

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

WEDNESDAY 3rd JUNE 2015 – 5:30PM

PRESENT:

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| Simon Cotterill | SC | Headteacher |
| Mike Cross | MC | Chair |
| Sarah Choi | SC | |
| Yvonne Hilditch | YH | |
| Jonathon Riley | JR | |
| Juliet Tomkinson | JT | |

| <i>Item</i> | <i>TOPIC / PURPOSE</i> | <i>Action</i> |
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| 1 | APOLOGIES FOR ABSENCE Apologies were received and accepted from Gill Burgess. | |
| 2 | DECLARATION OF INTEREST No pecuniary interests were declared. | |
| 3 | MINUTES AND MATTERS ARISING FROM THE MINUTES <ul style="list-style-type: none"> a. The minutes of the meeting held on 4th March 2015 were confirmed as a correct record and signed. b. Outstanding actions from the previous meeting: <ul style="list-style-type: none"> i. The Bullying Prevention Policy and the IT policy need to be amended to reference DFE advice – this will be completed for the Autumn term meeting | YH |
| 4 | SCHOOL DEVELOPMENT PLAN PRIOTITIES FOR 2014/15 – Review the SSDP objectives for the Learning, Teaching, Curriculum and Standards Committee and SMSC (spiritual, moral, social, cultural) promotion in school. SC presented his SWOT analysis of the Quality of Teaching action plans to the committee, the items on the SWOT in bold are the items that have been update and/or moved. Quality Of Teaching Priority 3 – Curriculum 2014 <ul style="list-style-type: none"> a. The schools work across schools through the Good to Outstanding project group is continuing. There was a lead learners meeting at Excalibur in June and the priority has been spelling at KS2. The group has also allowed the development of leadership capabilities and whole school vision in SC, JT and Cassie Street. b. Peer to Peer lesson support continues into the Summer term with the focus on Bespoke Learning and ensuring challenge for all. The idea is to develop what the children need in each class by setting challenging but achievable learning for all pupils. How often would this type of lesson happen in practice in school? SC – This type of lesson would be a part of a repertoire of lessons that teachers would be able to deliver and would depend on the previous lesson delivered and the assessment of learning achieved in that lesson. The school wants the children | |

to become more resilient in their learning.

Are teachers having a try at this type of lesson as part of their peer to peer? SC – As part of our observations we saw that children were not always taking part in all lessons and could be challenged in different ways, noticed by the SIP on his Spring term visit. The peer to peer allow teachers to see what other teachers do to challenge the pupils in their class and then to try it themselves in their own class and to think of different ways to challenge pupils when planning their lessons. This enables the more able staff to coach those less confident in this area.

Will the SIP observe lessons when he is next in on 16th June? SC – Yes he will be observing lessons.

- c. ACT Maths moderation has taken place. Excalibur provided guidance to the staff in the trust on how our school moderates maths. The staff felt that it was successful in developing their assessment skills further in maths.
- d. A Topic Book staff session has taken place where the staff shared models of good practice which will result in higher quality topic books that will evidence our progress in the new curriculum but this will take time over the next academic year.
- e. Assessment without level within school is now starting to be developed. The school has formulated a new AFL format in line with the New Curriculum 2014 using age related expectations instead of levels. A baseline assessment is to take place before the end of the term in readiness for Autumn 2015. This is a big change for all the staff. SC presented assessment documentation for writing and maths and explained how pupils are to be assessed in each class. The children will have Core Skills listing in the front of their maths and reading books to enable them to assess their own learning. The teachers will also set challenges for the children during their marking called core skills challenges.

Will there be core skills listings for writing? JT – yes there will be core skills listing for writing but it has not been done yet. It will be completed this term in consultation with the staff in staff meetings. All books with core skills in will be set up before the Summer holidays ready for September.

Will the children understand? SC – The children will understand what their targets are and what they mean.

Can children assess where they are? SC – Yes as they get older they learn to assess accurately how they can assess their own learning.

In the Autumn term you will report teacher assessments, what language will the teacher use? SC – The teachers will use age related expectation so children will be at age related, below age related and above age related. They will use School Pupil Tracker to report and report these assessments.

