



Standards and Curriculum Committee Minutes 14/03/2018

▶ Excalibur Primary School ▶ Wednesday, March 14, 2018 ▶ 17:00 ▶ Chair: Mike Cross ▶ Clerk: Yvonne Hilditch

FINAL: The minutes are confirmed and locked.

Governors Attending: >Vicky Alsop, Lise Houldsworth, Jonathon Riley, Juliet Tomkinson, Petra Wayman-Zwart, Rachel Hackney,

Governors Apologies: >Sarah Sproston,

Non Governors Attending: >Yvonne Hilditch,

Non Governors Apologies: >

Agenda Item 1 ▶ Apologies for Absence

MINUTE Apologies were received and accepted from Sarah Sproston (childcare commitments).

Agenda Item 2 ▶ Declaration of Pecuniary Interests

MINUTE

1. No pecuniary interests were declared for this meeting.
2. Other business proposed, to be discussed at the end of the meeting: - None

Agenda Item 3 ▶ Review the Minutes from the previous meeting

MINUTE The minutes of the meeting of the Learning, Teaching, Curriculum and Standards committee on 29th November 2017 were confirmed as a correct record, and had been approved and signed at the Autumn term full governor board meeting on 6th December 2017.

Agenda Item 4 ▶ Matters arising from the previous minutes

Matters arising from this committee meeting on 29th November 2017 were discussed:

- MINUTE**
1. Look into the creation of a questionnaire that can be given to governors that have resigned so that we receive feedback to the governing board (SS). Sarah is not in attendance at this meeting so this will be deferred until the Summer term
 2. MC to attend SEND training and the training liaison governor is to talk to him about this. (SS/MC) Sarah is not in attendance at this meeting so this will be deferred until the Summer term
 3. Give all governors access to ASP (YH). The data from ASP has been provided in paper form for 2017 and these accounts will not be required until Autumn 2018/19 when the next data is available to schools. Due to the workload of the SBM at the moment it has been deferred until Autumn 2018/19.
 4. SEN governor to check the progression of the SENDco on the SENDco mandatory training (MC). MC has spoken to the SENDco and will be mentoring her through the SENDco mandatory training over the academic year.
 5. Pupil premium costs to date for 2017/18 compared to the budget for the year in the Spring term (YH) This has not been completed due to the workload of the SBM at the moment. It will be costed and reconciled at 31st March 2018 at the date of conversion and then will be reported to the Pupil Premium Champion and committee in the Summer term.
 6. Pupil premium report by the Pupil Premium governor to be presented to the full governing board on 6th December 2017 (RH) This will be presented under item 7 in the agenda.
 7. SEN report by the SEN governor to be presented to the full governing board on 6th December 2017 (MC) This was presented in the full governors meeting on 6th December 2017.
 8. Update the governors code of conduct to be in line with the NGA and get these signed (YH) This was presented to all governors at the Autumn term full governing board meeting on 6th December 2018, signed and updated on the website.
 9. Update the school's Complaints policy in line with CEC's new model policy (YH). This is still not available on the CEC website.
 10. CEO to register with LA for monitoring and moderation of tests- £400 through CHES (YH) This will be completed on conversion.
 11. The Admission Policy to the Spring term meeting (YH). The consultation period ended on 31st January 2018 and it was agreed by the full governing body in February 2018 and sent to Cheshire East Admissions section.
 12. The Art and Design Policy to the Spring Term meeting (YH) This will be presented under item 10
 13. The Design and Technology Policy to the Spring term meeting (YH) This will be presented under item 10
 14. The previous Higher Ability Learner Policy to the Spring Term meeting to discuss if it should be updated (YH) This was presented to governors and a discussion was made around how this was no longer needed in the school as differentiated teaching is included in all curriculum subject policies and this is the working practice in the school. There was also a discussion around how the keeping of a listing of able and talented pupils would enhance the teaching of these children within the classroom.
 15. The Music Policy to the Spring term meeting (YH) This will be presented under item 10

- ACTION**
1. Look into the creation of a questionnaire that can be given to governors that have resigned so that we receive feedback to the governing board (SS)
 2. MC to attend SEND training and the training liaison governor is to talk to him about this. (SS/MC)
 3. Give all governors access to ASP by Autumn 2018/19(YH)
 4. Update the school's Complaints policy in line with CEC's new model policy (YH).
 5. CEO to register with LA for monitoring and moderation of tests- £400 through CHES (YH)

DECISION 14. The decision was made not to update the Higher Ability Learner Policy and it should be removed from the school's policy listing.

