

**Hemingford Grey Primary School
Governing Body
Minutes of the Curriculum Committee Meeting
Held via Teams on Tuesday 11th May 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)
Hannah Gill (HG)
Nick Churchill (NC, present for items 1-2)
Kathryn Miller (Clerk)

1. Welcome and apologies for absence, declarations of interest

The Chair welcomed everyone to the meeting, particularly NC our visiting teacher, and introduced Hannah Gill, our new Local Authority Governor. Apologies received from RBU, DJ, VA and CB. No declarations of interest were made.

2. Presentation by Nick Churchill – Outdoor Learning

NC delivered a presentation supported by electronic slides. The importance and value of outdoor education was explained in terms of the positive impact on achievement, motivation, behaviour and personal development. NC explained the curriculum benefits of our outdoor learning projects so far, and how the new plans will enable us to develop this further. It will also provide additional enrichment opportunities for break times.

Question: Has any provision been made for an area which can provide shelter when it rains?

Response: Not yet, but we would like to incorporate this into our longer term plans. We are looking into the option of developing a large space with poles so that a sail/canvas can be added when necessary. We do already have another area which the children use in all weather.

Question: Have you considered a willow tunnel?

Response: We have tried to extend our existing willow bank but it is too dry, so long term we would like to invest in growing a living structure of willow to create a tunnel.

Question: What about the ongoing maintenance of the laurel we are planning to use?

Response: We have already commissioned the St Ives Landscaping Team, who currently pollard our front trees, to take on this maintenance for us. We considered other options but felt that overall this is the best option, particularly as laurel is very fast growing.

Question: Have we considered other tree species to also grow?

Response: We do already have some existing young trees so want to maintain those, as well as growing new native species alongside this. We want to focus on developing the new structure and layout first, then adapt and develop this further over time.

Question: I feel it is really important to grow other deciduous trees which can be labelled up to support the children's learning, e.g. to understand the different leaf designs. I would suggest contacting the local gardening club who may be able to donate self-set trees to add to our new area.

Signed.....Date.....

Response: The club has offered to come and do a tree audit for us as we do already have a lot of different tree species which we would like to continue to grow and maintain. This would also help us to create a whole school map of trees to develop for the future

Question: What species are the trees in the front of the school?

Response: They are lime trees.

Question: Does it have to be a straight path across the field, as shown on the plans? It would add to the mystery and experience of having a meandering trail path instead.

Response: It could have some shape added to it, and could also be extended further, but this would increase the cost of this development. This is also likely to increase the ongoing maintenance costs. We will go back to the company who will be carrying out this work for us, to get a quote for this to see how much more it would cost.

Question: When will the staff training take place with Stephen Brown?

Response: We will be arranging this as soon as we can plan this in to ensure it becomes a whole school approach, which will be led by a new Outdoor Team.

A copy of the presentation has been circulated to all governors following the meeting.

Governors gave thanks to NC for his time to come and share details of his exciting plans for the school. Governors wished NC well for his new teaching post in the Exeter area.

3. Minutes of last meeting held on 10.11.2020 and matters arising

The action sheet from the last meeting was circulated prior to the meeting, with comments added confirming the progress or completion of each one. A number of actions will be carried forward to the next meeting. The following actions were discussed at this point:

c) A query was raised regarding children's water safety competency which is a separate issue to the distance they can swim. We currently report a low achievement rate for this so is an area we need to address. This may already be included as part of their swimming lessons, KM to check this. KM will also discuss this with RH when they meet to discuss safeguarding in the summer term, in terms of water safety needs of the children in their local context.

COMPLETED: KM confirmed we have signed up to a National campaign promoting water safety. We are not able to book swimming lessons at our local pool again this year due to the pandemic and we are sharing this information with the secondary schools as part of the transition process. We have someone coming into school this term to talk to the children about water safety and it is also a focus within some of our assemblies for the remainder of this term.

Comment: I do feel it is crucial to educate children about water safety at a young age, especially in our local area which is surrounded by water and every year there are reports of children in water related incidents which are preventable.

