

## 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

18<sup>th</sup> October 2018 5.00pm

### Present

C Crossland, A Hornby, N Holgate, R Townsend, R Coates, D Hirst

### In Attendance

Mrs V McCormick

### Apologies

Y Donkersley – questions sent by email for inclusion

Agenda Item	Discussion and Decisions	Action – who/by
1.	<p><b>Minutes of the last meeting</b></p> <p>Management time- YD mentioned about half hr every Thursday now established and in active. RT added assemblies to start of day meaning support staff start slightly later and teaching staff able to use time to discuss together. Also all planning emailed to RT on weekly basis. All email to class team and query any actions. All staff now have school email addresses. Bulletin also shared via email. All Governors now receive the weekly word where previously was just parents.</p> <p>Safeguarding and Fitbits - All visitors have to read safeguarding note highlighting smart devices.</p> <p><b>AH Q</b> Mentioned not really just 'fitbits', more smart devices – not all have internet connectivity without the phone etc</p>	<p>RT Action to email safeguard lead about Smart devices</p>
2	<p><b>Information Update</b></p> <p><b>SENDco</b></p> <p>RT ran through data and a breakdown on SEN, PP and PP non-SEN groups and summarised changes.</p> <p>A visit has been made to Highburton school who have a similar school profile.</p> <p>PP statement will be added on the website shortly.</p> <p><b>Ofsted framework revisions</b></p> <p>Charles shared changes to GB of OFSTED framework. Changes to not focusing on results and progress. GB reviewed and discussed changes.</p>	
3.	<p><b>Review of SDP</b></p> <p>RT- governors shared and have focus areas. RT to share final SDP after KLP visits on Fri 26<sup>th</sup> October.</p> <p><b>Q DH</b> What role does the KLP perform? RT explained role of KLP.</p>	
4.	<p><b>Curriculum action planning</b></p> <p>RT has staff meeting assigned to discuss analysis on subject leaders. This takes place prior</p>	

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	<p>to next Curriculum meeting. Item to be moved to next Curriculum meeting in December.</p> <p>This is around analysing the same subject analysis sheets set by Paul Thompson.</p> <p><b>Q CC</b> Discussed last year results and difference in boys and girls progress in particular subjects. RT said this is considered by teachers during lesson planning and observations</p> <p><b>Q AH</b> About particular texts ..... RT advised do try balance. Have considered shift to include more non fiction books and appropriate books types for children. VM discussed changes and improvements to phonics</p> <p><b>Q RC</b> Have we put out the ask for volunteers to run the Library in school?</p> <p>RT advised no, it could be considered. Likewise running a Library in class time can be quite challenging.</p> <p><b>Q AH</b> Re gender bias and reading, how can we target particular children to improve reading? RT mentioned about encouraging</p> <p>NH discussed outcomes of staff meeting about strengths and weaknesses and how to encourage reading across genders/age groups.</p> <p>CC discussed the loss of 'reading friends' of late and how this could be resolved.</p>	
5.	<p>Moderation arrangements</p> <p>Book sampling has taken place. Looking at marking across the board and implementation of policy. Responsive marking as a whole school taking place next week. Discussed how reflects on SDP for GDS and reasoning. As a team of staff moderation will be planned with other [small] schools. Particularly being planned is maths moderation. Agreeing levels and reasoning behind. Try for termly meetings.</p> <p><b>Q AH</b> Was writing focused as it was a area to develop RT confirmed that was the case</p> <p><b>Q RC</b> Re book sampling and SDP. Is the audit taking place? RT Yes this is taking place next week</p> <p><b>Q RC</b> Learning walk and pupil voice- is this being planned? RT advised Year 6 taking place next week on 'challenge'</p>	
6.	<p>Progress for SEND and PP pupils</p> <p>Pupil Premium and vulnerable groups</p> <p>End of year outcomes for last academic year</p> <p>RT presented data on children PP SEN and SEN &amp; PP. Where working below, towards, expected or above age related expectation</p> <p>On website doc, how spend money, desired impact and actual impact Also review of next steps for moving forward. School able to tally each child to spend and outcome</p> <p>School need to ensure that they target the particular groups as budget not separately ringfenced. Small statistical number mean demonstrating success and benefit can be difficult to substantiate.</p> <p>Agreed data shouldn't drive us, it should be about the individual.</p> <p><b>Q CC</b> Can we see context of other children. How can we compare to a known baseline?</p>	

