

# Nanpean Community Primary School



## Minutes

### Curriculum Committee Meeting

Tuesday 8<sup>th</sup> November, 2016

Clerk to Curriculum Committee - Linda Cackett

Typed: 08.11.2016

Approved for circulation: 12.11.2016

**Curriculum Committee Circulation List:**

Mr A Edmonds – Co-opted – Committee Chair

Mrs C Wicks – Headteacher

Mrs G Warne – 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**

<b>School:</b>	<b>Nanpean CP School</b>
<b>Quorum:</b>	<b>3 (Minimum – 3 Committee Members)</b>
<b>Chair:</b>	<b>Mr Andy Edmonds</b>
<b>Clerk:</b>	<b>Mrs Linda Cackett</b>
<b>Date of meeting:</b>	<b>Tuesday 8<sup>th</sup> November, 2016 at 4.30 pm</b>
<b>Venue:</b>	<b>Nanpean School – Melbur Classroom</b>

**Attendance:**

<b>Name:</b>	<b>Governor</b>	<b>Associate Member</b>	<b>Other (please state)</b>	<b>Present/ Apologies/ Absent</b>
Mrs Gemma Warne – Parent	<b>Yes</b>			<b>Ap</b>
Mrs Carly Wicks – Headteacher	<b>Yes</b>			<b>P</b>
Mr Brett Marsh - Parent	<b>Yes</b>			<b>P</b>
Mrs Lee Watts - Foundation	<b>Yes</b>			<b>P</b>
Mr Andy Edmonds – Co-opted – Committee Chair	<b>Yes</b>			<b>P</b>
Miss Clare Morton - Staff	<b>Yes</b>			<b>Ap</b>
Mrs Andrea Hayes – EYFS Lead				<b>P</b>
Mrs Linda Cackett			Clerk	<b>P</b>

<b>1.0</b>	<p><b><u>Welcome and consideration of consent for absence</u></b></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"> <li>• Miss Morton – London residential</li> <li>• Mrs Warne - Unwell</li> </ul>	
<b>2.0</b>	<p><b><u>An opportunity to declare any additional business or pecuniary interest/s</u></b></p> <p>None.</p>	
<b>3.0</b>	<p><b><u>Minutes of previous committee meeting – Tuesday 7<sup>th</sup> June, 2016</u></b></p>	
<b>3.1</b>	<p><b><u>Approval</u></b></p> <p>The minutes were circulated prior to the meeting. They were <b>APPROVED</b> as a true and accurate record of the meeting.</p>	
<b>3.2</b>	<p><b><u>Matters Arising – not already on the agenda</u></b></p>	
<b>3.2.1</b>	<p><b><u>Item 1.0 – Welcome and consideration of consent for absence</u></b></p> <p>The Committee Chair thanked Mrs Watts for attending the meeting.</p>	
<b>3.2.2</b>	<p><b><u>Item 5.2 – Home School Agreement</u></b></p> <p>The Headteacher reported that she has raised this with the Cluster Heads, the school now has their own Home School Agreement.</p>	



<p><b>4.0</b></p>	<p><b><u>EYFS Update – Mrs Andrea Hayes – Tabled before Item 1.0</u></b></p> <p>Mrs Hayes introduced herself to the committee and gave an informative PowerPoint presentation giving an EYFS Update. Ofsted highlighted that the outdoor area was spacious and secure, however some activities did not yet provide children with enough opportunities to deepen and extend their learning. She had a blank canvas when she joined the school, she wants children to access resources independently and have opportunities in a natural environment. Some of the school-to-school support funding was used to purchase a variety of adaptable resources so that children can use their imagination, e.g. the potion station which offers opportunities to develop lots of areas of learning. Boys writing is a problem nationally, there is no writing book, daily finger gym takes place. Mrs Hayes is allowing the opportunities for developing writing not just on a writing table, the challenges offered to the children were explained, differential challenge is important. Parental involvement is a key factor throughout the school; they were given a pack of goodies at the open evening in June, there is a new class page on e-schools, and parents are encouraged to pronounce sounds correctly. <b>A governor asked whether the logins can be monitored to measure how many parents access the site. It was agreed that this could be investigated.</b> Parental involvement will continue to be promoted in parent's evenings and open events.</p> <p>The reception staff use 2BuildaProfile to record observations and document the children's progress in learning. The main purpose of the EYFS profile is to provide a reliable, valid and accurate assessment of the children's learning over the year to the end of EYFS. The profile consists of observations such as:</p> <ul style="list-style-type: none"> <li>• Samples of pupils' work</li> <li>• Photographs</li> <li>• Contributions from parents</li> </ul> <p>The Committee felt that the approach was excellent and Mrs Hayes was thanked for the work that she has carried out so far since joining the school. They noted that it was clear that EYFS provision has been transformed.</p> <p><i>4.50 pm – Mrs Hayes left the meeting</i></p>	
<p><b>5.0</b></p> <p><b>5.1</b></p> <p><b>5.2</b></p>	<p><b><u>Policies Review and Update</u></b></p> <p><b><u>Admission arrangements 2018/2019</u></b></p> <p>The document was circulated prior to the meeting; changes had been highlighted. The policy was reviewed and <b>APPROVED</b> for adoption.</p> <p><b><u>Assessment and feedback 2016/2017 Policy</u></b></p> <p>The policy was circulated prior to the meeting. The teachers reviewed the policy on their inset day in September; the marking expectations had remained the same along with the codes but information on assessment had been updated. The Committee Chair felt the colour system was working very well which was also apparent at parent's evenings, <b>he asked if it was 100% consistently being used, the Headteacher confirmed that she couldn't confirm 100% but</b></p>	



