

# MINUTES OF MEETING

**School:** Round Hill Primary School  
**Meeting title:** Meeting of the Curriculum and Strategic Development Committee  
**Date and time:** Tuesday, 11 March, 2014 at 6.00pm  
**Location:** At the school

## Membership

'A' denotes absence

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

## In attendance

Mrs L Wilson (observer)  
Mrs K Rainford (assistant headteacher)  
Mrs E Pye (inclusion leader)  
Mrs A Wilkinson (EYFS co-ordinator)  
Miss J Waldrom (minuting secretary)

## Action

### CSD/01/14 Apologies for absence

Apologies for absence were received from Mrs C Matz.

### CSD/02/14 Declaration of interest

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

### CSD/03/14 Vulnerable learners – provision and progress

Karen Rainford (assistant headteacher) and Emma Pye (inclusion leader) were introduced, and they gave a power point presentation on vulnerable learners in school.

The headteacher reported that both presentations were the result of discussion at the last meeting of the committee.

Mrs Rainford reported that vulnerable groups were any group of pupils who were underachieving in relation to their peers, and that these groups were:

- Gender
- Free School Meals (FSM)
- Pupil Premium
- Pupil Premium Plus (Adopted)
- Looked After Children (LAC)
- Special Educational Needs or Disability

- Black and Minority Ethnic (BME)
- English as an Additional Language (EAL)
- Academically less able
- Academically more able

Miss O Kershaw arrived at 6.09pm.

Mrs Rainford reported that all pupils were assessed in reading, writing and Maths each half term. All year groups had a pupil progress meeting with the team leader or assistant headteacher, and teachers were able to discuss underperforming groups and ways in which to support these pupils.

Mrs L Sun arrived at 6.10pm.

Mrs Rainford had an overview of all underperforming pupils, with other members of staff being responsible for groups.

Support was then put in place in order to close the gap, and this included:

- targeted catch up programmes
- one to one tuition
- small group work

The school pre and post tested any intervention and closely tracked the progress pupils were making, which enabled support and interventions to be adjusted as required.

Mrs Pye reported on the number of pupils in school who were on school action, school action plus and were statemented, and added that a further 27 pupils were being monitored as their progress was causing concern. This included pupils who were falling behind and whose attainment was not in line with their peers.

The number of pupils in school with special educational needs was 11% which was below the national average, and the largest category of need across the school was cognition and learning (47%).

Mrs Pye added that the largest category of need in key stage 1 was communication and interaction.

HLN (from the County Council) and AFN (from the family of schools) funding was explained, and Mrs Pye reported that the school had to provide the first nine hours of support before a bid could be made for additional funding.

Pupil Premium funding was introduced in April 2011 to assist with underachievement, and the amount received was based on the January census each year.

The funding was currently £953 per identified pupil and would rise to £1,303 next year (2014/15). Pupil Premium Plus funding would be introduced in April 2014 (£1,900 per pupil) for adopted pupils or those with a residence order.

The school currently received Pupil Premium funding for 38 pupils, and would receive Pupil Premium plus funding for ten pupils.

The funding had been utilised to support vulnerable pupils by:

- one to one tuition
- small group tuition

- extended parent/teacher consultations
- employment of teachers to work alongside class teacher in each year 6 class for four mornings per week
- provision maps
- involvement of outside agencies
- release time for senior leaders

A number of case studies as examples were reported by Mrs Pye and Mrs Rainford.

Mrs Rainford stated that she was currently analysing the impact of interventions on the gap between vulnerable learners and their peers, and that the analysis had revealed the following:

- only a small gap between boys and girls
- gap smallest in Maths and widest in writing

The gap between Pupil Premium pupils and their peers was analysed by year group and showed that:

- year 3 were ahead of their peers
- a gap remained in all other year groups
- the widest gap was in year 6, then year 5 followed by year 2

The widest gap was between Pupil Premium plus pupils and their peers and this would be a focus for the school from April 2014 onwards.

The gap relating to SEN pupils was smallest in reading and widest in writing.

For school action plus pupils the gap was unlikely to close as the pupils concerned had more complex needs although they were making good progress.

Mrs Rainford and Mrs Pye were thanked for their presentation and governors were encouraged to ask questions.

Mrs Pye added that the County Council were undertaking an audit and were checking school websites regarding the spending of Pupil Premium funding, and that the school were working with other schools within the family to ensure that all reports were similar but individual.

Mr Taylor enquired if school action and school action plus would be replaced under the new SEN code. Mrs Pye reported that the terminology had already been altered on school information although a graduated level of SEN would be retained, which may be SEN support A and B.

Mrs Sullivan thanked Mrs Rainford for participating in Mrs Miller's visit to school, which was reported as being 'very enjoyable'.

#### **CSD/04/14 Presentation – Early Years Foundation Stage goals and achievements**

Annie Wilkinson (EYFS co-ordinator) was introduced, and she reported that it was felt that the new Foundation Stage curriculum introduced in September 2012, which was based around talking, was already embedded in practice.

There were seven areas of learning, consisting of three prime areas and four specific areas, and it was recognised that pupils needed to have a firm grasp of key skills in the prime areas in order to develop skills in the specific areas.

The prime areas were:

- Personal, Social and Emotional Development
- Physical Development
- Communication and Language

and the specific areas:

- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

A baseline assessment was carried out on admission to establish a starting point, and a formative assessment was on-going throughout the year and involved the teacher, TA and parents.

An end of year profile was completed and a summary was shared with parents, with data relating to the seven areas being submitted to the County Council.

Data was analysed throughout the year to track the progress of all pupils and to inform planning and interventions for specific groups or individuals.