The assessment document is based on a program of study, how have we split year 3/4 into year 3 and year 4? SC – We have worked hard to look at progress of tasks within the program of study and then to split this into the respective years cohort assessment document. We have visited other schools and completed training to see different programs that are being used but we did not feel that they would work at Excalibur. We felt that we had to create our own as it would work better at the school.

How do you monitor a part year assessment point on an end of year assessment grid? SC – The teachers will track progress from the previous period assessment and they will assess whether the child is at, below or above that years expectation.

What would happen if a child was working well above the years assessment grid? SC – This is why we will baseline all children at the end of the Summer term. Most children will have an assessment grid for their own

year but some children will need assessment grids for the year below or the year above.

- f. There will be sharing of good practice with Wheelock school. Two KS1 teachers are to visit KS1 practitioners in writing at Wheelock this term to learn about good practice in writing
- g. The subject leaders are to receive guidance on effective subject leadership in the Summer term. The subject leader roles are to be reviewed and to become a focus for the 2015/16 SSDP.
- h. 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.

Priority 4 - Computing

- a. The after school coding club that run in the Spring term was very popular with pupils. The children in the coding club are now able to code a game from the start. We have been able to set up a coding page on the school website where one of the pupil's games has been uploaded and can be played.
- b. Alsager School staff will be supporting the school with the coding club in the Summer term. An ICT teacher and some year 10 pupils will be visiting school for 2 afternoons to teach more advance coding to the coding club pupils.
- c. All teachers have received new teacher laptops in April 2015 and their old laptops have been reformatted and are being used by teaching assistants and in the classroom.

Social, Moral, Spiritual and Cultural Strengths

- d. Friends of Excalibur funded an artist to work with all the classes on a commemorative World War One project in January and February. The art work has been used to create a quality art display in the reception area. The school has received positive feedback from the reception area display from visitors to the school.

Other Strengths

- a. The LA completed a monitoring visit during this years KS2 SATS. It was a thorough monitoring visit with the LA staying from the start of the sitting when the papers were opened to the end when the papers were sealed ready for collection. They said that our procedures were rigorous with a strong documentation trail.

Which day did they come and what did they do? SC - She came on the Wednesday which was Maths. She spent the whole morning in the school, she checked where the completed papers and unused papers were being stored, she checked the documentation for the children with extra time, she checked the procedures for opening the papers, she walked around all the areas where the tests were taking place in school without disturbing the tests and finally she checked the collection and collation of the papers.

- b. JT and Jayne Ling have taken part in the KS1 and KS2 moderation this Summer. This continues to support the moderation of our own pupils writing and to quality assure our judgements but also to bring new good practice seen in other schools into our school.

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| | <p>Other Threats</p> <p>c. 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.</p> | |
| 5 | <p>SCHOOL DEVELOPMENT PLAN PRIOTITIES FOR 2015/16 - To discuss the areas for development for this committee and how the committee is to monitor progress.</p> <p>Quality of Teaching</p> <ul style="list-style-type: none"> • Priority 3 – Embed Assessment without levels throughout the school • Priority 4 – Increase amount of outstanding teaching <p>The governors reviewed the new development plan.</p> <p>The governors will monitor progress of the 2015/16 SSDP through the school website, the SWOT analysis provided by the head teacher in the committee meetings and through school visits.</p> | |
| 6 | <p>REVIEW UP TO DATE ASSESSMENT DATA</p> <p>No assessment data to review. The Summer term assessment data will be taken to Strategic Leadership and Management Committee for review.</p> | |
| 6 | <p>REVIEW OF THE REPORT OF THE SEN GOVERNOR</p> <p>The SEN governor has yet to complete her Summer term governor visit.</p> | |
| 7 | <p>REVIEW OF THE REPORT OF THE PUPIL PREMIUM GOVERNOR</p> <p>The pupil premium governor will present her report to the full governors meeting on 8th July 2015.</p> | YH |
| 9 | <p>REVIEW THE ITEMS FROM THE DIRECTOR OF CHILDREN'S SERVICES REPORT TO SCHOOL GOVERNING BODIES SPRING TERM 2015 FOR THIS COMMITTEE</p> <p>Item 1 – Governance and Liaison update</p> <p>YH presented the item informing the governors of the following items of importance for this committee:-</p> <ul style="list-style-type: none"> • Governors: transparency, flexibility – new guidance and regulations. The governing body should publish on their website: <ul style="list-style-type: none"> ○ Governor names ○ Category of governor ○ The appointing body ○ Term of office ○ Committee Membership ○ Positions of responsibility held ○ A register of governor interests which details business interests, details of other educational establishments they govern, details of relationships between governors and staff <p>Failure to comply could lead to the suspension or removal of the governing body. YH assured all the governors that the governing body met these requirements except the term of office and she assured the governors that this would be added to the website.</p> | YH |