CHALLENGE **14. If the school no longer has a listing of able and talented pupils how can the school ensure that we are not missing the abilities of certain children? LH - The children are assessed as soon as they come into school so academically we have a baseline for each child. Each time the child is assessed after this point it is against the baseline and previous assessments so we would be able to tell from the data if a child was not achieving to its full academic potential. Also the key stage two results that the school is reporting show that the school is challenging and achieving with its higher ability learners throughout the school.**

Agenda Item 5 ▶ Review the School Development Plan 2017/18

MINUTE JT presented the school's SWOT analysis to governors to show the areas for development and the progress on each:

- Priority 1 - Reading KS1 - The year 1 teacher has lead a Read Write Inc (RWI) parental engagement evening in January 2018 which introduced and explained the use of RWI scheme at Excalibur in more detail to parents. - The monitoring of the teaching of guided reading has taken place by the Literacy co-ordinator except for two classes in February and March 2018. The co-ordinator will feedback to the individual teachers before Easter. These reviews and feedback may lead to changes in how guided reading is taught in school and a change to the policy. - The Read Write Inc (RWI) training has been completed. - The monitoring of RWI sessions by the RWI Co-ordinator has taken place and feedback has been given to those teaching RWI. - The audit of the training needs of teaching staff around reading and a plan of any CPD by the key stage lead has been completed. Any necessary training will be sourced in the Summer term.

- Priority 2 - Progress for vulnerable pupils - ADHD training is to take place in the Alsager cluster. - The SEN review meeting and pupil progress meeting are taking place for the Spring term over the next week. These meetings will monitor the progress of vulnerable pupils as well as all pupils and provision for the pupils are adapted and changed with the agreement of the parents. - Booster sessions have started with identified year 5 and 6 vulnerable pupils which will continue in the Spring and Summer term. - The school will be using the creative action team and animal assisted therapy with specific vulnerable pupils within the school over the next two term. The school has had favourable reports from other local schools that have used the service around emotional learning of these pupils. - The My world project for the year 5 vulnerable pupils is now planned and due to start in the Spring term. The pupils will be attending a number of different companies over the course of the project to raise aspirations, self esteem and explore the world of work.
- Priority 3 - Progress in writing - spelling (KS1) and handwriting - The CPD training for the sequence and pedagogy for teaching spelling has taken place by the literacy co-ordinator. This training has been shared with all the rest of the teaching staff in February. - All teaching staff attended spelling training and have reported back that the training was good and have provided some good resources and progression for each year group. - The monitoring of spelling by the literacy co-ordinator is to be completed in the Summer term following the training now completed by all teaching staff. - The audit of the resources and environment to provide the pupils with the necessary equipment and prompts for spelling is in progress and the finding will be fed back to the head teacher by the end of this term. - The handwriting training for all staff in handwriting took place in March 2018. The literacy co-ordinator shared her good practice with the rest of the teaching staff in the school. A new policy has been drafted and will be discussed under item 10.
- Priority 4 - Expert teacher - The peer to peer work this term is to be based on self assessment.
- Priority 5 - Curriculum - rich and relevant - The termly presentations by the subject leads to governors started in the Autumn term by the PE co-ordinator presenting to governors at the full board meeting on 6th December 2017. At the Spring term meeting the Maths co-ordinator will complete a presentation. - The use of outdoor learning is to be trialled by the deputy head in the Summer term in maths and the finding will be feedback to the Summer term meeting.
- Priority 7 - Succession planning - Seven members of staff are now receiving coaching and another member of staff has undertaken the training to become a coach this term. The impact of this can be seen in the staff in school. - The school is providing support for the schools direct students that come to the school through the Chimney House Alliance. We have or will be providing training for these students on Philosophy for Children, Global Education and Leading a Curriculum Subject. Other Threats - Workload has increased in the Spring term due to the conversion process for the headteacher, school business manager and the deputy headteacher.

