

Nanpean Community Primary School



Minutes

Curriculum Committee Meeting

Tuesday 7th June, 2016

Clerk to Curriculum Committee - Linda Cackett

Typed: 07.06.2016

Approved for circulation: 08.06.2016

Curriculum Committee Circulation List:

Mr A Edmonds – Co-opted – Committee Chair
Ms C Marsden – Headteacher
Mr D Emmett – Parent
Mrs L Watts – Foundation
Miss C Morton – Staff
Mr B Marsh - Parent
Governor Services – for information
School Office – copy for information



CURRICULUM COMMITTEE MEETING MINUTES

School:	Nanpean CP School
Quorum:	3 (Minimum – 3 Committee Members)
Chair:	Mr Andy Edmonds
Clerk:	Mrs Linda Cackett
Date of meeting:	Tuesday 7th June, 2016 at 5.00 pm
Venue:	Nanpean School – Rosemellyn Classroom

Attendance:

Name:	Governor	Associate Member	Other (please state)	Present/ Apologies/ Absent
Mr Dave Emmett – Parent	Yes			P
Ms Carly Marsden – Headteacher	Yes			P
Mr Brett Marsh - Parent	Yes			P
Mrs Lee Watts - Foundation	Yes			Ap
Mr Andy Edmonds – Co-opted – Committee Chair	Yes			P
Miss Clare Morton - Staff	Yes			P
Miss Sarah Morrison – SENDCo – Class teacher			SENDCo	P
Mrs Linda Cackett			Clerk	P

1.0	<p><u>Welcome and consideration of consent for absence</u></p> <p>The Committee Chair welcomed everyone to the meeting.</p> <p>Apologies were received, considered and accepted from:</p> <ul style="list-style-type: none"> • Mrs Watts <p>The Chair reminded the Committee that it was noted at the last meeting that Mrs Watts had poor attendance; the Headteacher agreed to speak with her to explain the importance of governor involvement.</p> <p>Mr Marsh was welcomed to the committee.</p>	Headteacher
2.0	<p><u>Presentation by Sarah Morrison – SENDCo</u></p> <p>Miss Morrison introduced herself and explained her SENDCo role at Nanpean School, she gave an informative presentation which explained the background behind the SEND Reform and the key changes as a result.</p> <p>It has become law for every new SENDCo in a mainstream school to gain the Master’s-level National Award for Special Educational Needs Co-ordinator within 3 years of taking up the role. During her Ofsted interview she was able to back up everything with evidence and links to research she had done because she has already completed and passed Module 1 – Organisational Contexts. She is currently working on Module 2 – Leading on teaching and learning. There is now a uniform streamlined system set up throughout the school, each class has an SEN File with a clear contents page along with working documents and pupil information.</p>	



A governor asked whether the files are being used, the Headteacher confirmed that they are and are also monitored on a half termly basis. The files were put to the test during Ofsted and proved very beneficial.

Statements are being transferred to EHC Plans during the annual review process. EHC Plans ensure effective engagement of children, young people and parents in the decision making and planning process. Key milestones regarding the changes were outlined to the committee.

Key milestones



The Committee Chair asked how many Statements and how many EHC Plans there are in the school, Miss Morrison confirmed that there was 1 statement and 2 EHC Plans. The Headteacher explained that the Ofsted inspector was impressed with the SEN monitoring carried out at the school. The question was asked how SEN provision is identified in EYFS, the Headteacher explained that all information is gathered prior to children joining the school. The SENDCo explained that half termly provision mapping meetings take place between the Headteacher, SENDCo and class teachers, and children's needs are also discussed on a day to day basis. A governor asked whether there were any children with EHC Plans in the new intake, it was confirmed that there was none, however there are 7 children with additional needs.

