

**MINUTES OF THE LEARNING, TEACHING, CURRICULUM AND STANDARDS COMMITTEE MEETING  
OF EXCALIBUR PRIMARY SCHOOL**

**WEDNESDAY 4<sup>TH</sup> MARCH 2014 - 5:30PM**

**PRESENT:**

Lise Houldsworth	LH	Headteacher
Mike Cross	MC	Chair
Gill Burgess	GB	(arrived at 5.50pm)
Sarah Choi	SC	
Yvonne Hilditch	YH	
Jonathon Riley	JR	
Juliet Tomkinson	JT	

<i>Item</i>	<i>TOPIC / PURPOSE</i>	<i>Action</i>
1	<b>APOLOGIES FOR ABSENCE</b> Apologies from Gill Burgess as she will be late.	
2	<b>DECLARATION OF INTEREST</b> No pecuniary interests were declared.	
3	<b>MINUTES AND MATTERS ARISING FROM THE MINUTES</b> <ul style="list-style-type: none"> <li>a. The minutes of the meeting held on 12<sup>th</sup> November 2014 were confirmed as a correct record and signed.</li> <li>b. There were no outstanding actions from the previous meeting.</li> </ul>	
4	<p><b>SCHOOL DEVELOPMENT PLAN PRIOTITIES FOR 2014/15</b> - Review the SSDP objectives for the Learning, Teaching, Curriculum and Standards Committee and SMSC (spiritual, moral, social, cultural) promotion in school.</p> <p><b>Quality Of Teaching</b> <b>Priority 3 - Curriculum 2014</b></p> <ul style="list-style-type: none"> <li>a. The schools work across schools through the Good to Outstanding project group is continuing through the lead learners.</li> <li>b. A parent workshop on Calculations in KS2 was delivered by Simon Cotterill on 15<sup>th</sup> January 2015. The event was well attended by about 35 parents and a Calculations in KS1 session is planned for the Summer term.</li> <li>c. JT has been successful in her application as a Specialist Leader of Education for the Chimney House Alliance (CHA) and has completed her training. Schools or the Local Authority can now approach the school through the CHA and JT could be deployed. It will not make money for the school but will cover costs but it is excellent for the professional development of staff.</li> <li>d. MFL was identified as a weakness in the school and the head teacher is trying to source a specialist teacher but this is proving difficult. We are providing French lessons to all KS2 classes and have the resources to do this but it is an area that we feel needs improvement.</li> <li>e. Assessment without level within school is now starting to be developed. The school and teachers needed time to bed in the new curriculum before they could start looking at the new assessment systems. Simon Cotterill and JT have created a new assessment format that was taken to the staff meeting on Monday 2<sup>nd</sup> March. The new system will need to be implemented over the</li> </ul>	

summer term and the two systems will be run along side each other through this term. The way that we assess will not change but we need to ensure that it meets the new curriculum and we need to source new year group test materials to check that our assessments are accurate.

**Does the new assessment format show what is required in each area that is age related?** LH The format is taken from the new curriculum. It can be used as a tool for teaching and will be presented to the Governors in the Summer term. It is important to us that it supports the work that the children are doing in their books.

#### **Priority 4 – Computing**

- a. During Anti Bullying Week in November P.C. Amy Fletcher delivered an evening informative workshop for parents about the ways to reduce the risks posed to our children when using digital media and technology. She signposted parents to a range of support such as: the thinkuknow website; digital safeguarding magazine and where to find information to set up parental controls on mobile devices. Parents at the session thought that this type of session should be part of the year 6/7 transition as this is a time that most children will start using smart phones outside the home.

**How many parents attended and which year groups were the children of the parents from?** LH About 25 parents attended and they were mostly older children but not exclusively.

- b. The Coding after school club has started this term on a Thursday evening and has about 30 members from years 3 to 6.