ACTION	<p>Priority 5 - The use of outdoor learning is to be trialled by the deputy head in the Summer term in maths and the finding will be feedback to the Summer term meeting.(JT)</p> <p>Priority 2 - How long does a pupil progress meeting take with a cohort? JT it is timetabled for between 30 to 45 minutes and takes a day for the whole school.</p> <p>Priority 2 - This does not seem like a lot of time to discuss 30 individual children? JT there is a lot of pre-work completed by both the teacher and the deputy around collation of the assessments using School Pupil Tracker. The meeting celebrates both successes and concerns and the interventions map is adjusted after each set of pupil progress meetings. Also SEND pupils will be discussed in the SEN meetings too.</p>
CHALLENGE	<p>Priority 7 - Are there other school involved with the training of these student? LH There are 7 primary schools that are working together with the schools direct pupils but only 4 are providing student training.</p> <p>Priority 7 - Do the teachers delivering these sessions get time to plan the sessions and deliver them? - IH The information that the teachers are disseminating at these sessions have been prepared by the staff initially as part of their co-ordinator role (sometimes following relevant training) and they have already delivered the session to a staff meetings. The training is delivered in school time and the teacher has cover for these sessions.</p> <p>Priority 5 - If successful will outdoor learning be rolled out across other curriculum areas and across different cohorts? JT This will depend on the trail period findings.</p>
Agenda Item 6	<p>▶ Review assessment data for the Spring term 2017/18</p>
MINUTE	<p>Assessment data has been collected from teachers for the Spring term but the Pupil Progress meetings with teachers have yet to take place so the assessment data is not available at this time. It will be presented at the full board meeting on the 28th March 2018 as part of the headteacher's report.</p>
Agenda Item 7	<p>▶ Pupil Premium</p>
MINUTE	<p>The Autumn term report was presented by the Pupil Premium governor following her meeting with the Pupil Premium Champion in school. The report covered the following:</p> <ol style="list-style-type: none"> 1. The number of pupil premium pupils as 14 and the pupil premium monies being received by the school as £30,040. 2. The objectives that the school use in spending the pupil premium monies to boost attainment of those pupils, to increase learning outcomes in maths, reading and writing, to reduce barriers to learning and to increase self esteem and social skills. 3. The review of spending within the schools around nurture provision and building self esteem, confidence and social skills, dedicated tutor time to boost attainment, the creative action team to enhance emotional learning and the My world project. 4. The outcomes of pupils in the autumn term was reviewed for all pupils. 5. Conclusion which included that there was clear audit trails showing the allocation of pupil premium monies to relevant resources for each pupil 6. The Spring term report will be presented in the Summer term meeting.
Agenda Item 8	<p>▶ SEN</p>
MINUTE	<p>No governor report was presented. This is to be done in the full governing board meeting on 28th March 2018.</p>
Agenda Item 9	<p>▶ Admissions</p>
MINUTE	<ol style="list-style-type: none"> 1. Admission applications for 2017/18 and response time. The report for the year to date 2017/18 was presented by YH. It showed that all applications had been responded to within the 10 working days, all within 1 or 2 working days except one that was 6 working days and was due to a query with the application. 2. Appeals since 29th November 2017 - There were no appeals.
CHALLENGE	<p>What is the response Deadline? YH The response deadline in the Cheshire East Admissions Policy is 10 school days.</p>
Agenda Item 10	<p>▶ Policies</p>
MINUTE	<p>The policy listing for the committee was reviewed.</p> <ul style="list-style-type: none"> • The Art and Design Policy has been updated and was presented for review at the meeting • The Design and Technology Policy has been updated and was presented for review at the meeting • The Music Policy has been updated and was presented for review at the meeting • The Cursive Handwriting Policy has been created and was presented for review at the meeting
ACTION	<ol style="list-style-type: none"> 1. The Art and Design Policy to be taken to the full board meeting on 28th March 2018 for approval (YH) 2. The Design and Technology Policy to be taken to the full board meeting on 28th March 2018 for approval (YH) 3. The Music Policy to be taken to the full board meeting on 28th March 2018 for approval (YH) 4. The last line in the policy around un-joined letters is to be removed. The Cursive Handwriting Policy to be taken to the full board meeting on 28th March 2018 for approval after correction(YH)
DECISION	<ol style="list-style-type: none"> 1. The Art and Design Policy was agreed to be taken to full governing board. 2. The Design and Technology Policy was agreed to be taken to full governing board 3. The Music Policy was agreed to be taken to full governing board 4. The Cursive Handwriting Policy was agreed to be taken to full governing board after the discussed and agreed corrections
CHALLENGE	

Handwriting Policy - Why does it state in the policy that q, x and z are to be left un-joined when it states in the National Curriculum that it is up to the child what they leave un-joined when they are doing cursive handwriting? LH This policy is not for the pupils it is for the teachers and it has been created to ensure that teachers are teaching cursive handwriting consistently across all cohorts.