The Local Offer was explained to governors and documentation required:

	Local Offer	SEND Policy	SEND Information Report
Responsibility	Local Authority	Governing Body	SENDCo, SLT and Governors
Purpose	What's on offer	How will it be delivered?	What is actually/has been delivered?
Strategic Links	Joint Commissioning, provision management, systems and the school improvement plan	School values, and vision, structures and procedures	School improvement plan and transition arrangements
Where published	LA portal	School website (and hard copy available)	School website (and hard copy available)
Involvement of children, young people and families	Co-produced and feedback published online	Consultation	Copy supplied, may inform local feedback
Updated	Periodically at least once a year	Every 3 years	Annually
Family friendly format required	yes	yes	yes



	<p>The SENDCo explained that all this required information is within the school's SEND Information Report 2016, which was approved by governors in the last curriculum committee meeting.</p> <p>The Chair thanked the SENDCo for the clearly very vital role she has at the school and the amount of time she invests in the role.</p> <p><i>5.23 pm – Miss Morrison left the meeting.</i></p>	
<p>3.0</p>	<p><u>An opportunity to declare any additional business or pecuniary interest/s</u></p> <p>None.</p>	
<p>4.0</p> <p>4.1</p> <p>4.2</p> <p>4.2.1</p> <p>4.2.2</p> <p>4.2.3</p> <p>4.2.4</p>	<p><u>Minutes of previous committee meeting – Thursday 25th February 2016</u></p> <p><u>Approval</u></p> <p>The minutes were circulated prior to the meeting. They were APPROVED as a true and accurate record of the meeting.</p> <p><u>Matters Arising – not already on the agenda</u></p> <p><u>Item 4.2.3 – Accelerated Reader</u></p> <p>The Headteacher confirmed that in September there will be a rewards system introduced to encourage careful completion of the quizzes. A timetable has been put in place and implemented and the results are now improving.</p> <p><u>Item 5.5 – Healthy Packed Lunch Policy</u></p> <p>The policy has been amended and circulated. A few parents have been spoken with and clarification has been given regarding healthy alternatives. The Chair asked whether there had been an impact, it was confirmed that there had been a positive impact because children and parents are much more aware of how to make healthy food choices.</p> <p><u>Item 8.0 – Primary Sports Funding</u></p> <p>The Headteacher confirmed that much more time notice is given to parents now to allow parents to support their child/children at events. An annual calendar for the next academic year will be sent home to parents in September identifying key events for the 2016/17 year.</p> <p><u>Item 6.0 – Assessment</u></p> <p>The Headteacher confirmed that Classroom Monitor and the school's '123 assessments' are now marrying up which is pleasing to see. Classroom Monitor will eventually be able to be used to monitor progress, a whole year's data will be required to implement this fully, over and under achieving pupils will be monitored.</p>	



5.0	<u>Policies Review and Update</u>																
5.1	<u>Anti-Bullying Policy</u>																
	<p>The policy was circulated prior to the meeting. The Committee Chair was pleased with the definition and clarity which he felt was very important. The policy was reviewed and APPROVED for adoption.</p>																
5.2	<u>Home School Agreement</u>																
	<p>The Home School Agreement was circulated prior to the meeting. There were no significant changes and was originally a policy provided for the Brannel Cluster. It was agreed that the 'agreement' statement on the cover page might require removal and it was agreed to be raised at the next Cluster Heads Meeting. It was reviewed and APPROVED for adoption.</p>	Headteacher															
5.3	<u>Lone Worker and Home Visits Policy</u>																
	<p>The policy was circulated prior to the meeting. The Committee Chair asked who the policy might be applicable to, the Headteacher confirmed that lone working on site could be a teacher, caretaker, secretary or Headteacher. It was asked who the key holders were, they were confirmed to be the Headteacher, Secretary and Caretaker. It was reviewed and APPROVED for adoption.</p>																
5.4	<u>Supply Staff Code of Conduct</u>																
	<p>The policy was circulated prior to the meeting. The Headteacher confirmed that it was a slimmed down version of the Staff Code of Conduct. The Committee Chair drew attention to neutral equality, the Headteacher explained that this was covered in the Equal Opportunities policy. It was reviewed and APPROVED for adoption.</p>																
6.0	<u>Attendance</u>																
	<p>The Headteacher reported that Attendance has been added to this committee agenda instead of the Health and Safety/Premises committee agenda as suggested during the external Health and Safety Audit on 14.03.16.</p>																
	<p>Whole School Attendance September 2015 to May 2016: 96.84%</p>																
	<p>A governor asked how this compared to last year's attendance rate, the Headteacher explained that the school has already exceeded September 2014 to May 2015 attendance rate of 96.33%.</p>																
	<table border="0"> <tr> <td>Drinnick & Rosemellyn</td> <td>Year 5/6</td> <td>97.57 %</td> </tr> <tr> <td>Melbur</td> <td>Year 3/4</td> <td>97.69 %</td> </tr> <tr> <td>Prosper</td> <td>Year 2</td> <td>97.30 %</td> </tr> <tr> <td>Hendra</td> <td>Year 1</td> <td>96.90 %</td> </tr> <tr> <td>Eden</td> <td>Reception</td> <td>94.76 %</td> </tr> </table>	Drinnick & Rosemellyn	Year 5/6	97.57 %	Melbur	Year 3/4	97.69 %	Prosper	Year 2	97.30 %	Hendra	Year 1	96.90 %	Eden	Reception	94.76 %	
Drinnick & Rosemellyn	Year 5/6	97.57 %															
Melbur	Year 3/4	97.69 %															
Prosper	Year 2	97.30 %															
Hendra	Year 1	96.90 %															
Eden	Reception	94.76 %															
	<p>Persistent absentees (under 90%) – 4 children - 3 in Eden Class and 1 in Rosemellyn Class – out of the 4, three have attendance of 87% and one of 89%.</p>																



