

**MINUTES OF THE MEETING OF THE CURRICULUM COMMITTEE OF ST MATTHEW'S GOVENING BODY,
HELD AT SCHOOL ON TUESDAY, 3RD DECEMBER, 2013 AT 5.30 P.M.**

Present: Carole Mills (Chair), Jill Tuffnell, Rifat Siddiqui, Neil Perry, Tony Davies (Headteacher),
Anne Maskell (Clerk to Governors)

1. Apologies for absence

ACTION

None received.

2. Declaration of pecuniary interests

Those present had no additional interests to declare.

3. Committee terms of reference

The terms of reference agreed last December had been circulated with the agenda. It was agreed to remove the phrase relating to redevelopment of the school site now that the work is complete. Anne will amend and circulate them again.

Anne

4. Minutes of last meeting and matters arising

The minutes of the last meeting were agreed as an accurate record.

- Rifat said that she will follow up discussions with St Phillip's regarding their volunteer scheme. Kate Spencer-Allen is now taking a strategic overview of arrangements for volunteers – governors felt it would be useful to have more information on how volunteers are used (how many hours, where they work, the type of support they offer, etc.)
- Monitoring the success of catch-up programmes. A report has not yet been put together but this will be done in due course, including looking at best value. A SEN manual is currently being put together by our SENCOs. It was agreed that it would be useful to invite Sarah Barratt and Lindsey Lord to a future meeting to discuss.
- Exciting developments in music are happening at St Matthew's. New governor Mark Tinkler is working with EPOC and possibly Cambridgeshire Music to look at re-establishing a school orchestra and considering how to enhance our music teaching. Music development will be an agenda item for a future meeting. Jill said she will plan to come in for a link governor visit with Emily Barratt, possibly jointly with Mark.

Rifat

Jill

5. Report on statutory assessments 2013

Tony had circulated a detailed report outlining the performance of St Matthew's children in this year's statutory assessments. He led governors through his report, beginning by giving some background to the two Data Dashboards attached. The one produced by OFSTED is designed to give a brief overview of how schools perform against certain measures, but has been heavily criticized for giving no measure of statistical significance. In response the Fisher Family Trust developed their own

Governor Data Dashboard which does present some information with measures of statistical significance and is a more useful document. It is important that governors are conversant with the information presented in the Dashboards, and understand how the conclusions and actions in Tony's report have been established. Tony's report also included a brief guide to some of the jargon used in the paper.

Overall our children achieve highly – above the national average in KS1 and generally also in KS2. There are some issues regarding progress in Maths and also with our lower attaining children who struggle to make the desired level of progress. New assessment procedures for the foundation stage were introduced this year but late publication of supporting materials to aid staff in making judgements means that moderating assessments between schools was difficult and the outcome questionable.

Governors then looked in detail at the results for EYFS, KS1 and KS2 and the outcome of the Years 1 and 2 Phonics Check. In each section governors looked at the outcomes, performance in different areas, conclusions and action points identified. Further phonics training for staff is to take place in January, with the emphasis shifting from small group to whole class teaching methods.

We will need to be able to demonstrate how pupil premium funding is being used to target the needs of children who receive or have ever received free school meal and the impact that this support is having, not just in terms of results but also relating to the very valuable counselling work undertaken by the Nest. Pupil Progress Meetings have been very useful in focusing attention on the progress and attainment of vulnerable children, and the review of catch-up programmes will also be very significant.

Governors thanked Tony and the SMT members for a very thorough analysis of data and for their focus on addressing the key issues that emerge.' Carole noted that Alison West, the school's Local Authority Adviser, had described the senior management team as 'meticulously well prepared' for the local authority "Keeping in Touch" data visit in November.

6/7. National Curriculum update and SDP

TLR post holders have now been appointed – they are:

Marie Bushen – MFL and Humanities
Lowri Chatfield – Creative Arts
Mick Collard – Physical Education and Sport
Ruth Platt – PHSE
Melissa Hatcher – Science and ICT

Leaders for the other curriculum areas will be appointed next week and meetings then held to look at a National Curriculum Development Plan. Changes to the History syllabus nationally have been made following negative feedback to the original proposals.

Training on the new Pupil Progress Meeting pro formas and associated practice has taken place and so has the latest round of lessons observations, with all teachers graded as either 'good' or 'outstanding'. Parent consultations have been held and the Anti-Bullying Policy is being revised. SEN catch-up programmes have been discussed in staff meetings and an SEN manual for staff has been developed and distributed.

8. Link governor visits

Carole said that she will undertake a Maths visit before the next meeting, and Jill will do the same for Music and Arts. Scheduling in an SEN visit will also be a particular priority – Tony will talk to Lucy.

Carole/Jill

Tony

Rifat distributed copies of the report from her Link Governor visit for Literacy, which she had undertaken when she met Liz Steel on 12th November. She reported on actions and progress relating to SDP targets and the development points identified which will be reviewed at the next meeting in summer next year.

9. Any other business

No items raised.

10. Date of the next meeting

The next meeting will take place on Thursday, 27th March 2014 at 5.30 p.m. It is hoped to have an SEN focus at either this or the following meeting, and to invite Lucy as SEN governor and SENCOs Sarah Barratt and Lindsey Lord. The aim is to have two CC meetings in the Spring term and two in the Summer.