Mrs Wilkinson and Mrs Vasey had met the previous week to examine the end of year data, and although boys had made less progress than girls, the school was above national points scores in all areas although EAL pupils were only slightly above this.

The end of year data would then be monitored to recognise and address any gaps.

Mrs Wilkinson was thanked by the headteacher, and questions from governors were requested.

Mrs Sullivan enquired if the profile of EAL was changing, and Mrs Wilkinson replied that although there was a significant group of pupils from Saudi Arabia in year 2, it was not a general pattern, therefore the school could not compare like with like.

Mrs Rainford, Mrs Pye and Mrs Wilkinson were thanked for their valuable input and left the meeting at 7.01pm.

#### **CSD/05/14 Minutes of the last meeting**

The minutes of the last meeting held on Wednesday, 11 December, 2013, having been previously circulated, were confirmed as an accurate record.

#### **CSD/06/14 Matters arising**

##### **Matters arising from Curriculum and Strategic Development Committee**

##### *CSD/28/13 Membership of the committee*

The headteacher reported that he had spoken with staff governors and that they all wished to remain on the Pupils and Personnel Committee.

#### *CSD/32/13 School improvement plan*

Mrs Sullivan confirmed that she had passed on details regarding teacher fellowship funding, and that Mrs Hewitt (deputy headteacher) was attending a meeting that evening.

The headteacher reported that the school improvement plan was now complete and would be uploaded onto the school website as soon as possible.

**HT**

#### *CSD/33/13 Governor newsletter*

It was confirmed that the first governor newsletter had gone out to parents, and Mrs Matz was thanked for her work on the document.

#### *CSD/36/13 National initiatives*

The headteacher reported that slides on curriculum changes had been shared with all governors, and he thanked Mrs Vasey for supplying these.

#### **Matters arising from last full governing body meeting**

##### *GB/06/14 EYFS goals and achievements*

Mrs Vasey reported that there was no link governor for EYFS and although she had worked with Mrs Wilkinson to produce a report to the committee against national standards, only parents had visited the Foundation Stage. The Head pointed out that Mrs Craik had offered to become the link governor for EYFS.

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

The headteacher reported that Mrs Craik had offered to be link governor for the Foundation Stage, and as no other governor wished to take on the role, this was

**agreed**

by governors.

Mrs Sullivan felt that that a considerable amount of work had been undertaken regarding the improvement of governance, but that a large amount had not yet been implemented.

Mrs Sullivan, Mrs Hewitt, Miss Kershaw and Mr Jones would meet to address this matter and other governors may join them.

**SS/JH/OK/  
RJ**

The headteacher would circulate information to governors and would report back to the next meeting of the committee.

**HT**

It was noted that work was completed last year on identifying questions for all committee members to ask.

#### **CSD/08/14 National initiatives – update on current events in education**

Mrs Vasey reported on the following initiatives:

- universal free school meals
- Ofsted code of practice
- national curriculum

- SEN
- equal pay review
- performance related pay

Mrs Sullivan invited Mrs Vasey to join the working party.

Mr Taylor challenged the purpose of producing a report following a visit to school, when the report was not used for any purpose.

Mrs Vasey suggested an action plan was produced with priorities for the forthcoming year and to reflect what governors were examining and the direction the governing body was taking.

Mr Jones suggested that a governing body self review was undertaken, and the headteacher drew governors' attention to documents on the wall of the room which related to the school improvement plan, and specifically to leadership, management and governance.

**CSD/09/14 To review the academy status**

There was nothing to report under this item.

**CSD/10/14 Fisher Family Trust**

Fisher Family Trust data was circulated for information, and Mrs Vasey reported that the figures showed results and progress when compared to national levels, although they were not targets but were predictions.

The stronger and weaker areas in the last three years were listed and these were noted.

The headteacher queried the inclusion of SEN School Action Plus pupils in the list, and stated that the data regarding this appeared to be consistent with other schools. Mrs Vasey explained that this would be listed for a large number of schools due to the variety of pupils in the category.

The School Data Dashboard for key stages 1 and 2 was circulated, and the comparison with other schools in all subjects was noted.

Mrs Vasey invited other governors to attend her meeting with the headteacher, when data would be discussed.

**CSD/11/14 Succession planning**

Mrs Sullivan reported that a conversation had taken place regarding the appointment of a new chair and vice chair of the committee, when it was envisaged that there would be a handover period during which time she and Mrs Vasey would be available to support the new appointees.

**CSD/12/14 Any other business**

*E-funding*

Mrs Vasey advised governors that the school must ensure that this was on the website before April 2014.

The headteacher confirmed that he had a page prepared for this and would discuss it with Tom before uploading it to the website.

### *Curriculum changes*

Mrs Vasey enquired if a Strategic Group was required to assess the strategic aims of the new curriculum as part of the strategic role of governors.

The headteacher reported that the School Council would be involved in the key principles, and that he hoped that these would be revealed by the pupils and parents audit.

The headteacher would circulate dates of audit meetings to governors.

**HT**

Mrs Vasey suggested that additional meetings of the committee may be required to review governance and the new national curriculum.

### *Teachers strike*

Mrs Sun enquired if the school would be open on Wednesday, 26 March, 2014 as a strike by teachers was planned for that day, and the headteacher replied that the school would be closed.

### **CSD/13/14     Determination of confidentiality of business**

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

**resolved**

that nothing discussed was of a confidential nature.

### **CSD/14/14     Date of next meeting**

The next meeting would be held on Wednesday, 25 June, 2014 at 5.30pm.

**The meeting closed at 7.50pm.**

Signed .....(chair)     Date .....

JW/cml