

# Nanpean Community Primary School



## Minutes

### Curriculum Committee Meeting

Tuesday 5<sup>th</sup> June, 2018

Clerk to Curriculum Committee - Linda Cackett

Typed: 05.06.2018

Approved for circulation: 05.06.2018

**Curriculum Committee Circulation List:**

Mr A Edmonds – Co-opted – Committee Chair  
Mrs C Wicks – Headteacher  
Miss D Thornhill – 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 5<sup>th</sup> June, 2018 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>
Mr Andy Edmonds – Co-opted – Committee Chair	<b>Yes</b>			<b>Ap</b>
Mr Brett Marsh - Parent	<b>Yes</b>			<b>A</b>
Miss Clare Morton - Staff	<b>Yes</b>			<b>P</b>
Miss Dionne Thornhill – Parent	<b>Yes</b>			<b>P</b>
Mrs Lee Watts - Foundation	<b>Yes</b>			<b>P</b>
Mrs Carly Wicks – Headteacher	<b>Yes</b>			<b>P</b>
Mrs Linda Cackett	<b>No</b>		Clerk	<b>P</b>

<b>1.0</b>	<p><b><u>Welcome and consideration of consent for absence</u></b></p> <p>Apologies were received, considered and accepted from:</p> <ul style="list-style-type: none"> <li>Mr Edmonds – the Headteacher agreed to chair the meeting.</li> </ul> <p>It was noted that Mr Marsh was not in attendance, the Clerk will remind the necessity to tender apologies to ensure meetings are quorate.</p>	Clerk
<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 20<sup>th</sup> February, 2018</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 7.0 - Data</u></b></p> <p>The Headteacher confirmed that National indicators had been added to the data for the committee, the National Average for 2017 had been added for Year 2 and Year 6.</p>	
<b>4.0</b>	<p><b><u>English Update – Clare Morton</u></b></p> <p>Miss Morton gave a very informative presentation to update the Curriculum Committee – See Appendix A attached to the minutes.</p>	



	<p>It was further noted that:</p> <ul style="list-style-type: none"> <li>• Joint observations have taken place for Read, Write, Inc.</li> <li>• All KS1 staff have attended training for Read, Write, Inc.</li> <li>• Read, Write, Inc sound charts have been ordered for KS2.</li> <li>• The follow-on RWI spelling scheme will be trialled in Year 2 and Year 3.</li> <li>• RnR stickers have been introduced to the school to make marking more efficient. In Maths the stickers offered more variety and challenge so have been introduced for English too.</li> <li>• Examples of the marking stickers and evidence of work in books were given to the committee.</li> <li>• To create uncluttered displays, Hessian backgrounds have being introduced throughout the school.</li> </ul> <p>A governor asked if stickers will be used in homework, the Headteacher explained that stickers required follow-up and will be something to think about in the future but not currently used for homework. Miss Morton was thanked for her informative presentation, updating the committee of progress in English since last year. Governors were amazed of all the new things which have been implemented this year.</p>	
<p>5.0</p> <p>5.1</p> <p>5.2</p> <p>5.3</p>	<p><b><u>Policies Review and Update</u></b></p> <p><b><u>Attendance Policy 2018</u></b></p> <p>The Headteacher explained that the policy had been updated slightly, additional information has been added. The policy was circulated prior to the meeting, it was reviewed and <b>APPROVED</b> for adoption.</p> <p><b><u>SEND Information Report/Local Offer May 2018</u></b></p> <p>The Headteacher reported that Miss Morrison had updated the SEND Information Report/Local Offer which is required to be available on the school website. A few things have been added, it was agreed that the reference to AfA needs to be removed from the policy. The document evidences CPD carried out within the school. The SEND Information Report/Local Offer May 2018 was circulated prior to the meeting, it was reviewed and <b>APPROVED</b> for adoption.</p> <p><b><u>Sports Premium Report 2018</u></b></p> <p>The document is required to be available on the school website by 4<sup>th</sup> April, the Headteacher explained that it was a little late but usually isn't completed until the end of the academic year. Governors approved the new format of the report. The report was circulated prior to the meeting, it was reviewed and <b>APPROVED</b> for adoption.</p>	<p>Headteacher</p>
<p>6.0</p>	<p><b><u>Attendance</u></b></p> <p>Attendance monitoring continues on a regular basis. An attendance summary report was circulated prior to the meeting, the Headteacher reported:</p> <p>Whole School Attendance to date: 95.57% (160 on roll); last meeting 95.54%.</p>	