#### **Social, Moral, Spiritual and Cultural**

- a. Friends of Excalibur agreed to fund an artist to work with all the classes on a commemorative World War One project in the Spring term. The art work has now been completed in all classes and this will be used to create a quality art display in the reception area by Parent Evening. The teachers will display the rest of the artwork in their classrooms in the Summer term.
- b. It was recognised as part of the SMSC audit that the school needed to link with a school with a different local context. LH has visited St Nathaniel's Academy in Burslem with the intention of creating links with the school as it has a completely different context from Excalibur. The football team have been invited and attended a football tournament at the school. LH has invited some of their year 6 pupils to attend the Year 6 art day at Excalibur.
- c. The school has had a range of assembly visitors from November in the Autumn term and in the Spring term including Mr Bain from Alsager Rotary, Jane Leighton from Christ Church, John Gleeve from St Mary's, Dan Hancock from Alsager Scouts, Pete Howard from Alsager Community Church, Reverend Murray George from the Alsager and Congleton United Reform Churches and Mr Mike Elkin. All assemblies are documented on the school website.

#### **Other Strengths**

- a. The Monitoring and Intervention Officer from Cheshire East Council visited the school on 2<sup>nd</sup> February to undertake a monitoring visit to ascertain whether the school was OfSTED ready. LH presented her report to the governors, she agreed with the SEF evaluation of the school as outstanding but noted that the head teacher is not complacent and has identified areas for improvement in the SSDP. She identified that the EYFS environment was exciting and stimulating and she could tell that the school had invested in this area. Her overall

	<p>judgement was that the school was OfSTED ready and that there is compelling evidence to support the outstanding judgement.</p> <p><b>Have you told her that we are outstanding in all these areas and does she agree?</b> LH Yes she agrees with the judgements that the school has made but she has not completed a full review as she was only in school for half a day.</p> <p><b>From this meeting are there no areas for improvement?</b> LH There are areas for improvement and they have been identified in the 2014/15 SSDP and will be included in the 2015/16 SSDP.</p> <p>b. The school was a runner up after being shortlisted from 17 schools for the sports Everybody Award 'Primary School of the Year'.</p> <p>c. There have been a number of enrichment activities that have taken place in school this term;</p> <ul style="list-style-type: none"> <li>i. The theatre trips for all pupils, partially funded by friends of Excalibur. Mike Cross attended the The Borrowers visit and the staff have commented on how enjoyable the visits were for all pupils. Cross curricular work has been completed in all classes based on the experience and part of this has been displayed in the reception area.</li> <li>ii. The year 6 pupils were part of the production Seussical the Musical at Alsager School. They attended a number of practice sessions and took part in two live shows on Wednesday 25<sup>th</sup> February. The standard of the production was excellent and it is a good activity for the transition.</li> </ul> <p><b>Other Opportunities</b></p> <ul style="list-style-type: none"> <li>a. JT and Jayne Ling will be taking part in the KS1 and KS2 moderation this Summer as they did in 2014.</li> <li>b. LH attended the Headteachers conference in February. The focus was on Teaching and Learning with high profile speakers. She will be using the ideas from the event to develop the SSDP for 2015/16.</li> </ul> <p><b>Other Threats</b></p> <ul style="list-style-type: none"> <li>a. Staff absence is having an impact on subject development in certain areas. During long term staff absence we ensure continuity for the children in their classes but we cannot cover the subject development as all staff in school are busy and cannot take on the extra work.</li> </ul>	
5	<p><b>REVIEW UP TO DATE ASSESSMENT DATA</b></p> <p>No assessment data to review. The Spring term assessment data will be taken to Strategic Leadership and Management Committee for review.</p> <p>LH informed the governors that teaching and learning is being continually assessed and she presented an overview of Learning and Teaching in Maths and English. This report shows the amalgamation of all the information gathered from lesson observations and book scrutinies in the Spring term compared to the Autumn term. The report shows that there has been an movement in both Maths and English towards outstanding Maths from 17% Autumn term to 62% Spring term and English 14% Autumn term and 64% Spring term.</p> <p><b>How do we know that these judgements are correct have they been quality assured?</b> LH We have checked this through moderation in the Good to Outstanding group and the School Improvement Partner (SIP) has co-moderated the observations in the Autumn term.</p> <p><b>What numbers are at the back of the percentages in this report?</b> LH There is one lesson observation of each teacher each term and 2 book scrutinies in each class each term.</p> <p><b>Are all the books looked at and if not how are they chosen?</b> LH No samples are</p>	


