College Town Primary School



MINUTES OF CURRICULUM MEETING

**Monday 29TH October 2018, 9am**

**Present:**

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| **Rita Carvosso (RC)** | **Chair of Governors (Link & Authority)** |
| **Trudi Sammons (TS)** | **Head Teacher** |
| **Katharine Middlemiss (KM)**  **Jenny Hipkin (JH)**  **Emma Batten (EB)**  **Apologies: David Spence**  **Toni Barton** |  |
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| **In Attendance:** |  |
| **Helen Collin** | **Minutes** |

| **Minute No.** | **Details** | **Action by** |
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| **1.0** | **Apologies:**  Toni Barton and David Spence |  |
| **2,0** | **Approval of Previous Minutes:**  No previous minutes, first meeting of the Primary School. |  |
| **3.0** | **Declarations Of Pecuniary Interests And Business Interests**  None |  |
| **4.0** | **Heads Report**  TS shared Head’s Report and related documents including summary of attainment and progress across both schools. Summary showed KS1 are doing well, KS2 are not.  TS and RC both attended a meeting with LA where the school’s ‘Cause for Concern’ case was closed.  All acknowledged that there is a lot of work to be done in KS2 and that targets are aspirational. This has already been discussed during Performance Management with current Yr6 teachers. TS said that Year 6 children spent a year without a teacher in class which has impacted severely on learning. RC noted that she asked Rachel Morgan (LA) why the LA hadn’t been involved when it was clear the Junior school wasn’t performing well – Rachel Morgan responded that a system to intervene in cases such as this wasn’t brought in until later. TS also noted that they were given a ‘Good’ judgment at the last Ofsted inspection.  TS said that 8% of children are on track in Year 6, with 84% being the target. A new teacher will start on Wednesday 1st November and part of his role initially will be to support Year 6.  TS said a letter will be sent home to parents outlining the hard work that needs to be done in Year 6 and why. TS noted that there is currently low level behavior issues which is being tackled. An incentive system has been introduced, starting after Christmas, whereby hard work is rewarded by a motivational football coaching session on a Wednesday afternoon, run by Mr. Murphy. This is targeted at 6 specific boys. There is also an opportunity for children to be awarded a £30 gift voucher in recognition of hard work and effort.  KM asked how big classes were. TS replied that currently 28 children in each. New teacher will allow for high quality teaching in smaller classes. 10 children will be taken from class as they will not meet targets (5 of these are SEN). These children will be taught by Mrs. Channing. This leaves 3 smaller classes of approx. 15 children – these children can then be moved along quickly. TS noted a lot of money and support is being allocated to Year 6. KM asked if the classes will be mixed ability, TS replied that they were as this dilutes any bad behavior from the stronger characters amongst the children. TS said tests will be re sat after Christmas. RC noted importance of letter to parents so they are aware of the strategies now.  JH said the next meeting (January 8th) would be a good time to provide feedback. TS said the Year 6 teachers are highly experienced and is confident children will thrive on the extra challenges. KM noted that they will begin to thrive on praise as they start to achieve. TS agreed and said that she has introduced Super Spellers and Marvellous Mathematicians to KS2 including Year 6 – they are still very proud to receive recognition at the Achievement Assembly at the end of half term. A new house point system has also been introduced whereby the winning house were awarded 10 minutes extra play and will take part in a creative arts session with Mr. Murphy (Halloween this half term, Christmas crafts next half term and so on). KM agreed that the older KS2 children will enjoy the recognition. RC agreed that incentives are a good idea.  TS concluded with end of year data – where we are now (document ‘Targets – Data Analysis). EYFS is 85% which is well over both local and national figures. KS1 (end of Yr2), there are a lot of SEN children and the year has been streamed classes – data similar to national and local. TS noted that she has always been aware of Year 2’s cohort and phonics results (in Year 1) dropped by 10%.  TS said that KS2 data looks ok against local and national results but will need to be closely monitored at the end of the Autumn term and also at the end of February. RS reiterated that Yr6 were aspirational targets and there will be regular analysis of on-track Year 6 children.  TS said that Year 6 will not have any trips or performances (except Yr6 Residential trip at the end of the academic year) and that teaching will be to the very end  RC asked how Governors could support TS and the school.  TS referred to summer improvement reports which shows a lot of progress for KS2. RC said that the LA (Rachel Morgan and Sharon Jones) congratulated TS on the removal of the ‘cause for concern’ status and have every confidence in TS and her ability to move the school forward. |  |