		<u>05.02.2018</u>	<u>18.05.2018</u>	
Rosemellyn	Year 6	96.77 %	95.84 %	
Drinnick	Year 5	95.29 %	94.93 %	
Melbur	Year 4	97.30 %	96.68 %	
Karslake	Year 3	95.01 %	95.16 %	Improvement
Prosper	Year 2	95.63 %	95.61 %	
Hendra	Year 1	94.83 %	96.12 %	Improvement
Eden	Reception	94.73 %	94.88 %	Improvement
<p>The Headteacher was grateful to the time and effort spent by Miss Thornhill during her regular visits to the school to monitor attendance.</p> <p>There are currently 15 pupils who are persistent absentees at the date of the report. This has reduced, yet again, by 5 from the last committee meeting. Since the report was produced a further 3 pupils are no longer persistent absentees.</p> <p><b>A governor asked what happens when a pupil is consistently late for school, the Headteacher explained that this is now being closely monitored and letters are now being sent home regarding lateness.</b> The Headteacher added that if parents of persistent absentees contact the school they are transferred to speak to the Headteacher.</p>				
<b>7.0</b>	<p><b><u>Data</u></b></p> <p>A report was circulated prior to the meeting, it was further noted that:</p> <ul style="list-style-type: none"> <li>• The report was explained in more detail to the committee.</li> <li>• The report was produced on March's assessment cycle, some percentages might change by the next Full Governing Board Meeting.</li> <li>• The school is being externally moderated for end KS1 tomorrow and has been successfully externally moderated for EYFS last half term.</li> </ul>			
<b>8.0</b>	<p><b><u>Pupil Premium</u></b></p> <p>Nothing new to report, attainment is closely monitored. The impact report will be available at the Full Governing Board Meeting this term. Obviously, Pupil Premium covers Children in Care and a new family has joined the school who will be added to the new report next year.</p>			
<b>9.0</b>	<p><b><u>Primary Sports Funding</u></b></p> <p>An informative report was circulated prior to the meeting, it was further noted that:</p> <ul style="list-style-type: none"> <li>• The PE apprentice has been successful, and his apprenticeship ends in July, consideration needs to be given now as to whether he is employed as a Teaching Assistant. The PE Lead feels that his role is invaluable to the school, running a variety of sporting clubs has been a key development. The Headteacher feels strongly that he should be employed, and it needs careful consideration how an effective appointment can be made. <b>A governor asked whether it was more financially viable than employing Go Active Coaching. The Headteacher confirmed that significant savings had been made and Sports Premium had increased.</b></li> </ul>			



<b>10.0</b>	<b><u>Committee Chair's Report</u></b>  Nothing to report.	
<b>11.0</b>	<b><u>Date for next Curriculum Committee meeting</u></b> <ul style="list-style-type: none"><li>• Tuesday 13<sup>th</sup> November, 2018 at 4.30 pm (Maths Presentation)</li><li>• Tuesday 26<sup>th</sup> February, 2019 at 4.30 pm (SEND Presentation)</li><li>• Tuesday 4<sup>th</sup> June, 2019 at 4.30 pm (Science Presentation)</li></ul> The committee agreed some possible topics for next year's meetings: <ul style="list-style-type: none"><li>• Autumn term - Maths</li><li>• Spring term - SEND</li><li>• Summer term - Science</li></ul> The meeting closed at 5.18 pm.	

These Minutes were passed as true and accurate at the Curriculum Committee Meeting on Tuesday 13<sup>th</sup> November, 2018.

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

Dated: **Tuesday 13<sup>th</sup> November, 2018**