new handwriting scheme in school (complete)</li> </ul> </li> <li>4. GB Action Plan now complete, shared and published               <ul style="list-style-type: none"> <li>• RT suggested that rather than Headteacher receiving all Qs prior to full GB meeting, curriculum chairs accept Qs from Governors and initially respond, if further confirmation needed to share with RT.</li> <li>• L Vann has now left our school but still to share feedback document on standards of literacy in school.</li> <li>• Login for FFT to be shared with comm members, RT still to do this with staff.</li> <li>• Updated ASP and EYFS data to be shared at next comm meeting</li> <li>• Governors to look at BAR modelling in next meeting</li> </ul> </li> </ul> <p>The Minutes were accepted as a true record of the meeting on 23 March 2018</p>	<p>RT / AH to progress on webinar</p>
2	<p><b>Information Update</b></p> <p>Subject lead update – Science delivered by subject lead N Holgate</p> <ul style="list-style-type: none"> <li>• NH led us through the SDP ‘Science’</li> </ul>	

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	<ul style="list-style-type: none"> <li>• NH worked alongside science lead at Hepworth School, working on a standard assessment framework.</li> <li>• Shared a typical assessment Y3 science assessment, how it progresses through school.</li> <li>• Assessment for science now through the school. Split year groups accounted for throughout assessments, however the previous two academic years had differing age groups in the classes so cannot yet give true comparison of progress data. NH positive about current provision for assessment.</li> <li>• YD Question re. ‘greater depth’ provision for identified pupils. Provision identified via investigations plus experiences provided for pupils. Good feedback from HHS on science standards from Hinchliffe Mill pupils.</li> <li>• RT explained the use of number ‘1’ on the assessment framework, showed that the skill had been taught. The pupils would not necessarily meet this skill again until Y6 (for reporting arrangements)</li> <li>• AH question re. link to STEM activities. NH advised that there was no specific link. Committee in agreement that there are definite benefits to promote STEM with parents. Important links for science within subjects across the curriculum (eg literacy and mathematics)</li> <li>• YD asked how the staff knew that pupils ‘enjoyed’ science - do pupils evaluate the provision of science in school? No this is not done but could be done.</li> </ul> <p>NH thanked for her thorough presentation on standards and provision in science across the school.</p>	
3.	<p><b>Term 2 Attendance</b></p> <ul style="list-style-type: none"> <li>• 97% - positive</li> <li>• RT discussed ‘fine’ implications with certain families who have requested term time holidays.</li> <li>• AH question – does the 97% include ‘snow days’? RT explained that the closure days are not identified as absences if the school is officially closed. When the school is open during ‘snowy weather’ then the registers remain open until 10am.</li> </ul> <p>Discussion on how the front door being opened earlier has improved people coming into school and the reduction in traffic around school between 8.45am and 9.00am.</p>	
4.	<p><b>Safeguarding Update</b></p> <p>RT and NH undertaking single central record/safeguarding update 9 May. YD kindly invited to attend but unable to do so at short notice.</p> <p>VMc and Lauren to attend safer recruitment training, applicable to their roles in school.</p> <p>Adverts have now gone out for two vacancies within school.</p>	
5.	<p><b>Assessment update based on Spring Term results</b></p> <p>RT shared progress document. Reassured with good progress, still working on maths across the school with review of provision including the scheme of work. The school working with the Heights Federation ‘how to show progress’.</p> <p>Predictions made from end of KS1 results, but work now being done to look at</p>	

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	<p>predictions from EYFS data.</p> <p>AH question – what happens if parents request a delayed start for their YR pupil? RT explained that if there were such pupils in school they would start in Y1 not in YR. The school does not have any such pupils.</p> <p>CC question – is progress data to be standardised for governors? RT said this would happen, after consultation with EB (LA support)</p>	
6.	<p><b>SATS arrangements for Y2 &amp; Y6</b></p> <p>We are now in the ‘window’ for SATS</p> <p>All papers secured in locked cupboard. LA could do a monitoring visit to check systems are appropriate.</p> <p>Y2 pupils have the whole of May to complete the assessments.</p> <p>Y6 formal SATS in week beginning 14 May. RT shared the SATS timetable with governors.</p> <p>RT explained the use of ‘readers’ to support the Maths and GPS tests for pupils with low reading age. These pupils have had the chance to practise with their adult readers. The increased noise level due to readers was a distraction to pupils not having a reader so, following correct procedures, the SATS will be administered in two sessions.</p> <p>AH question – is there any stigma attached to having a reader? RT said that the feedback from pupils was positive and that pupils understood the need to support those who have a difficulty with reading.</p> <p>VMc explained that Y2 and Y6 have the chance for moderation (optional) this is seen as positive and a means of ensuring accurate assessment. Feedback from assessments / tracking already is seen to be of a good standard.</p> <p>RT has sent a letter out to parents re. SATS arrangements and will also send out letters to Y6 pupils, to reassure prior to test week.</p>	
7.	<p><b>Assessment arrangements for other year groups</b></p> <p>Y3, Y4, Y5 Optional SATS to take place in June (as last year).</p>	
8.	<p><b>Governor Visits</b></p> <p>AH/RT visit tonight, prior to this meeting. AH to report at the next meeting.</p>	
9.	<p><b>AOB</b></p> <p>RT shared the Staffing Structure for 2018/19</p> <p>Currently two posts advertised.</p> <p>EYFS/Y1 - VMc</p> <p>Y2/Y3 - LH / advertised post (2.5 days) (3 days joint to include PPA)</p> <p>Y4/Y5 - NH</p> <p>Y6 - Maternity cover / VS</p> <p>Support staff distributed across classes</p> <p>DH &amp; JH HLTA to deliver PPA across school</p> <p>YD question – have the staff received the changes positively? RT said that all staff were</p>	

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	<p>positive about the moves. Good professional development.</p> <p>Parents to be contacted shortly about the changes.</p> <p>Question – are there any training implications for the staff changes? RT said not, but if any needed then PPA time could be used for in-school training.</p> <p>RT shared updates on pupil numbers for next year. YR has 16 already with possible 3 more to appeal.</p> <p>YD to make appointments for Governor visits (safeguarding and EYFS) following Spring Bank holiday.</p>	
10.	<p><b>Date of next meeting</b></p> <p>In consultation with the Chair of Governors and the Headteacher the following date was agreed:</p> <p>Summer 2 12.7.18 6.00pm</p>	

Meeting closed 7.30pm

Y Donkersley