<p><b>5.3</b></p> <p><b><u>Attendance 2016 Policy</u></b></p> <p><b>5.4</b></p> <p><b><u>Home/School Agreement 2016</u></b></p>	<p>assessment is a performance management target for all teachers now so will be monitored closely. It was reviewed and <b>APPROVED</b> for adoption.</p> <p>The policy was circulated prior to the meeting. The Headteacher reported that it had been reviewed by teachers, letters are now shown as appendices in the policy. A governor asked how attendance is rewarded, the Headteacher explained in detail. The Committee Chair asked if medical appointments were affecting the attendance percentage. The Headteacher explained that most appointments are after registration. It was reviewed and <b>APPROVED</b> for adoption.</p> <p>The policy was circulated prior to the meeting. It was reviewed and <b>APPROVED</b> for adoption.</p>																						
<p><b>6.0</b></p> <p><b><u>Attendance</u></b></p>	<p>The Headteacher reported:</p> <p>Whole School Attendance to date:      96.8% (159 on roll)      last year 97.6%</p> <table border="0"> <tr> <td>Rosemellyn</td> <td>Year 6</td> <td>98.3 %</td> </tr> <tr> <td>Drinnick</td> <td>Year 5</td> <td>97.0 %</td> </tr> <tr> <td>Melbur</td> <td>Year 4</td> <td>96.3 %</td> </tr> <tr> <td>Karslake</td> <td>Year 3</td> <td>96.7 %</td> </tr> <tr> <td>Prosper</td> <td>Year 2</td> <td>96.4 %</td> </tr> <tr> <td>Hendra</td> <td>Year 1</td> <td>96.4 %</td> </tr> <tr> <td>Eden</td> <td>Reception</td> <td>96.8 %</td> </tr> </table> <p>Any pupils under 95% have letters sent home. A governor asked how soon letters start in the academic year. The Headteacher replied that she sends them ASAP. Another governor asked if holiday requests had reduced, the Headteacher confirmed that they had and last year attendance had improved.</p> <p>The Committee Chair felt that the attendance figure being shown on e-schools was informative. The governor attendance monitoring is very detailed and evidenced in the monthly monitoring record. It was felt that the admission of additional vulnerable pupils could have an impact on attendance figures. The Headteacher was pleased that the pupils did however 'want' to come to school.</p>	Rosemellyn	Year 6	98.3 %	Drinnick	Year 5	97.0 %	Melbur	Year 4	96.3 %	Karslake	Year 3	96.7 %	Prosper	Year 2	96.4 %	Hendra	Year 1	96.4 %	Eden	Reception	96.8 %	
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<p><b>7.0</b></p> <p><b><u>Pupil Premium</u></b></p>	<p>The Headteacher circulated the 2015/16 actual expenditure report which was approved by the Finance and Personnel Committee. A governor asked how pupil premium children are identified, the Headteacher explained in detail. The committee felt that the report was detailed and informative. A governor asked whether a lot of interventions were given to the whole school, the Headteacher</p>																						



	explained how vulnerable children are supported. The importance of evidencing outcomes was explained.	
8.0	<p><b><u>Primary Sports Funding</u></b></p> <p>The Headteacher circulated the 2015/16 actual expenditure report which was also approved by the Finance and Personnel Committee. She explained that in the Spring term some of the teachers will be observed teaching PE by the Go Active coach and will be provided with valuable feedback. As the lifespan of the funding is not known it is important to ensure it will be able to continue when/if it is withdrawn.</p> <p>A lot of the holiday clubs are funded, sports competitions that pupils enjoy are funded and will be extended to the younger children. The outcomes section is more difficult to populate; it was agreed that participation could be evidence and the school has become more competitive. The school is very proactive and the number of medals pupils are awarded will be monitored also. A governor suggested that there should be a celebration of achievement, the Headteacher confirmed that achievement is celebrated every week in whole school assembly.</p>	
9.0	<p><b><u>Committee Chair's Report</u></b></p> <p>None.</p>	
10.0	<p><b><u>Dates for next Curriculum Committee meetings</u></b></p> <ul style="list-style-type: none"> <li>• Tuesday 28<sup>th</sup> February, 2017 at 4.30 pm</li> <li>• Tuesday 6<sup>th</sup> June, 2017 at 4.30 pm</li> </ul> <p>The meeting closed at 5.26 pm.</p>	

These Minutes were passed as true and accurate at the Curriculum Committee Meeting on Tuesday 28<sup>th</sup> February, 2017.

Signed: ..... **Committee Chair**  
**Mr Andy Edmonds**

Dated: **Tuesday 28<sup>th</sup> February, 2017**