Response: We understand this risk and our focus is now on teaching water safety skills theoretically, ensuring children know how to float in the event of an emergency situation, until help arrives.

Question: How are we planning to engage parents with this?

Response: We provide links to information via our regular blog and in our safety newsletter which is going out this week. Ultimately the onus is on the parents to take responsibility for keeping their children safe outside of school.

e) It was agreed that DM, as Link Governor for English, will arrange to visit the school towards the end of the summer term. She will focus on Key Stage 2 writing progress, and Key Stage 1

Signed.....Date.....

reading progress. **COMPLETED: DM confirmed she will be completing her KS1 reading monitoring visit at the end of May and will complete her KS2 writing visit in July.**

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

4. Pupil Progress Meeting Report from DM

DM's report was circulated prior to this meeting. JJ confirmed she will also circulate her report this week. DM explained that the meeting took place with members of the Senior Leadership Team (SLT) and the Key Stage 1 (KS1) teachers. She observed a very open discussion, during which everyone had an opportunity to contribute, and the care of the children was at the forefront of this. Strategies were discussed for moving forward, and DM commented that it would be helpful for action points to be recorded as part of this as well as plans for how to measure the impact. DM recognised that this may have been recorded in the minutes following the meeting which she has not seen.

JJ commented on her experience of the meeting as a good example of how our strapline 'TEAM' (Together Everyone Achieves More) really shone out. She was impressed that the approach was to consider the whole child, which was based on qualitative rather than quantitative data.

KM explained that the usual cycle of pupil progress and data review is out of sync due to school closure in the spring term. When we returned in March, we conducted the NFER assessments from which followed data reviews to ensure specific pupils were still being targeted appropriately. The pupil progress meetings took place straight after Easter, enabling broader discussions to be summarised prior to Home/School meetings. The notes and actions were added to the cohort data overviews, which sit on Teams for teachers to update as working documents and are used in monitoring pupil progress. These were initially shared in the autumn term with governors and have been added to throughout the year. They were initially shared with governors with an aim to limit workload of replicating data for governors; the reality is they are very detailed and much more operational than data required for governors. These will continue to be used by SLT and teachers for tracking but data summaries will be shared with governors. They will be available to governors who attend Pupil Progress meetings.

5. AOB

- KM confirmed we appointed a new KS1 teacher last week. We received 11 applications which were initially shortlisted to 6 for coming in to teach as part of the interview process. We then shortlisted again and conducted a panel interview for the remaining 3 candidates. During the pandemic, in her current role the successful candidate has led on focusing on children's needs through continuous provision in terms of the learning environment following the return to school.

Question: What are our plans in terms of replacing our Outdoor Learning lead now NC is leaving?

Response: We have already planned for how we will do this, and will ensure our new lead also has a passion for this.

Question: How are the staff doing in terms of the return to the learning environment, and the phased return to normality?

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Response: The general feeling is that everyone is very much looking forward to being able to talk and move freely around the school again. KM and DJ have a planning day soon. Before the pandemic, we had just got our lunchtime provision to a good place following changes we had been making over the past year. Since then this has had to stop, but we now have plans to reintroduce this in September. We have the Hunts School Sports Partnership coming in to train our year 5/6 sports leaders to lead activities with the other children.

- JJ confirmed the Wellbeing Sub-Group will be meeting later this week.
- 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.

Action: JJ

- KM would like to continue encouraging all governors to attend the meetings of both committees as much as possible, and to consider how decision making responsibilities fit in with each committee, for example, with the outdoor learning plans. It was highlighted that 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.

Action: KM

Meeting closed at 5.30pm.

Signed.....Date.....

Action Summary Sheet

	Action	By Whom
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.	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 sources from The Key.	KM/HP
d	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 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.	KM/RBr
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.	DJ
i	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.	RBU
k	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.	JJ/DJ
l	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.	JJ
m	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.	KM

Signed.....Date.....