

MINUTES OF MEETING

School: Round Hill Primary School
Meeting title: Meeting of the Curriculum and Strategic Development Committee
Date and time: Tuesday, 21st June, 2016 at 5.00 pm
Location: At the school

Membership
'A' denotes absence

Miss O Kershaw (chair)
Mrs J K Hewitt
Ms S J Yates
Mrs L Sun
Mrs E Brown
Mr R G Jones
Mrs H M Craik
A Mrs R Tunney
Ms J Swain
Mr A K Nash (headteacher)

In attendance Mrs J Baily (minuting secretary)

C&SD/14/16 Welcome, Introductions and Membership **Action**

It was reported that Mrs Craik had joined the committee. There were no other changes.

C&SD/15/16 Apologies for absence

Apologies for absence had been received from Mrs R Tunney.

C&SD/16/16 Declaration of pecuniary interest

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

C&SD/17/16 Minutes of previous meeting

The minutes of the meeting of the Curriculum and Strategic Development Committee held on 8th March 2016, having been previously circulated were confirmed and signed by the chair.

C&SD/18/16 Substantive Item – Achievement Update

The headteacher reported that the spring term discussion with link governors regarding the school improvement report had not taken place due to the visit by Mr Gareth Parsons, LA visitor. The headteacher will arrange a meeting to discuss the spring and summer updates during the next three weeks. **HT**

The committee's discussion about attainment and how to raise standards was based on the quality assurance visit report produced recently by LA visitor, Mr Gareth Parsons. This report had been tabled at the full governing body meeting and had been referred for detailed analysis by this committee.

Mrs Craik had reviewed the last Ofsted report, noting that the visit had taken place more than 3 years ago, and provided an annotated copy of Mr Parsons' report for review at the meeting. She encouraged governors to read the entire report and commentary.

Mrs Craik emphasized that the report is very positive overall. The school is doing really well with strong teaching throughout the school. Attainment, progress and trends are all very positive with more children than nationally making expected progress in all areas.

The following areas were highlighted for the attention of this committee to assist with the progress of the school from 'good' to 'outstanding':

- Governor link visits. Are these consistent and sufficient for monitoring? It was suggested to record evidence from teachers about the 3 key points (working at the right level, responding to difficulties during the lesson etc.) so that the question 'this is how we know' can be answered. Visits could include discussions about school improvement and the SEF. It was

agreed

that Mrs Craik would draft a list of questions for link governors to ask during visits, for discussion with the headteacher. **HC/HT**

- Monitoring progress regarding EAL. It was noted that governors will request a report on this subject for the summer term 2017 and that a question will be added to the Link Governor visit information (see above) **Chair**
HC

- Explore how to improve attainment even more by boys in key stage 1 and the foundation stage. This has been a focus for training and performance review. The evidence from key stage 2 shows that boys catch up and do very well at SATs, proving that the focus has been effective. A question will be added to the Link Governor Visit information about attainment by boys and also topics. **HC**

- Monitoring progress in maths for key stage 2. It was noted that an inset day focussing on maths had recently taken place and a new teaching scheme introduced for the whole school. It was suggested that governors could ask how girls feel about maths and examine pupil surveys at future meetings of the committee. In addition, measuring the impact of the new scheme and the extra investment in maths which had been agreed by governors could be undertaken. It was agreed that Mrs Hewitt would include a section on maths in the curriculum section of the headteacher's report, prepared for FGB, and for referral to this committee for further analysis. **Chair**
JKH

- It was noted that Ms Swain had recently discussed the pupil premium activity during a visit and further information was provided. The headteacher reported that an action plan is in place to ensure that interventions have been arranged.

- Mrs Craik recommended that governors should regularly review the Ofsted key areas for development. **C&SD**

The Chair welcomed the very positive report and feedback. It was agreed that a summary about the visit and the report should be included in the newsletter, highlighting the areas for focus and demonstrating that there is no complacency in school. Miss Kershaw will consider how the questions for link governors and the points raised in the report can be examined in depth. **HT**
Chair

The governors greatly valued the input and the visit from the Local Authority and will consider buying in more visits, if the free visits available to the school have all taken place. The external visit had validated the findings within school and enabled in depth triangulation to take place and a clear summary of points to take forward.

The committee thanked Mrs Craik for her feedback and presentation.

