College Town Primary School



**Curriculum Meeting**

**21st October 2019 @ 8.30am**

**Minutes**

|  |  |
| --- | --- |
| **Present** | |
| Rita Carvosso (RC) | Chair of Governors |
| Trudi Sammons (TS) | Headteacher |
| Cheryl Bentley (CB) | Co-opted Governor |
| Jenny Hipkin | Vice Chair & Co-opted Governor |
| Jo Plant (JP) | Co-opted Governor |
| Emma Britton (EB) | Staff Governor |
| **In attendance** | |
| Karen Cane (KC) | Clerk |
| Ann Duncan | Lead Practitioner for Teaching and Learning |
| **Apologies** |  |
| Toni Barton | Parent Governor |
|  |  |
|  |  |

|  |  |  |
| --- | --- | --- |
| **Minute No.** | **Details** | **Action by** |
| 1.0 | **Apologies:**  Toni Barton  Jo Plant - will be arriving at 9am |  |
| 2.0 | **Previous Minutes:**  No matters arising  All approved and signed off by JH |  |
| 3.0 | **Declaration of interests**  None |  |
| 4.0 | **Head Teachers Report**  TS gave the following report:  The start to the year has been much better than last year - more organised.  Displays - much better standardised throught the school  SLT presence in playgrounds much better  Lunchtime staffing is better now following a difficult start and behaviour is much better and maintaining a good level. Behaviour plan is being used more effectively across whole school.  Maths and English have both been moderated twice this year. Using random books not just specific year groups. RC asked did this highlight any inconsistencies? *Things we need to build on grammar particularly and spelling across the whol picture. Curriculum consistency is good more of a team structure in place and delivery is improving.*  Walkrounds completed Yrs 2,4 and 6 are good. Yr 3 needs improving – already started now that the class structure has been sorted.  Yr R needs improvement and things have been put in place to do this good practices in place had been diluted, phonics not being done as expected.  Yr 1 behaviour and phonics need improving – 3 new members of staff in this year group. Covered further in part 2 minutes.  Performance management completed for YrR and Yr1 all feeling supported in addressing the issues raised from above.  Library and music room updated over the summer – music now more visible throughout the school.  Parental engagement – in preparation for OFSTED questioning the knowledge maps with 3 optional tasks and online overview are to be sent out. |  |
| 5.0 | **SEN – PPG**  Current EHCP 1 yr6, 2yr5 (one is leaving at Easter), 1 yr R,  3 further referrals to SEN – 1 split placement, 2 x extra funding  New Yr R more significant concerns/issues more to do with environment is working alone with specific structure in place. Parents working closely with school for next steps to be taken – acknowledge mainstream is not right but felt they had to give their child the opportunity.  Nursery have a 1to1 needing extensive support – looking at alternative provision referral made to HUB.  Yr R have a pupil with high functioning autism being referred to the HUB will need adult support.  Yr1 – pupil referred for speech and language and possible EAL can’t access curriculum due to lack of understanding across the board. Also had and exclusion to assault on staff. Intervantion referral and EHCP application being made.  Yr4 – high emotional need, violent/aggressive always defensive – has been excluded. Actions have been put in place in school including 1 to 1 for his learning, online anger therapy is being accessed, homelife may have an influence but unclear at present. CAMHS referral being made, prevent referral has been made, Islamic councelling service have been approached as well. Sakoom counselling will cost but has been requested by parents.  RC asked if Prevent will observe the family? No as pupil is under 10.  JP – How long will we be in this situation? This particular child’s needs could take some time to be resolved as reports/EHCP’s take time to get and places at the appropriate schools are very hard to get. |  |
| 6.0 | **Attainment and Targets**  We predict 80% attainment this year.  Our position and county data is now available and TS has reviewed.  RC asked where the information had been found – *TS Caroline Morgan provided it prior to this meeting.*  Knew that our results would take a dip due to the cohort of pupils – boy heavy and summer born pupils. Overall attainment down but all pupils made good progress from their starting point. The results were as we predicted and the teaching in earlier years was key to this. |  |
| 7.0 | **AH’s report**  Curriculum maps/plans/models are showing consistency.  Eng/Maths leads are ensuring learning walls have better scrutiny and are now consistant.  Developing subject leaders and training on building subjects through whole school.  Foundation is target for next ½ term framework is good looking at implementation next.  KS2 book look on all subjects for Yr 4 and 6 – framework delivery is good so far, knowledge mats are working well.  OFSTED are looking for children being able to talk about what they have learnt – need to embed their learning in their long term memory.  English is good. Bob Cox training has been done and the use of it is being reviewed. Guided reading is good. Need a push on writing improvement.  Maths “White Rose” system is in place and have met twice this term so far to be clear on what needs working on – vocabulary used needs to be worked on. Planning was inconsistent in places, this has noe been addressed and is much better – confident that they know where the gaps are. CPD completed.  Curriculum framework is all sorted and intent is clear. Implementation is being worked on by subject leaders. CPD training next halfterm for how it fits in to their subjects and their responsibilities for this.  Subject leaders are being given extra time in the evenings to audit their subjects.  RC – Are they coming up with resources needed? Funds will need to made available. *TS Yes they are but more about using existing resources more effectively than needing new.*  JH – How are they finding the working walls? *Easier to manage more relative. Pupils are using them for reference to progress as weeks go on.*  We are ahead of many other schools as we have the framework in place and having one planning technique. Staff training on implementation will make it clear on where we are. |  |
| 8.0 | **GB Monitoring Programme linked to SDP/RAP**  The GB have looked at many of the things already mentioned during the previous discussions at the meeting.  RC is preparing the plan for the academic year and then get the availability for the other governors to take part in the visits.  Things to look at are books/phonics/H&S/behaviour  Consistency in approach to all aspects of the school |  |
| 9.0 | **GB Visits**  RC met with TS already this term and will be doing a visit round school after the meeting.  Notes will be taken from each meeting and recorded in the Governor file for evidence for OFSTED. |  |
| 10.0 | **GB Training / Conference / Develpment Governor / NGA Online Training**  We need to work on the Development Governor role (JP) and get the required training completed.  RC has booked to attend the Governor Conference  Need to make a higher profile of the training available online via the NGA and get everyone to look at the lists on the governor zone. |  |
| 11.0 | **School Trips**  Various school trips have already taken place across the school - all very successful, with more planned for the coming terms. |  |
| 12.0 | **Part 2 :**  See separate minutes |  |
| 13.0 | **AOB**  Governor recruitment - looking at advertising online with the local authority. Also looking at personal approach for possible candidates with HR and military connections. |  |
| 14.0 | **Date of Next Meeting:**  8.30am Thursday 23rd January 2020 |  |

**APPROVAL OF FINAL MINUTES**

**Name:**

**Signature:**

**Position:**

**Date:**

**Actions arising from Curriculum meeting on**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Ref** | **Action** | **Date** | **Owner** | **Status** | **Comments** |
| **Action 1** |  |  |  |  |  |
| **Action 2** |  |  |  |  |  |
| **Action 3** |  |  |  |  |  |
| **Action 4** |  |  |  |  |  |