Agenda Item 11 ▶ **Director of Children's Services Report**

- MINUTE**
- **Item 1 - School governance and liaison update** - The Cheshire Annual Conference is on Friday 22nd June 2018 at Cranage Hall, the date was noted by the governors and attendance discussed in the summer term meeting - The next Governors' Forum is 22nd March 2018, the date was noted by the governors - The Spring term Training Programme is available, this has been distributed to all governors by email and they were reminded that they can book the courses themselves online but they need to inform the clerk and SS. - The consultation on the revisions to Keeping Children Safe in Education closes on 18th February 2018, the date was noted by the governors - GovernorHub is £400 per school but the Local Authority has negotiated a rate of £150 per school. The governors considered the benefits of GovernorHub in the directors report and how they were being provided to the governors at the moment. - The National Governance Association (NGA) have successfully bid to the Department for Education (DfE) to deliver fee governance training to chairs and clerks. This training would be available in the near future and will be distributed by email - Headteacher Recruitment new non-statutory guidance is available in two publications 'Recruiting a Headteacher' and 'Headteacher Recruitment Toolkit'. - School Governance Chess Offers. There are to be new options on the clerking service offered by Cheshire East through CHESS. Governors are asked to provide feedback on the service provided.
 - **Item 2 - Ofsted update to short inspections from January 2018** - The report confirms the arrangements for short inspections around Good schools.
 - **Item 5 - Special Educational Needs and Disability (SEND) update** - The new toolkit for SEND and new SEND paperwork was launched in November 2017. This is intended to support educational settings. The school have been using the new paperwork and toolkit and have provided feedback to the SEND Partnership on them.
 - **Item 10 - Determination of Local Authority Admission Arrangements and Coordination Scheme 2019/20** - The LA consulted on minor changes and the policy was published on 28th February 2018
 - **Item 11 - Processing in year Applications** - All in year applications should be processed in no more than 10 school days from the receipt of the application and where there is a vacancy in the cohort a place should be offered unless the school believes that it has identified that the student has challenging behaviour and these applications should be referred under the Cheshire East Fair Access Protocol. Governors should ensure compliance with the coordinated scheme and Admission code and our governors do this by receiving an anonymised report on all in year applications received and decisions made by the chair in the academic year at each committee meeting.
 - **Item 12 - Changes to the Admission Code for children previously in care outside of England** - Guidance has been provided by the DfE and the changes should be looked at when setting the admission arrangements.
 - **Item 14 - Missing Children Guidance** - All staff should be aware of their responsibilities regarding child safety including what to do if a child goes missing from school supervision. The school's Missing Child Procedure is being drafted and will be printed for the staff room, read by office staff and discussed in a staff meeting.
 - **Item 15 - Cheshire East Children's Safeguarding Board** - The Local Safeguarding Board have launched a multi agency guidance on thresholds and intervention. The school is aware of this guidance.

Agenda Item 12 ▶ **Safeguarding**

MINUTE No safeguarding issues were raised.

Agenda Item 13 ▶ **Training**

Training that governors had attended were discussed:

- MINUTE**
- SEN Inclusion training had been attended this term by PW. The training was around the new SEN toolkit and new paperwork. The course was of interest to PW on how SEN works in school and in the LA.
 - Exclusion training had been attended by VA this term. The training was around the processes and updated 2017 statutory guidance. It provided good knowledge for all governors and was recommended.
 - GDPR Briefing had been attended by VA this term, The training was around the new GDPR statutory guidance that comes into force on 25th May 2018.

Agenda Item 14 ▶ **Any other business**

MINUTE There was no any other business.

Governor Agreed Actions set during this meeting: 0

Standards and Curriculum Committee - Spring Term Meeting 2017/18 *dated:*
14/03/2018
Minutes approved by Yvonne Hilditch