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	<p>RT to consider and include?</p> <p><b>Q RC</b> How would the data look if report on each year not just overall school? RT advised this does not show a pattern.</p> <p>GB agreed we should not be given the ability to work out individual pupils and where they are.</p> <p><b>Q CC</b> Are GB able to stand to scrutiny on spend of PP and SEND? RT confirmed yes as this is covered in the PP and SEN reports shared.</p> <p><b>Q CC</b> Is it possible that teaching governors can play the role of understanding further data? Would this be appropriate. RT agreed to discuss with KLP on visit next Friday</p>	
<p>7.</p>	<p>Annual policy review</p> <ul style="list-style-type: none"> <li>• Sports Premium</li> </ul> <p>Small number of typo need correcting. AH to share with RT</p> <p><b>Q YD</b> 18-19 plan how to engage all pupils and Do lunchtime staff receive training to promote physical activity? NH response sports teachers identify the ‘energy club’ to engage those typically less involved.</p> <p><b>Q YD</b> Do you play your ‘best team’ to inter school events, or are you inclusive of those who want to play? NH response no – all take part.</p> <p><b>Q AH</b> How do you tally the 2hr timeframe NH said try best to share around and make equal</p> <ul style="list-style-type: none"> <li>• Pupil Premium</li> <li>• Display Policy</li> </ul> <p><b>Q YD</b> Mentioned about displays relevant for current year. RT acknowledged all work is on a cycle and will be switched. VM doing learning walk</p> <p><b>Q RC</b> Are the policies a rehash of a national? VM Yes Useful to have these to check the expectations are delivered</p> <p><b>Q CC</b> Can we see previous completed display monitoring sheets YD advised yes these are in place from next week</p> <p><b>Q from YD</b> Discuss and celebrate displays? Yes e.g. Lest We forget?</p> <p><b>Q AH</b> Are display boards photographed for history? VM Yes and used to demonstrate that they care changed frequently</p> <ul style="list-style-type: none"> <li>• EYFS</li> </ul> <p><b>Q YD</b> Q VM Ans YES!</p> <p><b>Q CC</b> Noted Statutory framework, March 2014... last updated 2018 Ensuring still relevant. YD to double check any specific changes</p>	<p>Raise with SC</p>

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	<ul style="list-style-type: none"> <li>• SEND <p><b>YD Q</b> Can IEPs be generated/reviewed without parents actually having a face to face meeting? Policy states that IEPs sent home. RT response not sent home rather given by hand to parents.</p> <p><b>Q YD</b> Do you have child friendly IEPs? Would children know their targets? RT advised this is shared where appropriate</p> <p><b>Q CC</b> Should we have a wider focus on governor responsibilities? Possibly discuss with SC</p> </li> <li>• MUSIC <p><b>Q YD</b> Does the school still use cassettes? RT Yes that does happen</p> <p><b>Q YD</b> Could we consider outdoor speaker RT Yes this is happening</p> <p><b>Q YD</b> Is there particular provision for orally impaired? Not had to tackle this, but agreed should be included to support children of all abilities?</p> <p><b>Q AH</b> Have we considered moving to digital? Quite a few already? Grant in place to find musical instruments. Not much percussion and sound makers etc which is being looked at</p> <p><b>Q CC</b> Interested in ICT perform music? How use new laptops with music? Ref later RT mentioned ICT lead links to using IT for music creation and sounds eg garage band</p> <p>All policies approved by GB subject to changes</p> </li> </ul>	
8.	<p>Safeguarding/GDPR update</p> <p>No Safeguarding updates.</p> <p>GDPR Lauren visiting Netherthong next week. Update at next Curriculum meeting.</p>	
9.	<p>Governor visit feedback</p> <p>CC Visited on the open evening- Wed 26th Visited each class, looked at work, talked to some parents and teachers. All very positive. Seemed reasonably well supported by parents and appreciated. Also looked at changes made in reception class and changes planned eg carpet and outdoor learning environment.</p> <p>AH SDP visit</p>	
10.	<p>Attendance</p> <p>Attendance 98% very good. Following all procedures for non-approved absences etc</p>	
11.	<p><b>AOB</b></p> <p>RC- SDP on each high level agenda- My responsibilities is it to work towards. RT shared</p>	

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	RC Do we have structure for parents evening coverage. 2 people per night CC agreed to email out and organise. Possibly a short planning meeting next week? A update to be sent from governors stating presence and focus	CC email out for volunteers
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Meeting closed 7.10pm

A Hornby, Vice Chair.