C&SD/19/16 Matters Arising

CSD/04/16 – Pupil Tracker

The headteacher reported that the use of the pupil tracker on the website will be discussed at the autumn meeting of the Parents' Forum. **HT**

CSD/04/16 – Governors' Blog

It was agreed that this item will be reviewed at the spring meeting 2017 of the Curriculum and Strategic Development Committee. **Chair**

CSD/05/16 – Governor's visit re. Boy and Girl Case Studies

Mrs Swain reported that arrangements are being made to meet Mrs Pye. **JS/RT**

CSD/05/16 – Governor Training

Governors noted that the reference had been amended recommending that governors are expected to attend training, if relevant to the professional development of their role as a governor at Round Hill. This item is now complete.

CSD/06/16 – Local Schools' Meeting on Collaboration

Governors noted that Mr Nash and Mr Jones had provided a verbal update to governors regarding the local schools meeting on collaboration. This item will be discussed further at a working party before the end of the summer term after Mr Nash and Mr Jones had been to the Family Visioning Day on 1st July.

CSD/07/16 – Update and clarification for parents on assessment

It was noted that the headteacher had provided an update about information for parents in his report to the full governing body. This item is now complete.

CSD/09/16 – Achievement and Progress Report

Governors noted that Mrs Craik had provided a written report to the full governing body following Mr Parson's meeting with the senior leadership team to consider achievement and progress. (Mrs Craik also provided a detailed update on achievement at this meeting, substantive item C&SD/18/16 above refers.) This item is now complete.

CSD/10/16 – Governor’s visit re. Leadership and Management

It was noted that Mr Jones and the headteacher had met to discuss leadership and management and a report had been provided at the full governing body meeting. This item is now complete.

CSD/10/16 – Governor visit re. Foundation Subjects

Following Mrs Hewitt’s meeting with foundation subject leaders to discuss topics and topic teaching, a monitoring summary report had been completed and discussed with Mrs Brown. Meetings to discuss planning foundation work had also been held with Key Stage Leaders and two food-orientated lessons had been observed. A meeting with Mrs Hewitt to discuss the action plans deriving from the MSR will be arranged next week.

JH/EB

Consideration of this area is ongoing and governors agreed that topics and topic teaching would be discussed as a substantive item at a future meeting of the committee. Governors thanked Mrs Hewitt and Mrs Brown for their work.

Chair

CSD/11/16 – Curriculum Link Governor visit re. Let’s Write feedback

It was noted that the Curriculum link Governor for foundation subjects will be visiting on 5th July to discuss the pupils’ feedback about ‘Let’s Write’ activities. A report will be presented at the next meeting of the Curriculum and Strategic Development Committee.

**Link Gov./
Chair**

GB/07/16 – Governor Training Attendance ref. Code of Conduct

It was noted that the Code of Conduct had been updated in May 2016. The headteacher confirmed that the correct version is available on the website. Mr Jones reported that he had reviewed the governors’ handbook and this is also up to date. This item is now complete.

GB/26/16 – Year 3 data

The headteacher reported that the attainment data for Year 3 is wrong and will be updated. He confirmed that attainment is in line with expectations.

It was agreed that this item will be reviewed at the autumn term meeting of the Curriculum and Strategic Development Committee.

Chair

GB/27/16 – RE Policy

The headteacher noted that the policy is based on the Nottinghamshire Policy. It has been reviewed by M Joyce and will be followed up with discussions by Mrs Brown and Mrs Hewitt.

**EB/JH
Chair**

C&SD/20/16 Collaboration Opportunities (CSD/33/15) – to review the academy status (GB/40/12)

Mr Jones reported that this area had been discussed at a meeting of the family of schools and will also be on the agenda at the next meeting of headteachers and governing body chairs on 1st July. An update will be presented at the next full governing body meeting with the possibility of considering establishing a working party after the July meeting.

RGJ

C&SD/21/16 National Initiatives – update on current events in education

Governors discussed depth of learning and it was noted that a letter to parents is being prepared to explain that assessment has been undertaken very thoroughly but comparisons are difficult during this current period of national change in assessment and will be easier next year when benchmarks will be available. The focus this year will be on providing information about the pupil's age-related achievement, rate of progress and being 'on track'. 'Hashtag' ratings were also discussed. The headteacher noted the committee's offer to read the proposed letter to parents. **HT**

Mrs Craik had produced a summary of the Keeping Children Safe in Education document. The headteacher and deputy headteacher will examine this and the Nottinghamshire policy. **HT & Deputy HT**

The possibility of focussing on any other areas was discussed. It was agreed that the headteacher would include financial efficiency and the new toolkit on the agenda for the next meeting of the Finance and General Purposes Committee. **HT**

C&SD/22/16 Link Governor Updates – update from Link Governor Reports

Mrs Brown noted Mrs Craik's report about achievement, (substantive item C&SD/18/16 refers.) Mrs Craik had also undertaken a safeguarding visit which had been reported at the Pupils and Personnel Committee.

