

MINUTES OF MEETING

School: Round Hill Primary
Meeting title: Curriculum and Strategic Development Committee
Date and time: Tuesday, 9 December 2014 at 6.00 pm
Location: At the school

Membership
'A' denotes absence

Mrs R Tunney (vice-chair)
Mrs S J Yates
Mrs L Sun
Mr R Jones
Miss O Kershaw (chair)
Mr A Nash (headteacher)

In attendance

Mrs M J Greeley (minuting secretary)
Ms K J Rainford (observing)

CSD/28/14 Welcomes, introductions and apologies for absence Action

The headteacher welcomed governors to the meeting.

Mr Jones suggested he opened the meeting until the chair of the committee had been decided.

There were no apologies for absence.

CSD/29/14 Statement of pecuniary interest

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

CSD/30/14 Minutes of the last meeting

Minutes of the meeting of 25 June 2014, having been previously circulated, were approved and signed by the chair.

CSD/31/14 Appointment of chair and vice chair

Mr Jones invited nominations for chair of the committee. Mrs Tunney nominated Miss Kershaw and this was seconded by Mr Jones. Governors unanimously

agreed

Miss Kershaw's nomination for chair of the committee.

Miss Kershaw took the chair for the meeting.

Miss Kershaw invited nominations for vice chair of the committee. Mrs Tunney's name was put forward for vice chair of the committee. Governors unanimously

agreed

the appointment of Mrs Tunney as vice-chair of the committee.

CSD/32/14 Substantive item

FGB/43/14 What are the school's values? Are they reflected in our long term development plans?

Governors confirmed that they had read the values and vision document on the school's website. The headteacher also referred to an additional document on British values in schools, published by the DfE. This had previously been circulated by Mr Jones.

Discussion took place about incorporating parts of the new document which had been tabled into the values and vision document. Governors' views were that the school's document needed to be something in plain English and child friendly but felt that it should capture what Round Hill School was about. The headteacher suggested that a governor took the new document away, had a look at it and brought it back to the next meeting with some recommendations.

Mrs Yates suggested that the school consulted with parents.

The chair suggested asking staff about it as well. The headteacher suggested a re-launch of the values and visions. He also suggested putting the two documents together and sending it out for consultation. It was

agreed

that the chair and vice chair looked at the two documents and brought back a revised version to the next meeting . It was also agreed to circulate it to staff before the next meeting.

**Chair/Vice
Chair**

CSD/33/14 Matters arising from Curriculum and Strategic Development Committee/Full Governing Body

CSD/20/14 What support, if any, was being offered by Alderman White

Ms Rainford reported that two members of Alderman White had come over to Round Hill and looked at Y6 teaching and also that the school were aiming to do more within the family of schools. She stated that It would be good to say to outside agencies that the school was being moderated by other schools.

Mrs Tunney asked whether there was any moderation between primary and secondary schools and discussion took place about moderation between the primary and secondary sectors. It was

agreed

that this be an item for the agenda at the next meeting.

Cttee

CSD/23/14 Flier – Pupil premium children/Changes in education

The chair reported that the flier to school regarding pupil premium children had been done.

It was also reported that the headteacher had met with the senior leadership team to discuss the changes that were happening in education.

CSD/25/14 School plan

The headteacher raised the issue that if the vision was going to change significantly, the school plan would need amending. The headteacher stated that the school plan had been commented on by an Ofsted inspector as being an example of good practice.

FGB/48/14 The value of written reports

Governors noted that written reports were linked in with the visits policy. The chair suggested (according to the visits protocol) that when a governor visited school they should follow it up with an email to the headteacher so he could have a copy to keep as a record of the visit.

All gobs

CSD/34/14 School policies

The chair stated that she had gone through the local authority's checklist of all policies and picked out the ones relevant to the committee.

Complaints policy

Governors noted that the complaints policy had been updated incorporating relevant parts of the Ofsted framework. After a short discussion, governors

approved

the complaints policy.

Data protection policy

The headteacher tabled the data protection policy from the Burford School and suggested that governors adopted the contents of this policy. Mr Jones asked whether there was any copy right to the Burford policy. After consideration, governors suggested that the headteacher contacted the Burford School to ask if Round Hill could adopt their policy.

HT

Governing body code of conduct

The chair tabled the National Governors Association model code of conduct and suggested that governors adopted the NGA policy. The headteacher stated that he liked the reference to the seven principles of public life as contained in the document.

The chair stated that she thought the section on breaches of conduct required further consideration. It was really important for a transparent and clear policy procedure that everybody knew about but she was not convinced that, as it currently stands, it was clear.

