

**Hemingford Grey Primary School  
Governing Body  
Draft Minutes of the Curriculum Committee Meeting  
Held via Teams on Tuesday 15<sup>th</sup> June 2021 at 4:30pm**

**Present:** Jenny Jones (Chair of Committee, JJ)  
Kirsten Marriott (Head, KM)  
Helen Peat (HP)  
Grace Matthews (GM)  
Rachel Brown (RBr)  
Diane Moore (DM)  
Darren Walsh (DW)  
Ruth Burrows (RBU)  
Kathryn Miller (Clerk)

**1. Welcome and apologies for absence, declarations of interest**

The Chair welcomed everyone to the meeting, and introduced Darren Walsh, one of our two new parent governors. Apologies received from VA and our other new parent governor Kristi Johnson. No declarations of interest were made.

**2. Minutes of last meeting held on 11.05.2021 and matters arising**

The action sheet from the last meeting was circulated prior to the meeting. Actions from the previous meeting were discussed:

- a) Policy review - Inclusion (consider as part of this review whether it could be incorporated as part of our SEND and Equality policies). **TO BE COMPLETED:** It was agreed that RBU will review this with Michelle Parker when they meet this month. **TO BE COMPLETED:** RBU advised she will arrange to speak to Michelle Parker about this at another meeting. **TO BE COMPLETED: RBU confirmed she is meeting Michelle Parker on 25.06.2021 and will review these policies as part of this.**

**Action: RBU**

- b) Governor Visits (including Visit Report Proforma, consider including 15minute learning walk and report back from this). JJ, GM and RBr agreed to review this together. KM advised she has already reviewed the policy and does not have any changes to recommend. KM has noted several comments regarding the report proforma which she will send to the other governors so they can incorporate this into a new format. **TO BE COMPLETED:** JJ, GM and RBr to add a new format for visits to replace the appendix. This can be sourced from The Key. **PENDING: Governors agreed to adopt the new format sourced from the Key. Governors discussed the role and capacity of the GB in monitoring safeguarding and health and safety related issues, as part of a curriculum focused visit. It was agreed that safeguarding and health and safety is everyone's responsibility and should be mentioned in some format within the form, however the main focus should be the curriculum aspect of the visit. We do already have other robust measures in place to regularly monitor safeguarding and health and safety. It would be useful to include a checkpoint for considering how the values and ethos of the school are demonstrated as part of the visits. KM to finalise this form which will be used for all monitoring visits from now onwards.**

**Action: KM**

- c) KM confirmed the new mobile phones policy will replace the previous one. We also need to include a statement on smart watches and to identify areas which overlap with our AUP. A

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request was made to also move across a number of specific statements from our existing policy to this new one which KM agreed to do. IN PROGRESS: KM and RBr have decided that the Mobile Phones Policy and Social Media Policies should be combined into the AUP. KM has a model AUP policy as a starting point for this. **COMPLETED: KM has completed this review and the policy was circulated to all governors prior to this meeting. KM confirmed she needs to add in an appendix relating to mobile phones.**

**Action: KM**

- d) PSHE and SRE Policies - DJ confirmed she has been working on updating these, using new model policies from the LA. DJ will send them to the Clerk once completed.

**PENDING: DJ confirmed these are almost finished and will send to Clerk shortly.**

**Action: DJ**

- e) Accessibility Plan/SEND Policies - RBU confirmed she will follow up with Michelle Parker to complete these reviews. Once completed, RBU to send to KM so they can be discussed by the Health and Safety Committee. A comment was made that there are some parts of our site survey which also need to feed into our Accessibility Plan. **TO BE COMPLETED: RBU confirmed she is meeting Michelle Parker on 25.06.2021 and will review these policies as part of this.**

**Action: RBU**

- f) Anti-Bullying and Behaviour Policies - It was agreed that JJ and DJ will liaise in the summer term regarding the review of both these policies. **TO BE COMPLETED: JJ and DJ will ensure they meet this half term to review these policies.**

**Action: DJ/JJ**

- g) KM confirmed plans for the Safeguarding item on the next meeting agenda; this will focus on British Values and how this links to the Prevent Duty. **COMPLETED: Item is on this agenda.**

- h) The Curriculum Committee has now seen the plans and quotes from different suppliers, and understands the reason for choosing one supplier which best fits our educational needs. It was agreed that the final quote will be sent to the Chair of the Resources Committee to approve. **COMPLETED: This information has been circulated to all governors and will be discussed at the next meeting of the Resources Committee.**

*The minutes from the last meeting were approved and will be signed by the Chair at the earliest opportunity.*

### 3. Safeguarding – British Values and the Prevent Duty

KM explained what the British Values are:

- democracy
- the rule of law
- individual liberty
- mutual respect for, and tolerance of, those with different faiths and beliefs, and for those without faith

KM explained that our action plan, focusing on how we fulfil our Prevent Duty, is part of our Safeguarding agenda and the British Values is how we teach this in school. Our Prevent action plan is on the school website and KM is the school lead for the Prevent Duty.

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DJ is focusing on each of the British Values in assemblies with the different year groups, and we are also setting up a display board, as well as purchasing sets of books for Key Stage One and Two which enable teachers to explore the values with the children at a deeper level.

We devise a short quiz for all staff and governors on a half termly basis, focusing on different aspects of Safeguarding. The last one focused on Prevent and the results showed a strong understanding of this across the school.

KM has recently completed additional training which was offered by Bedfordshire Police.

**Question:** How do you measure the impact of this learning with the children to identify the extent to which this is embedding in their knowledge and understanding?

Response: We are currently considering the most effective way of measuring how deep the children are taking this information on board. It is very difficult to measure this quantitatively, and so we are looking at the different ways we can build a bigger picture such as observing interactions on the playground and looking at behaviour logs.