Ms Swain, Pupil Premium Link Visitor, tabled the Pupil Premium Statement April 2016 and this was noted by the Committee. The tables on page 4 'Year Groups: Progress – Pupil Premium' and 'Year Groups: Progress – Pupil Premium Plus' will be updated by the headteacher. **HT**

C&SD/23/16 Decision Planner and Annual Planner

The headteacher had reviewed the annual planner and very few changes were required and the document has now been updated ready for approval at the autumn term FGB.

It was reported that the decision planner is a combination of the Local Authority and Round Hill's decision planner from last year. Three changes had been required regarding pay and this had been discussed with the Pupils and Personnel Committee.

It was

AGREED

that a training strategy for governors should be considered and agreed by the Curriculum and Strategic Development Committee. The headteacher will provide an update and circulate a proposal following the remaining committee meetings for this academic year. **HT**

(Ms Swain left the meeting at 6.45 pm)

C&SD/24/16 School Expansion (implications for C&SD)

Mr Jones introduced a pre-circulated draft paper for discussion by committees prior to consideration at a full governing body meeting. This committee discussed points 3 and 5 regarding the balance of staffing numbers when the full number for pupils for the school had been reached. It was noted that there will be an 'intervention teacher' in each key stage next year.

Governors questioned the headteacher about the proposed status quo for the future number of teaching assistants. Mr Nash explained that the school had adopted the Quality First Teaching model three years ago following detailed discussion. This provided a clear model for intervention and support enabling children to become more independent learners with less reliance on one person. The rationale will be reviewed and discussed again if required. The evidence to date from RAISE online demonstrates that the intervention strategy is working well but this is constantly reviewed to check that it is effective and whether any changes are required.

The headteacher paid tribute to the excellent support being provided by volunteers which helps enormously and also to the brilliant work undertaken by the deputy headteacher in leading CPD and training to ensure that this is guided by the Quality First Teaching model and meets the needs of the children. This work makes a huge difference to learning and to the school.

C&SD/25/16 Complaints Policy and Procedure

The development of the policy to date was outlined. This had included a review of the Department for Education's policy, discussion by the full governing body and had also been informed by the attendance of Ms Swain and Miss Kershaw at an LA training session. The committee comprehensively discussed the advice and action points to ensure that the Round Hill policy complied with guidance and the following specific areas were noted:

- There will be 2 stages of formal procedure.
- It was noted that the policy should include timescales for each action. Ms Swain tabled a model policy and it was agreed to adopt these timescales for the Round Hill Policy. **Chair**
- It was agreed that consultation should take place with key stakeholders including staff, the parents forum and governors to inform formal approval of a revised policy.
- It was noted that the policy should be publicised and be readily available to parents. This is ongoing but a reminder may be issued when the policy has been completed and re-launched. **Chair**
- A guidance document needs to be available. The leaflet does not currently meet requirements. **Chair**
- The policy needs to include that third party providers using the school premises cannot use the school complaints policy: they must have their own complaints procedures. It was agreed that the headteacher will follow up this area with third party providers. The chair will update the Round Hill policy accordingly. **HT
Chair**

- The policy has been be updated so that the question 'what will resolve the issue' is asked at the earliest stage. **Chair**
- Governors discussed the procedure if a complaint was made about the headteacher or a governor. It was noted that a complaint about a governor would be referred to the clerk. The chair will update the Round Hill policy to include the clerk's contact information. **Chair**
- Vexatious complaints: it was agreed to include a link in the policy to ensure that up to date information is available. **Chair**
- It was noted that the policy adopts the right tone and complies with the Equality Act. Written or verbal complaints can be made but verbal complaints would subsequently need to be documented and agreed with the complainant.
- Governors discussed keeping records of meetings. It was agreed to adopt the usual process outlined by the headteacher which includes inviting agreement with the complainant. If the complainant does not agree with the record, this will be recorded in the minutes of the next meeting and the areas of disagreement identified by the complainant noted. **Chair**

Following the detailed discussion, the committee agreed that the action and advice points would be incorporated. It was

AGREED

that the new draft would be circulated to Curriculum and Strategic Development Committee governors for agreement by correspondence and would then be submitted to the full governing body for ratification. **Chair FGB**

C&SD/26/16 Determination of confidentiality of business

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

resolved

that no items were deemed confidential

C&SD/27/16 Dates of future meetings

The headteacher noted that the re-organisation of committee meetings would result in some meetings being held consecutively. Governors

agreed

that the next meeting would be held at 6.00 pm on Tuesday 6^h December 2016 at school.

The meeting closed at 7.00 pm.

Signed (chair) Date

JB/IY