	<p>chosen sometimes the teacher chooses the books and sometimes the head teacher picks the sample to be scrutinised.</p>	
6	<p><b>REVIEW OF THE REPORT OF THE SEN GOVERNOR</b> The SEN governor has yet to complete her Spring governor visit.</p>	
7	<p><b>REVIEW OF THE REPORT OF THE PUPIL PREMIUM GOVERNOR</b> The pupil premium governor presented her report to the governors from her visit on 3<sup>rd</sup> March. Its discussed were: -</p> <ul style="list-style-type: none"> <li>• The review of the Autumn assessment data for disadvantaged pupil compared to non-disadvantaged.</li> <li>• The resources provided to disadvantaged pupils in the Spring term</li> <li>• The TA appointment to address the gap identified in Year 3</li> <li>• The external pupil premium review that took place by a representative from Cheshire East Council and her report that stated that the school was meeting OfSTED requirements.</li> <li>• The congratulations letter received from the Rt Hon David Laws MP on the improvement of the Key Stage 2 results for disadvantaged pupils within the school for 2014. There were only 5 schools in Cheshire East that received these letters.</li> </ul> <p><b>Has the letter been publicised?</b> YH The whole letter is contained in school news on the school's website, it has been mentioned in the school Newsletter 9 and it is on display in the reception area.</p>	
8	<p><b>REVIEW THE ITEMS FROM THE DIRECTOR OF CHILDREN'S SERVICES REPORT TO SCHOOL GOVERNING BODIES SPRING TERM 2015 FOR THIS COMMITTEE</b></p> <p><b>Item 1 – Governance and Liaison update</b> YH presented the item informing the governors of the following items of importance:-</p> <ul style="list-style-type: none"> <li>• The Annual Governors Conference on Friday 13<sup>th</sup> March 2015 at Tatton Hall. Mike Cross is attending on behalf of the governing body.</li> <li>• A listing of the additional governor training courses and the Spring term governor training programme were provided to all present.</li> <li>• The requirement for the governing body to reconstitute. YH informed the governors that the reconstitution document, agreed at the Autumn term governor meeting, had been provided by Cheshire East governance team. This would be presented for approval at the Full Governor meeting on 1<sup>st</sup> April 2015.</li> <li>• The law on the chair's power to act.</li> <li>• The new Governors Handbook. This is available on the school's website governors section.</li> </ul> <p><b>Item 2 – Summary of What Maintained Schools Must Publish Online</b> YH explained that the Community Committee had reviewed the listing of statutory items to be included on the school website and they were satisfied that the school complies with the legal requirements. She informed the governors of suggested items that were not included:-</p> <ul style="list-style-type: none"> <li>• A governors annual statement setting out the key issues faced and addressed and an assessment of impact.</li> <li>• Non confidential minutes.</li> <li>• A governors' blog.</li> </ul> <p>The governors agreed that a decision should be made at the full governor meeting on</p>	

