

# MINUTES OF MEETING

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**School:** Round Hill Primary  
**Meeting title:** Meeting of the Curriculum and Strategic Development Committee  
**Date and time:** Tuesday, 8<sup>th</sup> March, 2016 at 5.00pm  
**Location:** At the school

**Membership**  
'A' denotes absence

Ms O. Kershaw (chair)  
Mrs R. Tunney  
Ms S. Yates  
A Mrs L. Sun  
Mr R. Jones  
Mr A. Nash (headteacher)  
Ms J. Swain  
Mrs J. Hewitt  
A Mrs L. Brown

**In attendance** Mr H. Jones (minuting secretary)

**CSD/01/16 Apologies for absence** **Action**

Apologies for absence were received, and accepted, from Mrs Brown and Mrs Sun.

**CSD/02/16 Statement of pecuniary interest**

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

**CSD/03/16 Minutes of the last meeting**

The minutes of the meeting held on Tuesday 8<sup>th</sup> December, 2015, having been previously circulated, were approved as a true record.

**CSD/04/16 Substantive item**

**How well do we keep parents informed and take account of their views?  
(GB/06/16)**

Governors discussed the findings from the Autumn 2015 parent questionnaire. 99 questionnaires had been returned from a possible 316 families. The school published the results and responded on the website with a 'You've told us... we are doing...' feedback document.

It was agreed that it would be useful, in the summer term, to ask parents how they have found accessing the information on the school's website.

In addition, the meeting agreed there was a need to gather information on families who have no access to a computer to ensure they receive hard copies of information, newsletters, letters to parents, etc. FSM children are given hard copies. The school has the facility to be able to track the number of visits from families who log on to our website.

AN, SY and JH informed the meeting that parents were not asking specifically about Levels but did ask about the 'next steps' needed for their child to continue to make progress.

**Q.** AN explained he was confident that 'Pupil Tracker' on the website is an excellent tool to keep up to date with your child's progress/next steps and will be highlighted at the next Parent's Forum.

**AN**

**A.** The website now has a governors' blog. This will be evaluated after parents have had time to make use of it.

**AN/JS**

Attendance of PP and SEN children at clubs is monitored. Children and parents are given opportunities to suggest new clubs, e.g. film. Governors welcomed feedback about the clubs being run.

Mr Nash shared with governors a 'Communication with Stakeholders' document which provided a detailed visual breakdown of the different ways in which the school communicates with parents, staff and governors.

## **CSD/05/16 Matters arising**

*From C&SD*

*CSD/28/15*

Mrs Tunney and Mrs Pye will meet in the Summer Term to look at boy and girl case studies.

**RT EP**

*CSD/28/15*

A 'Progress report' is to be included in the headteacher's Spring Term report.

*CSD/33/15 (GB/40/12)*

To be covered at item CSD/06/16

*From Full Governing Body*

*GB/06/16*

To be covered at item CSD/04/16 (Parent questionnaire)

*GB/06/16*

To be covered at item CSD/08/16 (Management Information)

*GB/07/16*

The governor code of conduct has been updated and will be forwarded to all governors. A paragraph has been inserted stating governors are prepared to sign the LA declaration of eligibility form. The code of conduct will be reviewed and signed at the next Full Governing Body meeting.

**FGB  
agenda**

Mrs Williams will be asked to amend the reference recommending that governors are expected to attend training, if relevant to the professional development of their role as a governor at Round Hill.

**HW**

**CSD/06/16 Collaboration Opportunities (CSD/33/15) – To review academy status (GB/40/12)**

Mr Nash and Mr Jones were attending a local schools meeting on ‘Collaboration’ after the C&SD meeting on 8/3/16 and would report back.

**AN RJ**

Mr Nash stated, currently, the work across the schools within the White Hills Park Federation was extensive and, therefore, Round Hill was not isolated and contributed and shared much with these schools, e.g. shared INSET events, curriculum leader meetings, sharing of good practice, headteacher meetings, SENCo support.

Mr Nash added that these links should also extend, in the future, to the sharing of expertise, e.g. speech therapist, educational psychologist, mentoring, data work, SEFs, planning of lessons.

The issue was raised of whether these informal links would, in the future, need to become more formal. Mr Nash stressed that the meeting he and Mr Jones were attending (8/3/16) was for information gathering purposes and no formal decision on ‘collaboration’ was being made.

**CSD/07/16 National Initiatives**

Mr Nash and Mr Jones updated governors,

- The White Paper to be published soon will be discussed at the next meeting.
- The ‘Coasting Schools’ issue will be discussed at the next meeting.
- Mr Nash stated the current issue for schools is the uncertainty surrounding assessment. Mr Nash said he would keep governors informed. Governors added the need to keep parents up to date with assessment.

**AN**

In the course of discussions concerning the greatest risk surrounding the current uncertainty about assessment and data, the meeting was informed that Ofsted have stated they will not downgrade schools based on the data from 2016. They will continue to use 3 year’s data to look at trends.

**CSD/08/16 Management Information**

Mr Nash referred to the ‘Governors Management Information’ grid which Mr Jones had presented at a previous meeting. The grid includes key information about the school for governors, e.g. pupil population data, finance and budget, staff structure, OFSTED ratings, etc. This information is also included in more detail in the headteacher’s report to governors.

Governors agreed that the data/information on the grid was useful.

Mr Nash shared with governors a LA double-sided document giving a data summary of the school’s admissions projections, capacity, NOR, budget, staffing costs and profile and pupil performance. Governors will be able to access the summary sheet from the ‘school portal’. The information is protected and updated nationally and will help governors in assessing the impact of management decisions on school improvement.

Ms Kershaw stated this data summary should be presented at the Full Governing Body meeting and shared at committees.

**CSD/09/16 Achievement update**

Hilary Craik will write her report on ‘achievement and progress’ after the SLT has met with Gareth Parsons from the LA and will present her report at the Full Governing Body meeting.

**HC**

**CSD/10/16 Link Governor updates**

Ms Kershaw stated she had completed reports on ‘Achievement and Standards’ and the ‘X Factor’.

- ‘Achievement and Standards’ – had referred to the SIP and identified objectives met and work needed to achieve others. The SIP is colour-coded to help identify work completed and work on-going.
- ‘X Factor’ – work had centred on reasons why some children/groups were less likely to join clubs.

Mr Nash shared with governors the file containing Link Governor reports. Governors identified the need to follow-up reports with next steps action, if appropriate.

**Link Govs**

Mr Jones was holding a ‘Leadership and Management’ meeting with Mr Nash and will report at the next meeting.

**RJ**

Mrs Hewitt will liaise with Mrs Brown concerning the ‘Foundation Subject’ Link Governor visit to discuss topics and topic teaching. Mrs Hewitt stated she had met with some subject leaders to discuss action plans. Mrs Hewitt will complete the Monitoring Summary Report after she has met with all foundation subject leaders.

**JH**

**CSD/11/16 Stakeholder views**

Governors acknowledged that, in the Spring Y6 Pupil Questionnaire, some children had commented on their ‘Let’s Write’ activities. This item will be covered in the Curriculum Link Governor’s meeting to investigate if it is an isolated or wider issue. The Link Governor will report their findings back to the school/C&SD.

**Link Gov**

**CSD/12/16 Determination of confidentiality of business**

Governors agreed there was nothing on the agenda that should be deemed confidential.

**CSD/13/16 Date of next meeting**

The next meeting will be held on Tuesday 21<sup>st</sup> June, 2016 at 5.00pm.

**The meeting closed at 6.20pm.**

Signed .....(chair) Date .....

HJ/ww