Governors acknowledged that the focus will be more on the difference in children's behaviour as a result of learning about the British Values, rather than just being able to recite what they are.

**Question:** Are we still required to report all racist incidents to the Local Authority?

Response: Yes we do, as and when they occur.

#### 4. Governor Monitoring Visits

- **Key Stage 1 Reading**

DM completed this monitoring visit on 26.05.2021. Her report from this was circulated to governors prior to this meeting. DM explained the purpose of the visit was to monitor the implementation of phonics and the book banding system in Key Stage One (KS1).

Before her visit, DM looked through data and the School Development Plan, and then sent her questions to Danielle Gaynor (Key Stage One Leader). DM found her to be extremely knowledgeable, and a positive impact is shown in the data. Phonics is now a whole school approach rather than just KS1 as was previously the case. There are programmes in place to make improvements where necessary due to the pandemic.

DM reported that book banding information has been sent out to parents and carers, and she talked with Danielle about how the school engages with parents and carers who are not, for whatever reason, able to support reading at home.

DM recommends that more regular updates for all staff would be helpful as part of Continuing Professional Development (CPD) to enable quality phonics to be delivered. Also that Teaching Assistants (TAs) need more time out of the classroom to complete quality CPD in school, as many of them are also delivering phonics. DM advised that 'Hooked on Books', training delivered by Jane Considine Education, has already been attended by the school's English Leads and is being trialled next year.

DM explained that this was the first time we used the new governor monitoring form as part of the visit, which was found to work well. Danielle Gaynor also confirmed she was happy with the monitoring visit and found it useful as part of her professional practice.

- **Early Years Foundation Stage**

DM and RBr completed this monitoring visit. The report from this will be circulated to all governors after this meeting. RBr explained that they met with Sarah Askew (Foundation Stage Leader) and her team, as well as observing the children in the classroom which was very interesting and helpful from a governor perspective, particularly as we have not been

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able to come into school in the past year due to the pandemic. They observed child based play, with adults playing alongside them asking questions designed to support their learning and development. They heard the plans in place for developing the outside area further. DM sent the governor monitoring questions to Sarah beforehand. Governors reported on the enthusiasm and independence of children clearly coming across, and the passion and determination of the team to continue improving.

The following action points were suggested by the governors:

- Resources required to develop the outdoor learning environment to bring it to the same standard as the indoor environment. KM confirmed this is already taking place and is being included in the budget planning process.
- Ensure that all children are benefiting from co-play and being interacted with at the cusp of their confidence, maybe using 'doughnut planning format' to enable all team members to access this.
- Reinforcing key vocabulary visually.
- Ensure there is sufficient leadership capacity to enable the teaching and learning in Pre School to be fully integrated into HGPS.
- At the end of the Reception year, ensure the children prepared for KS1.

**Question:** Do we have a contingency plan in place in the event of another lockdown, to continue all this work and plans for future development?

Response: We are confident that, if required, we would be able to deliver remote learning once again, and to ensure we further improve this provision. We have a Remote Learning Policy and the Local Authority is very supportive, particularly when remote learning has been necessary in the past year.

## 5. Wellbeing Update

- JJ, GM, DJ and Michelle Parker have regular meetings to discuss wellbeing.
- We are working towards a Wellbeing award. The deadline for providing the evidence is April 2022. We have recently had an audit, the results of which suggest we should be able to achieve a silver award.
- We have a wellbeing section on the school website
- We have a wellbeing action plan on Teams
- A wellbeing staff audit has recently been completed
- The Chums service contract has not been reviewed, and the contract for this provision has now been awarded to Centre 33 and the Ormiston Trust.
- The next governor wellbeing monitoring visit will focus on staff and children separately
- The new Wellbeing Policy was circulated to governors prior to this meeting. It was produced using model templates from both Judicium and Cambridgeshire County Council. Governors made suggestions, including further tailoring it to Hemingford Grey, adding reference to external support, as well as ensuring the whole document flows seamlessly.

**Action: DJ**

## 6. Policy review – Equality policy

HP agreed to review this policy, which DW will also participate in so he can understand this process for the future as part of his new governor role.

**Action: HP/DW**

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## 7. Curriculum Committee Planning for 2021-2022

It was agreed that this will take place following the additional Full GB meeting on 29<sup>th</sup> June, which will focus on the Leadership and Governance Review report.

## 8. AOB

- GM and DJ have a PSHE monitoring visit from the LA on 07.07.2021. JJ confirmed she will also join this.
- The Chair thanked the Clerk for her invaluable assistance formulating the agenda.
- HP commented that we need to consider how to involve governors who are unable to attend the Full GB meeting on the 29<sup>th</sup> June in person. Some governors will be able to attend remotely, and it was suggested that the meeting should be recorded on Teams so it can be watched back by governors who are unable to attend.
- **Question** from a previous meeting action: Has the children's first aid training now been completed?  
Response: Kathryn Honey will be organising this to take place.
- **Question**: Have we made a successful appointment for the Lower Key Stage Two teacher vacancy?  
Response: Yes we have now appointed an ECT (Early Career Teacher, formerly NQT) for this post. This person will have a two year induction period under the new Early Career Framework).

**Meeting closed at 6.04pm.**

## Action Summary Sheet

	Action	By Whom
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d	Mobile Phones Policy <b>COMPLETED: KM has completed this review and the policy was circulated to all governors prior to this meeting. KM confirmed she needs to add in an appendix relating to mobile phones.</b>	KM
h	PSHE and SRE Policies - DJ confirmed she has been working on updating these, using new model policies from the LA. DJ will send them to the Clerk once completed. <b>PENDING: DJ confirmed these are almost finished and will send to Clerk shortly.</b>	DJ
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