	<p>how the governors want to take these points forwards.</p> <p><b>Item 4 – Ofsted Alerts</b> YH informed the governors of the listing of documents updated by Ofsted.</p> <p><b>Item 5 – PE and Sports Premium</b> YH read through main points under this item. The committee reviewed information that should be published on the school website and were satisfied that the school complies with the requirements. The governors asked the following questions:</p> <ul style="list-style-type: none"> <li>• <b>What evidence is there that the funding has produced sustainable improvement in participation?</b> JT The funding is improving the PE teaching in the school and this will ensure that children will participate in the sports in the future, the participation at sports after school clubs is increasing year on year and the school is winning more sport awards as evidenced on the sports news section of the website which will encourage more participation in the future.</li> <li>• <b>Is the overall provision covering the National Curriculum for Physical Education?</b> LH The medium term PE planning on the school website shows that the provision is covering the national curriculum.</li> <li>• <b>Have teachers been upskilled?</b> JT The teachers have attended twilight PE training sessions led by ASM and have observed PE lessons taken by ASM in order to upskill their PE teaching knowledge.</li> <li>• <b>Is the school offering a wide range of sports and activities?</b> JT In normal PE lessons the children are being taught a range of sports through from basketball, dance and gymnastics. There are after school clubs that offer a wider range of activities from multiskills, hockey, rounders, netball and football. In sports week a varied range of sports and activities are on offer from archery, wheelchair basketball, Zumba, street dance and golf.</li> </ul> <p>The school is taking advantage of the Level 2 and Level 3 School Games through the Sandbach Partnership and their school games organiser Rachel Banister.</p> <p><b>Item 9 – Preventing and Tackling Bullying</b> YH read through the recommendations and the governors requested that YH review the Bullying Prevention policy and the IT policy to ensure that they reference the DfE advice from</p> <ul style="list-style-type: none"> <li>• March 14 – Supporting Children and young people who are bullied: advice for schools</li> <li>• November 14 – Advice on cyber bullying for school staff and parents.</li> </ul> <p><b>Item 13 – School Admissions 2016/17</b> YH reviewed the main points under this item:</p> <ul style="list-style-type: none"> <li>• The setting of the admission arrangements for 2016 should be completed by 15<sup>th</sup> April 2015. The admission arrangements consultation period ended on 5<sup>th</sup> February 2015. The new policy has been drawn up and will be taken to the full governors meeting on 1<sup>st</sup> April 2015 ready for the 15<sup>th</sup> April deadline.</li> <li>• The minor changes on page 29 of the report will be made to the Admission policy before it is passed to the full governors for approval.</li> <li>• Once the admission policy is approved it will be published on the school website.</li> <li>•</li> </ul>	YH
9	<p><b>REVIEW POLICIES TO BE TAKEN TO FULL GOVERNORS</b> The Sex and Relationship Education (SRE) policy was reviewed and agreed to be taken to the full governors meeting on 1<sup>st</sup> April 2015 for approval.</p>	

10	<b>REVIEW THE POLICY LISTING DELEGATED TO THIS COMMITTEE</b> There are some outstanding curriculum policies but LH insisted that all curriculum policies will be updated ready for the Summer term meeting.	
11	<b>DISCUSS ANY SAFEGUARDING ISSUES</b> The Department for Education (DfE) has recently published supplementary guidance to its 'Keeping children safe in education' guidance. The supplementary guidance refers to new responsibilities for schools responsible for childcare of children up to the age of eight years under the Childcare Act 2006 and the Childcare Disqualification Regulations 2009. There is now an additional onus to ask staff who work with children up to the age of eight to disclose information with regard to a person who lives or works in the same household as them 'Disqualification by Association'. The Local Authority has distributed to all Cheshire East schools forms and explanatory documents to be completed by all staff who are working with children under the age of eight. The school made a decision to give the forms to all staff and these have now been distributed, completed and returned to the school office and recorded on the Single Central Record (SCR).	
10	<b>REVIEW THE TRAINING NEEDS OF COMMITTEE MEMBERS</b> None	
11	<b>ANY OTHER BUSINESS</b> LH requested that governors attend the parents evenings on Thursday 19 <sup>th</sup> March and Tuesday 24 <sup>th</sup> March.	

Part one of the meeting concluded at 7:10pm

The meeting was declared closed to parents, staff, the public & press

Minutes agreed and signed as a true record by .....  ..... (chair)

Date 26/03/2015

No Part 2 meeting took place as there were no issues to discuss.