

## 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

12 July 2018 5.30pm

### Present

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

### In Attendance

Mrs V McCormick, Mrs Holmes (Teacher, Humanities lead)

### Apologies

Agenda Item	Discussion and Decisions	Action – who/by
1.	<p><b>Minutes of the last meeting</b></p> <p>YD went through previous minutes</p> <p>Discussed Bar modelling concept for handling data with pupils. Looking at incorporating into SDP for 18-19</p> <p>Adverts had gone out for two vacancies (Y2/3 and Y6)</p> <p>These two posts have now been filled.</p>	
2	<p><b>Information Update</b></p> <p><b>Humanities update Mrs Holmes as subject lead for History and Geography</b></p> <p>Started Humanities action plan by ensuring covering national curriculum, now produced into excel document for each year group displaying attainment targets as specific as possible.</p> <p>Staff will input assessment data into the spreadsheet. Mrs Holmes analyses data on emerging, expected and exceeding.</p> <p>This ensures data can be analysed and look if any gaps need addressing.</p> <p><b>Gov Q:</b>Yvonne- Are topics already identified? :A: Yes topic area on a 2-year cycle</p> <p><b>Gov Q:</b> Angela- Are topic areas very structured? A: No some variation around themes</p> <p>Staff ensure topics can be applied across the curriculum.</p> <p><b>Gov Q:</b> A- Do you take feedback from children if a subject works? A: Often comes in from report comments and feedback which can be taken onboard.</p> <p><b>Gov Q:</b> Charles Do some topics favour boys and girls? Yes this is considered, many appeal to both genders. Also looking at topics to ensure diversity.</p> <p><b>Gov Q</b> Yvonne- Considering all the data and time it takes for staff to input... what are the requirements from OFSTED?</p> <p>A: RT Ofsted interested in how we assess in all foundation subjects. Agreed data is really useful when informing planning and as a subject leader very useful</p> <p>Mrs Holmes commented that 'Book sampling' had recently taken place.</p> <p>YD commented as governor there is a wide range of topics introduced throughout school</p>	

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	<p>which are appreciated by pupils.</p> <p>Q YD Do we have a Humanities Policy? A: Yes this is under review and being updated for 2018-19.</p> <p>Thanks were expressed to Mrs Holmes for interesting commentary on Humanities throughout school. Governors appreciated the discussion on range of topics, in particular local history and geography.</p>	
3.	<p>Review of SDP to be part of full governors next week we took the opportunity to review humanities SDP during meeting.</p> <p>2.3 Discussed new laptops and security.</p> <p>Brief review and questions highlighted by YD from the SDP.</p> <p>Questions from Chair Curriculum, Pupil Achievement and Outcomes Comm</p> <p><b>1: Leadership &amp; Management</b></p> <p><b>Q:</b> ‘TRIAD Meetings ... have been disjointed’. Can RT expand on this?</p> <p>A: More time needs to be given to this group (Kirkroyds, Netherthong and HM) Continued links beneficial re. appraisal, target setting and accountability. Meeting in Autumn Term.</p> <p>YD emphasised all work done over this year with regards to L&amp;M (including governors) and agreed on ‘good’ grading (moving on from RI earlier in year)</p> <p><b>Q:</b> Review states ‘not all governors have sent in feedback forms’ Is this something we could improve on?</p> <p>A: There will be an independent review of GB in Autumn Term</p> <p><b>2: Further develop accurately tailored provision based on the needs, strengths and interests of individuals and groups so school systems for self-evaluation are accurately judged.</b></p> <p><b>Q:</b> Maths trends on data shows greater proportion of pupils not reaching expected standard. How will this concern in maths be addressed?</p> <p>A: All staff in school responsible for standards. This cohort of pupils met targets expected. Focus on maths next year plus new teaching staff aware of maths priority.</p> <p><b>Q:</b> (re Next Steps – Computing) You plan to timetable the use of new equipment across the school to enable a more x-curricular approach to use of new technologies. What is the new equipment?</p> <p>A: RT 30 new laptops purchased plus trolley for storage and charging. This will also enable all staff to have log in access to shared areas in IT systems. It will also allow for all staff training in IT skills.</p> <p><b>3. Personal Development, Behaviour and Welfare</b></p> <p><b>Q:</b> Visionary review- where are these comments stored and shared plus how will the school logo and school ‘phrase’ be designed?</p> <p>A: RT Visionary review comments in hall and referred to (check this, may be historic comments?) The rebranding of logo will be done by pupils over the last few weeks in school.</p> <p><b>Q:</b> Governors – could RT feed back information to Y6 parents on the successes of the year</p>	<p>Review of Humanities to be discussed at next full GB</p> <p>Further discussion full GB</p>