	<p>The Headteacher reported on groups to Ofsted and gave very specific information to the Inspector. Last year one child with a statement brought down the attendance figure but has not done this year as they have 97%. The Committee Chair felt the figures were excellent.</p>	
7.0	<p><u>Pupil Premium</u></p> <p>Nothing new to report. The Headteacher explained that she is presenting an 'actual expenditure and impact' report at the FGB meeting on 23.06.16.</p>	
8.0	<p><u>Primary Sports Funding</u></p> <p>The Headteacher explained that she is presenting an 'actual expenditure and impact' report at the FGB meeting on 23.06.16. She explained how the funding is continuing to fund CPD PE lessons, holiday clubs, a variety of after school clubs, and a small amount towards more competitive sports with local schools and towards the Clay League. Lunchtime Supervisors have also attended training to promote getting children more active during lunchtimes.</p> <p>A key point identified at Ofsted was that the Headteacher heavily supports the SENDCo and PE Lead. It is important that the PE Lead is able to provide the analysis in the Primary Sports Funding report that the Headteacher currently provides.</p> <p>The Committee Chair drew attention to the fact that children from other schools attend the holiday clubs and does this prevent Nanpean children from being able to attend. The Headteacher confirmed that numbers are not capped.</p>	
9.0	<p><u>Governor Monitoring</u></p> <ul style="list-style-type: none"> • KP 4 Outcomes K. Dash 10.02.16 • KP 3.1.3 British Values K. Udy 02.03.16 • SCR (single central record) K. Udy 02.03.16 • KP 3.5 Safeguarding checklist K. Udy 07.03.16 • KP 1.3.6 AfA (Achievement for All) K. Udy 09.03.16 • KP 3.4 Attendance K. Udy 09.03.16 • KP 3.2 RRS (Rights Respecting Schools) K. Udy 09.03.16 • KP 3.4 Attendance K. Udy 20.04.16 • KP 2.1.4 Performance Management Observations K. Udy 27.04.16 • KP 3.5 Section 175 K. Udy 27.04.16 <p>The monitoring reports were circulated prior to the meeting, the Headteacher stressed the importance of governors re-scheduling governor monitoring visits if they have had to be cancelled.</p>	
10.0	<p><u>Committee Chair's Report</u></p> <p>None.</p>	



11.0	<u>Dates for next Curriculum Committee meetings</u> <ul style="list-style-type: none">• Tuesday 8th November, 2016 at 4.30 pm• Tuesday 28th February, 2017 at 4.30 pm• Tuesday 6th June, 2017 at 4.30 pm The meeting closed at 5.57 pm.	
-------------	---	--

These Minutes were passed as true and accurate at the Finance and Personnel Committee Meeting on Tuesday 8th November, 2016.

Signed: **Committee Chair**
Mr Andy Edmonds

Dated: **Tuesday 8th November, 2016**