

WHAPLODE CHURCH OF ENGLAND PRIMARY SCHOOL
CURRICULUM & STANDARDS COMMITTEE MEETING FINAL MINUTES
WEDNESDAY 19TH OCTOBER 2016 AT 5.30PM

PART 1

Present: Mrs A Flack, Mrs I Hooper, Mrs E Adie, Ms T Barton, Mrs M Roffe, Mr C Mackman, Mrs S Roberts, Mrs V Cook
 Also present: Mrs S Rix (Minutes), Miss K Glenkyle

Meeting started at 5.26pm

Agenda item	Issues	Agreed Action	Responsible
		Maths books were available for governors to view before the meeting	
		Mr Mackman introduced Miss Glenkyle to the Governing Body as a potential co-opted Governor. Following discussions with Miss Glenkyle, governors all agreed for Miss Glenkyle to join the Governing Body as a co-opted governor. Mr Mackman informed governors that he had received a further application for the second co-opted governor vacancy from Mr Lunn. Governors discussed the application and agreed that if Mr Lunn was to become a governor he would sit on the curriculum and standards committee whilst remaining as Business Manager on the resources committee. Governors all agreed for Mr Lunn to join the Governing Body as a co-opted governor.	Clerk to write to Mr Lunn and Miss Glenkyle confirming their positions on the Governing Body. Clerk to notify Governor Support of the new governors
Welcome and Apologies		Apologies received from Rev B Hutchinson, which were accepted. Mrs Jennings was absent from the meeting.	
Election of Chair <i>Mrs Cook left at 5.45pm</i>		Following discussions, Mrs Hooper agreed to take on the role of Chair for the curriculum and standards committee for the academic year 2016/17, with a view of Ms Barton taking on the position in the future.	
Review of Committee Constitution		Governors discussed the draft terms of reference document which contains more detailed and updated terms of reference for the committee. Governors agreed the new terms of reference for the	Clerk to personalise terms of

		committee.	reference
Declaration of Interest		There were no declarations of interest in any items on this agenda.	
Minutes of the meeting held on 21 st June 2016		<p>Q. Did the safeguarding policy get signed? (CM) A. Yes it did.</p> <p>Q. Did the previous Chair of Governors compose a letter to LCC regarding fair access policies? (CM) A. No, we will come back to this in the future.</p> <p>Minutes were approved and signed as a true record by Mrs Hooper.</p>	
Data		<p>Mrs Flack talked governors through the EYFS data graphs for 2016 comparing school results against Lincolnshire results. Mrs Flack informed governors that the low EYFS results in some areas had already been discussed with the class teacher.</p> <p>KS1 and KS2 data graphs for 2016 compared results against those nationally and for Lincolnshire. KS1 data is above Lincolnshire and national in all areas.</p> <p>KS2 data showed that although reading and grammar, punctuation and spelling were below Lincolnshire and national data the scaled scores were much closer to the comparative data.</p> <p>Mrs Flack informed governors that she had recently attended a meeting which stated that the KS2 SATS for reading was too difficult and was all about reading stamina.</p> <p>Governors were shown the KS2 reading and question booklet from the 2016 SATS, Mrs Adie discussed with governors and highlighted the difficulties. Only 53% of children gained expected level for RWM which makes the floor target a nonsense.</p> <p>KS2 progress data is not below floor.</p> <p>Governors were informed that spelling punctuation and grammar has now been taken out of KS1 SATS and no action can be taken against schools for 2016 data alone.</p> <p>Mrs Hooper informed governors that there is a big focus on reading within school and following her monitoring with Mrs Walker, she has seen that a lot of measures have already been put in place.</p> <p>Mrs Flack updated governors on safeguarding issues and</p>	<p>Clerk to add safeguarding to all Governing Body and</p>

		asked for Safeguarding to be put on all future Governing Body meeting agendas so that governors are aware of any safeguarding issues within school.	committee agendas
Risk Assessments		Evolve is in place for risk assessments but due to a problem with the system they cannot be agreed online therefore school is still completing risk assessments manually. Mr Ruck raises the risk assessments and Mrs Flack signs them off. Q. Is there support for that? (TB) A. Yes but it is still not fixed.	
Monitoring Feedback		Mrs Hooper and Ms Barton are coming into school after half term as part of their teaching and learning monitoring. Mrs Hooper talked governors through her report on teaching and learning and stated that there is a whole school focus on reading and writing skills. Q. What is the school parliament involved in? (CM) A. They met the LAAT representative and asked some good, important questions. They are also developing a Chancellor of the Exchequer project with their own budget. It is hoped they will come and present to governors in the future. Mrs Roffe informed governors that she had monitored EYFS. Mrs Hooper gave an overview of her opinion of the open mornings. Q. Were there more people at the first session? (CM) A. Yes, many came straight dropping their children off, in future it may be that open mornings start at 9am. Mrs Flack informed governors that all of the completed questionnaires from the open mornings contained positive comments. Parents would like more open mornings which governors discussed. Following a comment from a parent, governors discussed the potential of having parent workshops in the future.	Clerk to email out Mrs Hooper's report to governors. Clerk to email out Mrs Roffe's report to governors.
Governing Body Annual Return		Governors discussed the annual return	Clerk to complete and return to the Diocese
Review Suggested Policies	Teaching and Learning Domestic Abuse Drugs	Governors agreed to adopt the policy. Governors agreed to adopt the LCC policy. Governors agreed to adopt the LCC policy.	Clerk to personalise

	Banned Items in Schools	Governors agreed to adopt the LCC policy.	Clerk to personalise
	E-Safety	Governors agreed to adopt the policy following minor amendments by Clerk	Clerk to make minor amendments
	Governors Coffee Morning	Mrs Hooper discussed with governors holding a coffee morning as per the school improvement plan for parents to attend and meet governors. Governors agreed to hold a coffee morning on 8 th November 2016.	Clerk to draft a letter to parents and carers regarding the coffee morning
	Governor Attendance	Mr Mackman discussed governor attendance with governors.	

The meeting closed at 7.15pm

Signed: _____ Chair of Committee

Date: _____