- School Category changes – If an agenda includes consideration of school category to academy status then a copy of the agenda and written notification should be given to the Local Authority 7 days before the meeting.
- Summer Term Training Programme – this has been included on the school website with notification emailed to all governors.
- Code of Conduct between school leaders and governors – the schools code of conduct agreed in the last full governor meeting has been signed by all governors and published on the school website.
- Fisher Family Trust Free Webinars – details of these have been included on the school website with emailed notification being sent to all governors.
- Modern Governor – all governors know how to register and the training available on this site.

Item 3 – The Annual Education Report 2013/14

YH presented this item and informed the governors of the report that shows that within all Key Stages there is clear evidence that Cheshire East is seen as a high achieving Authority and its performance against other local authorities is strong. The governors are asked to study the report on the Cheshire East website on the governors pages. The governors are thanked for their outstanding work last year.

Item 4 – Cheshire East Learners

YH presented this item and informed governors that it was connected to a programme of events that took place in Cheshire East Schools in March.

Item 5 – Using Pupil Premium Reviews to support and monitor outcomes for learners

YH presented this item. The National College for Teaching and Leadership has published a detailed framework which will allow a school to identify their particular strengths and areas for development in relation to pupil premium. The guide includes a 6 step framework and nationally promoted best practice. It was agreed that YH would download the document and use it to complete her next governor visit that is to be presented to governors on 8th July 2015 so that the governors can assure themselves of the quality and effectiveness of the monitoring arrangements for pupil premium learners.

YH

Item 6 – Keep Children Safe in Education

The details of this item will be taken to the Strategic Leadership and Management Committee but YH stressed that it was important that all governors read this item.

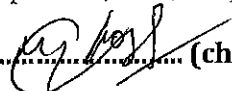
Item 7 – School Exclusions and Supporting Children with Challenging Behaviour

YH informed governors that they should familiarise themselves with the new government documents highlighted for the Exclusion of pupils and alternative provision statutory guidance. Also a governor needs to attend the Summer term Exclusion of Pupils training so that they are able to sit on an Exclusion panel if required.

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| 9 | <p>REVIEW POLICIES TO BE TAKEN TO FULL GOVERNORS</p> <p>The following policies were reviewed and it was agreed to send the policies for approval at the Full Governors Meeting on 8th July 2015.</p> <ul style="list-style-type: none"> • Literacy Policy • Physical Education Policy • Phonics Policy | |
| 10 | <p>REVIEW THE POLICY LISTING DELEGATED TO THIS COMMITTEE</p> <p>There are some outstanding curriculum policies, the Science policy is currently being updated and will be brought to the Autumn term meeting. SC will chase the Geography and History policies for review in the Autumn term. Lise Houldsworth has insisted that all curriculum policies will be updated ready for the Autumn term meeting in line with the new curriculum other than RE whose new curriculum becomes available in September 2015.</p> | SC |
| 11 | <p>DISCUSS ANY SAFEGUARDING ISSUES</p> <p>The only safeguarding issue for this committee is that a child is being released through the school office rather than from the playground to ensure the safety of our pupils when leaving after school.</p> | |
| 10 | <p>REVIEW THE TRAINING NEEDS OF COMMITTEE MEMBERS</p> <p>None</p> | |
| 11 | <p>ANY OTHER BUSINESS</p> <p>None</p> | |

Part one of the meeting concluded at 7:30pm

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

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

Date 8/07/2015

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