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	<p>and also think about making this an annual communication?</p> <p>A: RT Good point will be discussed further</p> <p><b>4: Effectiveness of Early Years Provision</b></p> <p><b>Q:</b> With regards to scrutiny of filed observations in EY. What were the issues regarding 'time management'?</p> <p>A: VMc Quality observations need appropriate time given to them. All staff have looked at ways in which they could make more effective use of their time. They have identified 'pockets of time' throughout the day where a member of staff could focus on assessment via observations and not take time to 'accompany' children if this is not necessary. This will lead to better, improved observation processes.</p>	
4.	<p><b>Policy Progress</b></p> <p>RT to send update out for all policies before the full GB meeting</p>	
5.	<p><b>Assessment – an opportunity for further questions following on from previous full GB meeting (Combined with Agenda Item 7)</b></p> <p>RT discussed in detail the end of year assessment data (school and national SATs)</p> <p>The end of KS2 data is a big issue for the school which all year groups have responsibility for. The school has high expectations for pupil achievement and progress. RT commented that according to her analysis the school should no longer be termed 'coasting' (previous two years). The school needed 85% but achieved 83.3% reaching 'expected in all areas) As the difference is less than one pupil the target has been achieved. This is positive progress, RT stated that through moderation results were secure. Great emphasis has been made on individual pupil tracking to identify specific needs, the strategic plans aimed at raising progress levels have been successful.</p> <p>RT said that standards in phonics (62.5%) were below Kirklees and National.</p> <p>RT will report in further detail to all governors at the next GB meeting.</p> <p><b>Q:</b> YD asked if further time could be made available to ensure Governors are comfortable with the data analysis?</p> <p>A: RT suggested the second GB meeting of the year (November) Impact of PP discussed. Advised SC as governor taking a lead</p>	
6.	<p><b>Sports Premium</b></p> <p>Following a recent meeting RT advised some money from Sports Premium will be spent on the MUGA also a community contribution (local builder) to help prepare the area and possibly contribute. Confirmed lottery grant of £10K.</p>	
7.	<p><b>End of Year assessment report</b></p> <p>See Agenda Item 5 (above)</p>	
8.	<p><b>Attendance Report</b></p> <p>Attendance high 97% Updated attendance policy</p> <p>2 Fines have been issued for parents taking children out of school</p>	

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9.	<p><b>Safeguarding Update</b></p> <p>YD fed back information (see feedback below)</p>	
10.	<p><b>Governor Feedback Report</b></p> <p>YD Governor feedback- 2 visits – read through notes.</p> <p><b>1. VMc Early Years.</b> Discussed results and staffing</p> <p>Discussed progress and SDP review. Exciting year overall, however the long-term staffing issues have impacted on overall standards. From September VMc will be taking responsibility for T &amp; L in EY/Y1. Discussed moving EY/Y1 to a classroom with access to outdoor space will be really positive. Parental feedback very positive. Next SDP EYFS will focus on ways to enhance communication with parents. The EYFS Policy and appropriate Risk Assessments will be in place from September.</p> <p>Assessment also discussed. Targets set following Baseline assessment in September 2017 have been met 60 % achieving GLD. This is a downward trend from 2017 and also down on Kirklees and National.</p> <p><b>2. YD Safeguarding visit.</b></p> <p>Changes have been made to ‘Safeguarding Information for Visitors’ Fit-Bit watches not allowed in school or internet to be turned off.</p> <p>Sports coaches in school must ensure that they have walkie talkies when they take groups of children outdoors.</p> <p>YD and RT looked at Single Central Record and noticed two governors still have to do on-line safeguarding training.</p> <p>Medicine, Admissions and SEND policies will be reviewed</p> <p>Safeguarding policy will be reviewed in September.</p> <p>Discussed Gov training for safeguarding</p>	<p>VMc to email policy to YD from September</p> <p>Further discussion at next full GB meeting.</p> <p>Identified governors to complete on-line safeguarding training</p> <p>Forward SEND policy to YD via email.</p>
11.	<p><b>AOB</b></p> <p>CC suggested encouraging parents to complete the OFSTED feedback for parents</p> <p>RT advised this will be shared. Discussed possibly of undertaking this as part of parents evening too.</p> <p>YD suggested the 3 stars and a wish, this was just an example of another school’s method of obtaining feedback from parents and pupils.</p>	

Meeting closed 7.20 pm

Y Donkersley