

Round Hill Primary School  
Minutes of the Curriculum and Strategic Development Committee  
TUESDAY 13 December 2011 at 6.30pm

**Present:**

Stef Sullivan (SS), Rob Perkins (RP), Adrian Nash (AN), Sue Vasey (SV), Brian Taylor (BT), Lesley Eddison (LE), Rob Tait(RT), Sam Clemmetts (SC)

**In attendance:**

Jo Hewitt (JH)

**Minute Taker:**

Isobel Greenhalgh

**CSD/01/11 Apologies**

Richard Jones (RJ), Jill Munro (JM), Hilary Craik (HC)

A welcome was made to the new parent governor Sam Clemmetts

**CSD/02/11 Statement of pecuniary interest – none.**

**CSD/03/11 Appointment of Chair and Vice Chair**

SS was nominated as Chair for 1 year. She was proposed by SV and seconded by BT.  
SV was proposed as vice chair by SS and seconded by BT.

**It was Resolved**

**To accept the new posts of Chair (SS) and vice Chair (SV)**

Minutes of last meeting (Tuesday 28th June 2011) – these were accepted as a true record.

**CSD/04/11 Matters arising and  
CSD/05/11 minutes were done together**

- The Teaching and learning policy review to be carried forward.

**Action JH to report at next meeting on teaching and learning policy.**

- **Homework** RP gave verbal feedback – KS2 homework is marked consistently. Marking is of good quality and shows progression. Homework is valued and relevant to the work done that week.
- **Ofsted Training** - SV gave some training on OFSTED before this meeting. It was agreed to add the OFSTED Framework as an agenda item to the next meeting so we can look at the impact/evidence of the current initiatives.

**Action SS to add 'Ofsted Framework' as an agenda item.**

- **Safe Internet Use**  
Ofsted require us to judge the impact of doing safe internet use with the children. It was agreed to put an item in the Newsletter and then ask the children in a couple of months to find out what impact it had.

**Action AN to add to an item about Safe Internet Use to the Newsletter**

- **Curriculum Policy.** JH said the curriculum policy was a cross over with the Teaching and Learning Policy. We are at the development stage of the curriculum leadership – it may be another year yet before this is all tied up with the middle leaders. It is in the SEF as an issue and has an action plan

**Action JH to report back to the next meeting about Curriculum Policy**

- **Transition to Secondary School**

RP reported that the link with Alderman White (AW) is smoother now. We now have advance dates for transition visits which need to be given to parents. More clubs have been set up e.g. gifted and talented. Year 7 children have been to talk to our year 6 children. We want to improve the handover information at the end of the year. A teacher from AW comes each week to teach French. SEN children are taken to AW by our Teaching Assistants and are supported by our SENCo.

**Action RP to provide parents with transition dates.**

## **Matters Arising from Full Governing Body**

### **Parents' Forum and Questionnaire feedback**

A discussion was held about the Parent Forum group being a small number of parents and not being representative of all of our parents' views.

Also, the question was asked if the parent forum was a good use of the Head Teacher and Deputy Head Teacher time.

## **CSD/06/11 Policies**

### **Violence to Staff**

AN said this was the model policy and has been read through and checked.

### **Physical Intervention Policy**

AN reported that the Policy was a model used by the LA. The policy had recently been done and it was suggested it was kept as was and approved.

### **Resolved**

It was resolved to approve both the Violence to Staff and Physical Intervention Policies

### **Anti-Bullying Policy**

This has been reviewed again.

Parents need to be educated on what bullying is. A questionnaire has recently been sent out to our children. An assembly has been done for anti-bullying week. It was noted that Ofsted want the children to feel safe and to know what to do if they feel vulnerable.

### **Resolved**

It was resolved to approve the Anti-bullying Policy

## **CSD/07/11 SEF**

AN reported on the progress of the SEF.

Feedback was that the shorter version was liked.

AN has had support in writing the SEF, it highlights the strengths and weaknesses.

Governor SV has seen it and it was now ready for the SLT in January.

Papers were passed around with Raise-on-line data.

The data produced was really helpful and shows the improvements made.

## **CSD/08/11 National Initiatives**

Changes are happening very quickly-

- Lots of secondary schools are converting into academies
- Possible that school holidays are going to a 5 term from 2013
- Rules are changing for NQTs
- No more ASTs
- Out-standing schools may be supporting other schools.

## CSD/09/11 Decision Planners

This has now been to the other committees. The policy was agreed. SS said we need to pick out items to set the agendas.

### Action SS to add items from the Decision Planner to future agendas

#### Resolved

It was resolved to accept the Decision Planner

## CSD/10/11 Parents Forum and Questionnaire Feedback

AN reported that the data had been collated:

146 questionnaires were returned from a possible 302 families, along with some from the previous year 6 families. Thanks were given to the members of the Governing Body who helped collect the questionnaires on the Parents Consultation Evening.

The results

- A summary is to be done of all the comments made on the questionnaires
- A comparison is to be done of the improvement from the last Ofsted Questionnaire

### Action AN to summarise comments from the Annual Questionnaire and discuss at next meeting

## CSD/11/11 Next Policies to Progress

JH and SC to meet in January to review Curriculum Policy?

SV offered to do a plan of National Initiatives.

#### ACTIONS

- **JH and SC to meet in January to review Curriculum Policy**
- **SV to do a plan of National Initiatives and bring to next meeting**

## CSD/12/11 Date of Next Meeting

TUESDAY 13 MARCH 2012 5.00pm

## CSD/13/11 Confidentiality

None

### Round Hill Primary School

#### C&SD Actions

Autumn Term - TUESDAY 13 December 2011

The Table below contains the actions from the above meeting:

	<b>Actions</b>	<b>Deadline Date</b>	<b>Progress Update</b>
<b>CSD/04/11</b> <b>CSD/05/11</b>	<b>JH</b> to report at next meeting on teaching and learning policy.	6th MARCH 2012	
<b>CSD/04/11</b> <b>CSD/05/11</b>	<b>SS</b> to add Ofsted requirements as an agenda item.	6 <sup>th</sup> MARCH 2012	
<b>CSD/04/11</b> <b>CSD/05/11</b>	<b>AN</b> to add an item about Safe Internet Use to the Newsletter	January 2012	
<b>CSD/04/11</b> <b>CSD/05/11</b>	<b>JH</b> to report back to the next meeting about Curriculum Policy	6th MARCH 2012	
<b>CSD/04/11</b> <b>CSD/05/11</b>	<b>RP</b> to provide parents with transition dates.	January 2012	
<b>CSD/09/11</b>	<b>SS</b> to add items from the Decision	6th MARCH 2012	

	Planner to future agendas		
<b>CSD/10/11</b>	<b>AN</b> to summarise comments from the Annual Questionnaire and discuss at next meeting	6th MARCH 2012	
<b>CSD/11/11</b>	<b>JH</b> and <b>SC</b> to meet in January to review Curriculum Policy <b>SV</b> to do a plan of National Initiatives and bring to next meeting	January 2012 6th MARCH 2012	