| **5.0** | **School Development Plan**  TS said SDP is from September 2018 to July 2020 and focuses on raising standards and progress. PP features heavily. SDP was discussed.  **Proposed JH; Seconded RC; Approved All**  TS said that the situation with IT following the amalgamation was testing. KS2 has now moved to using SPTO. There is a new leadership team and new Governing body. Senior leaders will improve transition.  TS said Jade Faircloth (SENCo) now out of class developing Alternative Provision (AP). TS added that on Friday afternoons, 10 children will be taken out of class every week – children to be chosen by teachers – to work with JF.  TS also said school would work with improving wider parent engagement. RC asked how TS thought parents would react to changes in Year 6. TS said that only (approx.) 6 parents attended recent curriculum meetings and have, like the children, become disengaged. KM asked who taught this year group last year – TS replied that Teaching Assistants and a (failing) NQT taught the year and said there had been very inconsistent teaching with no attempts to recruit a new teacher.  TS said that more meetings will be held by teachers regarding specific topics, this will be mentioned in the Year 6 letter. Also the need to be ‘Secondary ready’ i.e. uniform, homework will be discussed.  Governor focus to be carried out by Governors – SDP contains a page for Govs who will construct their monitoring based on SDP and RAPs.  JH asked if anyone had anything else to add – TS said Governors could go through the SDP and look to underpin it. Also a.m. meetings are beneficial as the school is open and Governors could follow up the meeting with a walk around the school.  TS asked if anyone had any questions regarding PP. No questions.  TS said that English will be developed first including a large spend on books. KS2 did not have any books – they read from photocopied sheets. KM asked how parents did not approach the school about this – TS replied that guided reading carried out in school and a general lack of parental engagement meant parents were unaware. Ann Duncan and Natasha Startup had worked hard on new books. TS suggested they attend the next meeting to provide an update on this.  KM asked if the school now had enough books, TS replied that it did.  TS said that swimming sessions were planned for children in Year 4 & 5 – at a cost of £5 per session per child. There will be 10 sessions held at Harman’s Water.  Maths – TS said there had been a lack of clarity with planning. Previously used Lancashire Grid for Learning. Ashley Nuttall had made covers for every class using this. TS downloaded planning for Years 3/4/5. Steve Bogg (LA) worked with teachers and previous deputy, Katie Purdy, used the grid however there was still an inconsistency with planning. Barbara Carr had also visited school with LA funding – her file for all years was just guidance, not National Curriculum. Barbara Carr has aligned her work with White Rose Hub (Singapore Maths). RC asked if Paul Tatum was leading the maths planning – TS confirmed he’d spent time with Barbara Carr and TS will meet PT to look at the planning. TS suggested teachers need another INSET to gain clarity on maths planning and teaching.  TS suggested Governors first focus should be on guided reading and then maths. TS said that KS1 can start using new planning system in September however KS2 should start straight away, noting a loss of confidence and an overload of different information for teachers. TS also said there was an IT system being used called ‘classroom secrets’ which uses worksheets. TS has given teachers instructions on using the worksheets correctly – i.e. size, space for writing. | **AD & NM** |
| **6.0** | **Assistant Head’s Report**  EB ran through report and asked if there were any questions.  Governors were happy with report.  EB said she had conducted learning walks in Year 1 and Reception. Timetable has been changed to reflect that there are 90 children in FS2. New timetable means that 1 class is always away from the FS2 area during the afternoon to keep noise levels down and to keep engagement levels high.  EB said a recent look at Year 1 maths planning books showed good practice. EB is due to complete observations in Autumn 2 and Nursery teaching will also be observed.  SENCO had run letters and sounds training for Year 2 teachers.  Curriculum meetings were well attended as was the Harvest Assembly. TS said that this parental contact needs to be maintained throughout KS2.  Nursery had visited Little Street and Year 1 had a visit from Dinosaur Mike.  RC asked why the report showed an area of PSHE showed lower than national and local figures. EB said that the statements for exceeding in this area are very hard to reach for 4 year olds. TS suggested her and EB look at this again as it stands out however they had gone through the results together and were confident they were accurate. |  |
| **7.0** | **Visits**  RC has been into school and met with all new staff. She has looked at the building work and met with Barbara Carr. RB has given feedback on her perception of attitudes and behaviours in school. KM said she would also like a tour of the school – TS suggested a walk around school after the meeting, both today and in January.  Planned school trips include a Year 2 trip to Winchester Science Museum (INTEC), also a Year 5 trip to the same museum. Year 5 and Year 6 will take part in singing at Christmas. |  |
| **8.0** | **Governor Training**  No governors had attended training, RC had attended briefings. JH has a governor conference 11th March 2019. RC suggested other Governors, Cheryl Bentley and Jo Plant attend training sessions soon as they are new to the Governors. |  |
| **9.0** | **Part 2**  None |  |
| **10.0**  **10.1** | **AOB**  TS said there had been resignations from Emily Lacey (Year 5 teacher and Phase Leader), Sue Parkinson (Year 4 teacher) and Emma Young (Year 2 teacher). EL is moving to another school, SP is taking retirement and EY has decided to leave teaching.  A new teacher, Alex Peaple, has been recruited and TS is meeting with an agency to discuss further options.  Ashley Nuttall (Yr 3 teacher) will be on Maternity Leave from 15th March 2019.  **Pay Review –** Pay Review Committee met and the Head’s performance management summary was presented to the committee. This was approved and accepted by the Governing Body. Pay Review letters will be given to staff. |  |
| **11.0** | **Date of Next Meeting: 8th January 2018** |  |

**APPROVAL OF FINAL MINUTES**

**Name:**

**Signature:**

**Position:**

**Date:**