

# MINUTES OF MEETING

**School:** Round Hill Primary  
**Meeting title:** Meeting of the Curriculum and Strategic Development Committee  
**Date and time:** Wednesday, 25 June, 2014 at 5.30pm  
**Location:** At the school

**Membership**  
'A' denotes absence

Mrs R Tunney  
Mrs S Sullivan (chair)  
Mrs L Sun  
Mrs S Vasey (vice-chair)  
Mr R Jones  
Mrs J Hewitt  
Mr A Nash (headteacher)  
Miss O Kershaw  
Mrs C Matz

**In attendance** Mr S James (minuting secretary)

## Action

### **CSD/15/14 Apologies for absence**

There were no apologies for absence.

### **CSD/16/14 Statement of pecuniary interest**

There were no declarations of interest, either direct or indirect, for items of business on the agenda.

### **CSD/17/14 Minutes of last meeting**

The minutes of the spring term meeting held on 11 March, 2014 having been previously circulated were confirmed and signed by the chair.

### **CSD/18/14 Matters arising**

#### Matters arising from C&SDC

#### *CSD/32/13: School Improvement Plan*

Governors noted that the action had been completed.

#### *CSD/07/14: Improving governance/Link governor visits*

Governors noted that the action had been completed.

#### Matters arising from full governing body

#### *GB/22/14: Update the school complaints policy*

Governors noted that the matter was addressed in agenda item CSD/19/14 below.

*GB/23/14: Accuracy of the school's predictions*

Governors noted that the matter was addressed in agenda item CSD/20/14 below.

*GB/23/14: Governor moderation of SATs*

The headteacher reported that the moderation of the KS2 SATs had been conducted and no major issues disclosed other than in respect of the ensuring the security of test papers. He confirmed that the moderation of the KS1 phonics test had been similarly compliant.

***Mrs Vasey joined the meeting at 5.38pm.***

Governors had a full discussion on the role of the governing body in the operational exercise and agreed that Hilary Craik be requested to oversee the process in future.

*GB/23/14: Progress of vulnerable groups*

Governors noted that the matter was addressed in agenda item CSD/21/14 below.

*GB/28/14: The 10 Key Questions for Governing Bodies*

Governors noted that the matter was addressed in agenda item CSD/22/14 below.

**CSD/19/14    Update the school complaints policy GB/22/14**

The headteacher tabled the amended policy which had been previously circulated and préciséd the most recent Ofsted guidance to parents on complaints by reference to Appendix A.

During a detailed discussion of the matter governors identified the following matters arising from various challenges and observations made:

- The wording of the amendment required further refining;
- The Dfe had also issued additional guidance on the matter;
- The usefulness of flow diagrams which had been included in the policy;
- That the governing body was accountable for the operation of the complaints process;
- A record of the final outcome of a complaint was required.

Governors agreed to the following actions:

- Ms Kershaw to undertake a review of the draft policy and report back to the next meeting of the C&SDC;
- The next meeting of the C&SDC to approve the amended policy and the subsequent full governing body meeting to be advised;
- The headteacher to note on the school website that the policy is under review.

**OK**

**HT**

**CSD/20/14 Accuracy of the school's predictions GB/23/14**

The headteacher tabled and circulated copies of relevant documents. He and Mrs Hewitt explained and clarified the predictions. During the subsequent wide ranging and detailed discussion governors raised numerous questions and challenges and the following matters were addressed and/or answered:

- Whether the level 5 for reading and writing was inflated - Mrs Hewitt explained the use of pupil tracker and that predictions were 'aspirational targets'.
- Whether the same argument applied to the prediction for maths.
- The headteacher stated that governors would be invited to the first INSET day in the autumn term to ensure their input was captured.
- What actions were being taken to address the levels for reading and writing – Mrs Hewitt explained the operation of the assertive monitoring system which provided accurate feedback to the pupil.
- That the predictions given were now closer to the actual results and consequently governors had more confidence in them.
- In respect of KS2 why some pupils were undertaking the level 6 test when there was no realistic expectation of them achieving it – the headteacher stated that as they were working towards that level it was considered appropriate and helpful to give them the opportunity.
- That in order for level 6 to be attained teaching staff need to be properly trained to recognise those pupils with the potential – Mrs Hewitt gave details of the actions in hand for this which were fully discussed.
- What CPD was being offered to staff – the headteacher provided details of available courses.
- What support if any was being offered by Alderman White – the headteacher gave details of potential collaboration and involvement and agreed to look into it further.

