



GOVERNING BODY AVONDALE PRIMARY SCHOOL DARWEN

SPRING TERM MEETING

**MINUTES OF THE MEETING OF THE CURRICULUM COMMITTEE HELD
AT THE SCHOOL ON WEDNESDAY 9 MAY 2018 AT 6PM**

PRESENT:

Mrs Karen Morgan (Chair)
Mrs Emma Lowe
Mrs Vicky Brown (Headteacher)
Mr Mike Smith
Mr Steven Johnson
Mrs Katie Holden

IN ATTENDANCE:

Mrs Jane Taylor (Assistant Headteacher KS1)
Mrs Stacey Duckett (Assistant Headteacher KS2)
Mrs Judith Watson (Clerk)

		<i>Action</i>
1	<u>APOLOGIES FOR ABSENCE</u> There were no apologies for absence.	
2	<u>DECLARATION OF INTEREST</u> There were no declarations of interest.	
3	<u>MINUTES OF THE PRVIOUS MEETING HELD ON 31.01.18</u> It was agreed that the minutes of the meeting held on 31 January 2018, having been circulated, be received as a true and correct record and signed by the chair.	
4	<u>MATTERS ARISING</u> <i>Governor Links</i> – the Headteacher confirmed that these had been re-assigned and that the Governor Handbook had been updated. <i>Identification of children’s barriers on pupil premium tracker</i> – Mrs Morgan confirmed that this had been actioned. <i>Keeping Children Safe in Education</i> – it was reported that all Governors had completed a short test in the form of a quiz.	
5	<u>SIP REPORT SPRING/SUMMER</u> Mr M Smith asked the Headteacher whether the number of visits had increased, in light of the number of reports that had been circulated. The Head advised that they had not but that each visit, whether by LEA or BwD Advisors, had encompassed a broader range of areas and that afterwards more individual reports had been submitted. She added that the school is receiving half termly visits from both the LEA and Blackburn with Darwen. It was noted that all of the visits had proved very positive. The Head stated that in respect of both Early Years and school-wide behaviour advice from BwD Advisors had been that the school should reconsider its self-evaluation and grade these areas as outstanding. Governors were informed that the SLT had considered this but decided that the gradings	

	<p>of Good would remain in place at the moment, possibly with an acknowledgement of outstanding features.</p> <p>Mr Johnson noted the positive comments made by Mr Broome about Middle Leaders and requested an update on developments in this area. Governors were advised that this continues to be a strength of the school. The Head stated that the school is leading on an Early Years SIG group project, involving Mrs Taylor and Mrs Joyce, that Mrs Stowe would be undertaking SEND reviewer training (enabling her to go into other schools to offer support and advice) and that Mrs Taylor had completed LEA Moderation training for schools in the Authority today offering Early Years moderation support and training.</p> <p>Mr Johnson stated that he had met with Miss Harrison today and that her passion and enthusiasm for her subject (Science) was outstanding. The Head stated that all subject leaders, including the newer members of staff, had fully embraced their subjects. A number of examples of this were provided including the vast range of activities that have been planned for Science week, entries for external Art (Miss Lysons) and Dance (Miss Bolton) competitions. Also, that Miss Robinson was leading a project in school whereby children have been asked to design bunting that will be displayed in Darwen Market. The excellent range of sporting activities and clubs that Mr Clegg was leading on was also acknowledged.</p>	
6	<p><u>REVIEW OF SUBJECT REPORTS</u></p> <p>Mr Smith asked what level of interest had been shown in the Inspire Maths parental workshops and was informed that attendance was better than previous workshops (approximately 20) but that further work was needed in terms of engaging parents. The Head stated that attendance at the reading workshops had been good, across all key stages.</p> <p>Governors asked what plans the school had for improving parental engagement and the Head advised that this would be a priority in next year's SDP and that detailed consideration would be given to specific objectives during an SLT Planning Day on 7 June 2018.</p> <p>Mr Smith asked for further information regarding the link with the Olive School and were advised that Mrs Joyce had attended a course last week and was very enthusiastic following this regarding how to implement Inspire Maths into Early Years.</p>	SLT
7	<p><u>EYFS REPORT AND SUMMARIES</u></p> <p>Governors were provided with further information regarding the SIG Group (School Improvement Group). The Head added that Mrs Taylor and Mrs Joyce had been involved in leading a SIG group project for Early Years which had resulted in training, sharing of practice and setting up an EYFS Cluster.</p>	
8	<p><u>MONITORING IN SCHOOL OVERVIEW</u></p> <p>The revised monitoring schedule was discussed and Governors were invited to come into school whenever convenient to participate in monitoring.</p> <p>Mr Johnson asked what support of training was available for lesson observations. The Head stated that whilst there is no formal training, staff undertake joint lesson observations with less experienced observers being paired with the more experienced observers and/or senior leaders. Joint lesson observations have taken place with all SLT, the SENCO and Maths Lead and external advisors as well as shared book scrutinies. Also, that staff observe against set standards and age related year group expectations. The Head further stated that, as per common practice, lessons are not graded individually and that scrutiny of books and evidence of challenge and progress is taken into account.</p>	

