

**Hemingford Grey Primary School
Governing Body
Minutes of the Curriculum Committee Meeting
Held on Tuesday 19th March 2019 at 6:30pm**

Present: Ruth Burrows (Committee Chair, RBu)
Jenny Jones (Committee Vice Chair, JJ)
Kirsten Marriott (Head, KM)
Jonathan Clarke (Deputy Head, JC)
Helen Peat (HP)
Rachel Brown (RBr)
Rick Howell (RH)
Grace Matthews (GM)
Kathryn Miller (Clerk)

1. Welcome and apologies for absence, declarations of interest

No apologies were received in advance of the meeting and no declarations of interest.

2. Minutes of the last meeting and matters arising:

a) Governor Visit Report – Science Week

HP advised that the report from the science visit was not completed due to other governor commitments. A thorough report of the recent science developments is included in the curriculum minutes for 19th June 2018 following a presentation by a Nick Churchill, Science Lead.

b) Langley Trust

One family has been identified as a suitable recipient for the money received from the Trust. The money will pay for the cost of a residential school trip. HP reminded governors that the trust could be approached in future years if there is a local family in need who could benefit from support. Peter Cunliffe, vicar of St James Church, is chairman of the trust.

c) Equality Act Updates

RBu advised that a recent update has been received which is a guidance document entitled 'Gender Separation in Mixed Schools' (DfE 2018).

Question: Do we need to mention this is our Equality Policy?

Response: We need to decide whether to add a statement in our policy to acknowledge this document or provide a link to it somewhere.

After a brief discussion, it was decided that RBu will add a brief statement in the Equality Policy referencing this document. KM confirmed that she will circulate this document to all staff for their information.

Action: RBu/KM

The minutes were approved and signed by the Chair of the Curriculum Committee.

3. Budget Priorities

KM advised that we are particularly focusing on ensuring we identify that best possible way to spend the money allocated to technology and mental health.

4. Assessment Procedures

KM gave a verbal update on this at the last Full GB meeting. We have decided to buy into a new system which is currently in the process of being implemented. Spring term assessments are currently taking place in school. Governors agreed that our Assessment Policy is very clear but that it will need amending once the new system is up and running to reflect the changes in how data is recorded.

5. Learning Walk – Looking at the Learning Zones

KM initially provided a verbal update on progress in Key Stage One; teaching staff and Teaching Assistants have been very adaptable and flexible in providing support with challenging behaviour.

Question: Have there been any significant changes made to the Key Stage 2 learning zones?

Response: No.

JC led governors to the years 3/4 learning zone to have a look at some of the learning the children have been engaging with.

6. Moving forward with the Learning Zones

KM explained that she has lots of different ideas to consider for the long term development of the Learning Zones. At present there are no significant changes planned.

7. Pupil Progress – looking at vulnerable groups

JC displayed data for governors to see at this point.

Question: The year 4 data set is showing there are a lot more children currently on target to achieve ARE, is there a particular reason for this?

Response: The year group has had new children joining this academic year who are higher achievers.

Governors commented that this is another reason why it is so important to have mobility data and to be aware of how significantly this factor can affect the data. KM confirmed that the new assessment system should be able to identify this as part of data recording and analysis. It should also enable us to retrieve data sets from categories which overlap e.g. SEND and PP.

Question: Is our target to achieve 100% of Pupil Premium (PP) children at ARE?

Response: We don't set a specific target as our cohorts are too small to be able to set a meaningful figure. We are always striving for all children to achieve ARE where possible, regardless of whether they are PP.

Question: Do you have any idea yet as to how we will spend the PP funding that we receive?

Response: KM advised she has been discussing this with Jo Guest, Finance Officer, and they will be looking further at this next week.

Question: How are PP children divided up between the classes?

Response: They are all evenly spread out between different classes and teachers. The only case where we may try to allocate children to a specific teacher or TA is if they have specific skills or experience which would be beneficial to the needs of those children.

8. Book Scrutiny – looking at Age Related Expectations (ARE) across year groups

This item was completed as part of the governors' visit to the Learning Zone where they were able to see examples of children's books.

9. Focus of the next Governor Visit

Governors discussed suitable ideas and it was agreed that the focus of the next visit will be reading. KM asked for the date to be changed due to clashes with other key events taking place during that week. KM will send alternative suitable dates to HP. HP will inform governors of this at the next Full GB meeting and will ask for volunteers to attend this visit.

Action: KM/HP

10. Policy Reviews – Assign reviewers for the following policies:

a. SEND

RBu will complete this review in partnership with Michelle Parker.

Action: RBu

b. Assessment

Governors agreed that it would be best to review this in September due to the new assessment system currently being implemented. Clerk to make a note of this on the policy review spreadsheet.

c. Curriculum

JC agreed to review this and will send any recommended changes to RBr and JJ to action before he leaves the school at the end of term.

Action: JC/RBr/JJ

11. Mobility Issues

KM confirmed there are no issues at present. There is a Health and Safety walk around the school planned to take place this week.

12. AOB

Governors gave thanks to JC and wished him all the best for his new role.

KM asked for one more governor to help as part of the interview process for the Key Stage 2 teacher post on 25.03.19. JJ agreed to do this.

KM confirmed that she, JC and CL will be interviewing for the Key Stage 1 Lead vacancy on Monday 25th March along with the KS2 teacher candidates.

JC asked governors to judge a Road Safety poster competition which had been discussed at a previous meeting. Two winners were agreed and JC will notify them of their success.

Meeting closed at 8.05pm