Mr Jones stated that the NGA was the advisable route to follow for guidance and to be asked whether the NGA or the DFE had guidance on breaches of the law. Mr Jones also suggested that the governing body could enhance to gold membership of NGA. It was

agreed

that the headteacher looked on 'Wired' for any guidance or related documents. It was also

HT

agreed

to accept the code of conduct document and the sanctions procedures as a separate document.

Governor induction and development policy

The chair stated that she interpreted the induction and development policy as the governors' handbook and recalled that at the last full governing body meeting that there was a separate document on induction, which was a much shorter document. Governors noted that the induction policy had been approved at the full governing body meeting.

Mr Jones informed governors that he had sent the final version of the handbook at the weekend and Mrs Williams had done all the work on the appendices. He suggested that the code of conduct be put on the school's website along with the decision planner.

Mrs Tunney asked when new governors would be starting and the headteacher informed her that new members would be in place in January.

Governors

agreed

that appendix 3 be kept in the handbook but everything else be put on the school's website. The chair would do this and make the appropriate changes. The headteacher agreed to put the decision planner and the new code of conduct on the website. The school visits policy to be included in the handbook.

Chair

HT

The headteacher stated that when the VLE was operational this should be sorted out.

Subject to the changes, governors were happy to

approve

the handbook.

School's visit policy

Governors

agreed

that the school's visit policy be taken out of the handbook and put on the website. Mr Jones suggested some amendments to the document, to include some sections of the existing visits policy. The chair would make the amendments and send it to the headteacher. The chair was asked to make sure that the document had a heading of 'governors' visits'. After consideration, governors

Chair

approved

the school's visit policy subject to amendments.

CSD/35/14 New assessment systems

The headteacher informed governors that Y2 and Y6 pupil assessments were still based on levels but all other year groups had a different curriculum which was thought to be much harder. Staff were working really hard to work on a new system and had gone with a tracking system of 'golden codes' which was very similar to the EYFS system. The headteacher explained that "secondary ready" was an old Level 4B mark. He also informed governors that many other schools continued to use old levels.

The chair asked what plans were being made to communicate with parents. Ms Rainford stated that staff were still in discussion and would have a meeting with parents to explain the new system when staff were more certain about it. The chair also asked about what plans, in terms of governors, were in place to make governors aware and what was the governors' role.

Mrs Sun asked about RAISEonline. Mrs Yates said that the curriculum was thought to be much harder. The chair stated that there was a need for parents to be aware of this.

The chair expressed that governors should be involved with the development. It was

agreed

that assessment be a substantive item on the agenda.

Discussion took place on deployment of the school improvement partners.

Cttee

CSD/36/14 National initiatives

**Cttee
Chairs**

Governors noted some of current events in education, e.g. British values and the new curriculum.

Mr Jones stated that governors be kept up to date with the changes. Mrs Tunney asked about universal infant free school meals (UIFSM) and pupil premium. Governors noted that this had been discussed at the full governors meeting.

Ms Rainford informed governors that with regard to UIFSM, the school were throwing a lot of food away on a daily basis.

Mr Jones suggested that committee chairs looked at the agendas to identify the appropriate committee to discuss relevant new initiatives.

CSD/37/14 Governance development plan 2014-15

Governors went through the development plan that Mr Jones had sent out at the weekend. The chair asked about governor recruitment and she was informed that there was one more recruitment to do. The headteacher was seeing someone from a banking background the following Thursday.

Governors noted that Graham Harvey was going to step down from the governing body.

Mrs Sun informed governors that governors requested training on appraisal but this could not be done in school as this was online training as an individual. She asked for any more suggestions on training. Mrs Tunney asked if she could have

training on the new curriculum and assessment.

Mr Jones referred to governor link visits and suggested that setting up dates for governor visits were probably an area that was more of a responsibility for school curriculum leaders and for curriculum leaders to be inviting governors. It was

agreed

that Ms Rainford made this a staff briefing item.

KJR

The chair suggested governors thought about inviting another school to review the governors of the school.

It was

agreed

to refer back to the full governing body, under matters arising, the next stage of the development plan.

CSD/37/14 Review of academy status

The headteacher reported that the school was in the same position as before.

CSD/38/14 Determination of confidentiality of business

The committee considered whether anything discussed during the meeting should be deemed confidential. It was

resolved

that all items be made available as required.

P&P/35/14 Dates of future meetings

Tuesday 10 March 2015 and Tuesday 23 June 2015. Times to be confirmed.

The meeting closed at 7.35 pm.

Signed(chair) Date

MG/LS