9	<p><u>PUPIL PREMIUM UPDATE - PRESENTATION</u></p> <p>Mrs Morgan provided a summary position of Pupil Premium. She reported that numbers had changed since reports earlier in the year, due to children having left the school and/or new children joining. It was noted that there are currently 125 PP children equating to 31% of the whole school cohort; a 5% increase on start of year figures. It was noted that Year 6 has the highest number of PP children.</p> <p>Mrs Morgan reported that following advice from the LEA Advisor, Mr N Broome, children's learning barriers had been identified. These are:</p> <ul style="list-style-type: none"> • Attainment • Behaviour • Language • Parental support • Aspirations <p>Governors were advised that the main barriers were deemed to be attainment and language aspiration. Currently significant PP resource is dedicated to raising attainment and that going forward (as referred to earlier in the meeting) parental engagement/support would be a priority next year.</p> <p>Discussion took place regarding the level of support from parents of PP children as opposed to non PP children. Mrs Morgan stated that this level of analysis had not been specifically undertaken but that it would be considered going forward. She did report however that a brief consideration of attendance at after school clubs last year had indicated that there was a higher participation percentage from non PP children.</p> <p>Mrs Holden asked about attendance at Parents' Evenings and was advised that this was good, both for parents of PP and non PP children. The Head added however that the focus of strategies for next year would be more about engagement of parents, specifically about supporting children outside of school.</p> <p>Mrs Morgan provided further PP data stating that there are more boys than girls (66 compared with 55) and that on average girls are performing better than boys with the exception of Year 1 (all areas) and Reading in Year 2 and Maths in Year 6.</p> <p>In respect of analysis of behaviour, it was noted that the majority of incidents involved PP children (57%) and that these were mainly boys. Overall, 17 children had had more than one incident of misbehaviour and 13 of these were PP children.</p> <p>Governors were informed that from a PP perspective, data is discussed at pupil progress meetings. A summary position by year group was provided:</p> <ul style="list-style-type: none"> • Early Years – currently looking very positive • Year 1 – a lower attaining cohort with very mixed abilities • Year 2 – unlikely that any PP children will exceed year group expectations but the percentage that will meet is above national averages • Year 3 – good progress • Year 4 – very positive, very small percentage gaps • Year 5 – Governors were advised that significant support had been deployed to year 5 this year, with an additional teacher (Mrs Nuttall) since February half term • Year 6 – good levels of progress, attainment is expected to be lower and particularly in reading. <p>Mrs Holden asked about the format of intervention sessions and was advised that this could be either 1:1 or small groups. Governors were informed that different individual</p>	

	<p>children and/or groups were taken out of class and that the timing of sessions vary so that the same children are not missing the same sessions.</p> <p>Discussion took place regarding attainment in Year 6 and the Headteacher shared information that had been previously shared with the Standards & Effectiveness Committee specifically in respect of the significant curriculum changes that these children had experienced since KS1. In addition, the Committee were reminded that the staffing levels were somewhat different in that there had been considerable extra staffing in place for this year group when they were in KS1 but that they had moved into Year 3 with no extra teaching support and a more difficult curriculum.</p>	
10	<p><u>DATA OVERVIEW</u></p> <p>The Head introduced this agenda item explaining that there may be differences between this data and that which appears on the school profile due to changes of pupils on roll.</p> <p>Specific discussion took place regarding individual year groups and classes and areas that required further consideration. Mrs Brown stated that lesson observations, which were taking place this week, were entirely linked to data and thus different in different year groups. Mr Smith stated that the knowledge of teachers and managers, in respect of individual children, was a great strength of the school.</p>	
11	<p><u>CHILD PROTECTION/SAFEGUARDING UPDATES</u></p> <p>The Headteacher provided information that had been prepared by Mrs Wright, the School's Pupil & Wellbeing Officer.</p> <ul style="list-style-type: none"> • 86 families are currently being supported (9 in Reception, 13 in Year 1, 9 in Year 2, 12 in Year 3, 7 in Year 4, 12 in Year 5 and 24 in Year 6). • 26 of these 86 are attendance related and where necessary Education Welfare Officers are involved • 4 CIOC children, 3 children with CAFs, 2 CIN and 2 CP <p>Discussion took place regarding the volume of children in Year 6 that require support and examples of the types of support were provided. It was felt that there was a clear link with the high number of PP children in Year 6 that linked with their social needs. These included behaviour, safeguarding, self-esteem, general welfare and use of social media. It was noted that specific anxiety related issues were currently being dealt with, which were expected in the lead up to SATs.</p>	
12	<p><u>SUPPORTING CHILDREN WITH MEDICAL NEEDS</u></p> <p>A report prepared by Mrs McFarlane, Medical Lead, was received and discussed. Governors were informed that the school has a comprehensive SEN register and that relevant details are kept securely in classrooms.</p> <p>Following a question from Mrs Holden, further detail was provided regarding transition through school and sharing of medical information. Specifically, that all teachers meet with the SENCO towards the end of the academic year in preparation for their new class and required information is cascaded as well as any specific training that is required being arranged.</p>	
13	<p><u>RELATIONSHIP AND SEC EDUCATION UPDATE</u></p> <p>Mrs Duckett updated Governors regarding the staff training and parental workshops that had taken place prior to the implementation of this new curriculum. She reported that the attendance at the parental workshops had been mixed but that feedback from those parents that had attended had been positive. In respect of return of consent forms from parents, it was reported that to date only four parents had indicated that they did not wish their child to participate in these lessons.</p>	