**HT**

**CSD/21/14 Progress of vulnerable groups GB/23/14**

**See confidential item on separate page.**

**CSD/22/14 The 10 Key Questions for Governing Bodies GB/28/14**

Mrs Sullivan acknowledged that she had not distributed the questions previously and referred to an appendix to the Improving Governance report to the governing body and a further document in which 12 key questions were detailed.

During discussion it was noted and/or agreed:

- The two additional questions related to pupil premium and staffing.
- Some of the questions had already been considered under other agenda items.

- To adopt the 12 questions and that six questions were relevant to the C&SDC which should be spread through the year for consideration.
- The questions relevant to each committee or meeting should be itemised at the head of the appropriate agenda.
- There should be an item of reflection on all agendas to consider whether the question/s had been addressed.
- The issue of school values to be on the agenda for the next meeting of C&SDC.

#### **CSD/23/14 National Initiatives - Update on current events in education**

Mrs Vasey gave details of an event on 8 July, 2014 when she would be delivering details of numerous recent developments to educational professionals.

During a detailed and comprehensive discussion governors raised the following areas of concern:

- That the school are concentrating on the most essential initiatives requiring attention and 'parking' less essential ones – the headteacher and Mrs Hewitt confirmed this was the case.
- How the school proposes to ensure that its pupil premium funding is sustained – the headteacher reported that he had received an email with advice and tools to do this and Mrs Hewitt gave details of the actions being taken by the school. Mrs Vasey undertook to forward a flyer that had been prepared for Derby schools which would assist and support the application process.
- What are the logistics/proposed management of the process of ensuring that applications for free school meals are made – the headteacher advised governors that the SLT are considering the issue with a view to information being sent out before the end of term.
- Whether an additional meeting would be useful in which a small group of governors and SLT worked through some of the changes that needed to be responded to – the headteacher said he would consider the offer once Sue Vasey circulated a checklist showing all the changes.
- The effects of the new proposed assessment of teaching over time rather than lesson observations.

SV

SV, AN

#### **CSD/24/14 To review the academy status GB/40/12**

Governors noted that there was nothing to report under this item.

#### **CSD/25/14 To receive an update on the School Plan**

Governors confirmed receipt of the relevant information.

The headteacher and Mrs Hewitt confirmed that work had begun to capture the input from staff and other stakeholders.

During discussion governors acknowledged that it was a very good plan and raised/noted/agreed the following:

- What governors need to do to appropriately monitor the process and where suitable evidence could be found – the headteacher referred to the various actions.
- Governors need to ensure that any visits are conducted as part of their monitoring role and are linked to the plan as the purpose is to make the school accountable for putting the SIP into effect.
- Whether the current plan is the right size (i.e. too big) – the headteacher and Mrs Hewitt agreed to consider the issue.
- Governors should undertake periodic monitoring and that all school documents need to be 'joined up'.

**HT and  
JW**

**CSD/26/14      Determination of confidentiality of business**

It was

**resolved**

that all papers and reports be made available as necessary save for information and material relating to pupil data discussed under agenda CSD/21/14 (Progress of vulnerable groups).

**CSD/27/14      Dates of Future Meetings**

Autumn term – Tuesday, 9 December, 2014 at 6.00pm  
Spring term – Tuesday, 10 March, 2015, at 6.00pm  
Summer term – Tuesday, 23 June, 2015 at 5.30pm.

**The meeting closed at 6.55pm**

Signed .....(chair)      Date .....

SJ/aa