	Discussion took place regarding possible parental concern regarding the use of terminology but Mrs Duckett explained that the scheme was in line with the national curriculum.	
14	<p><u>BRITISH VALUES ACROSS SCHOOL</u></p> <p>On behalf of Mrs Mitchell, the Headteacher provided an update regarding how the school is promoting the different strands of British Values. It was noted that the subjects are delivered within the Jigsaw PSHE scheme and that individual Values are attributed to other parts of the school curriculum.</p> <p>Governors were informed that the school would be having a British Values day on Friday 18 May to mark the Royal Wedding on 19 May. This would include a traditional British lunch and a red, white and blue non uniform day.</p>	
15	<p><u>POLICIES DUE FOR RENEWAL</u> <u>(Art, History, Computing, RE and PE)</u></p> <p>The various policies were discussed and it was agreed that only minor amendments were required, including removal of full names of individual members of staff and some minor formatting to ensure consistency.</p>	VB
16	<p><u>HOME SCHOOL AGREEMENT</u></p> <p>The Headteacher advised that this was a statutory document and that as previously agreed by Governors this would be issued to new (2018) Reception children and current Year 2's (prior to their transition to year 3).</p>	
17	<p><u>SCHOOL SELF EVALUATION</u></p> <p>Members were advised that the SEF was a very comprehensive document that encompassed all areas of the school. The Head provided further information about the content of each section and Governors requested that they only be sent the Teaching & Learning and Assessment Sections for perusal and comment.</p>	VB
18	<p><u>DATA PROTECTION AND GDPR</u></p> <p>Governors were informed that in preparation for the new GDPR coming into force on 25 May that all teaching and support staff had undergone certificated online training. Also, that Privacy Notices for pupils, School Workforce and Governors had been issued.</p> <p>The Headteacher also provided further information regarding actions taken/in progress. These included:</p> <ul style="list-style-type: none"> • A comprehensive information asset register • Retention of information schedule • Process for secure disposal of sensitive information • Process for use of images for children that have left the school <p>In addition, the Head reported that she had met with all staff last week and provided very detailed information regarding the impact of GDPR and the specific relevance for the school. Thereafter, staff had commenced with relevant actions in ensuring compliance with the new regulations including removal of full names of children and staff in communal areas, secure storage bags for the transfer of information within school, changes to displays in classrooms, changes to allergy lanyards and storage of medical/other sensitive information.</p> <p>Governors acknowledged the significant work undertaken to date in preparation for the implementation of GDPR alongside the importance of the link with safeguarding.</p>	
19	<u>RACIST INCIDENT REPORTING</u>	

	Mrs Brown informed the Committee that there were no issues/incidents to report.	
20	<u>BULLYING INCIDENT REPORTING</u> Mrs Brown informed the Committee that there were no issues/incidents to report.	
21	<u>CIOC</u> The Headteacher informed Governors that there are 4 CIOC children in school and that all PEP meetings had taken place, adding that she had assumed responsibility for these whilst Ms Ritson was on maternity leave. She added that the children in Years 2, 3 and 5 are in line to meet year group expectations as was the child in Year 6 with the possible exception of Writing. Due to transition and/or children leaving the school it was noted that there would be only 1 CIOC child in school in September (excluding any new admissions/transfers).	
22	<u>DELEGATED ISSUES FROM FULL GOVERNORS</u> Mrs Brown informed the Committee that there were no delegated issues to discuss.	
23	<u>LEGISLATIVE CHANGES</u> It was noted that there were no legislative changes other than those issues covered by discussions re GDPR update.	
24	<u>ANY OTHER BUSINESS</u> The Headteacher provided information regarding arrangements for KS2 SATs, w/c 14 May 2018. Governors were invited to come into school at any point next week, if available, to check on compliance with administration of the exams.	
25	<u>DATE AND TIME OF NEXT MEETING</u> To be confirmed as part of agreeing schedule of meetings for the new academic year.	