Woodchester Endowed C. of E. (Aided) Primary School

Our church school community seeks to inspire children and adults to love, learn and flourish together so we may become everything God has created us to be

MINUTES OF CURRICULUM, STANDARDS & COMMUNICATION GOVERNORS' MEETING HELD ON TUESDAY 14 JANUARY 2020 @ 9.15 AM

PRESENT: Mrs Tessa Pemberton (Chair), Mrs Lynn Pennington (HT), Mrs Sally Bull, Mrs Nina Robinson, Mrs Ann Bijkerk, Mrs Natalie Elliott, Mrs Carol Rosser (Clerk)

APOLOGIES: Mrs Helen Evans ABSENT: Mrs Caroline Witts

01.01.20	Mrs Elliott opened the meeting with a prayer. **Apologies:** Received from Mrs Evans; these were accepted.	
02.01.20	**Minutes of last meeting:** Mrs Bull proposed that the Minutes from the Curriculum, Standards and Communication meeting held on 5 November 2019 were accepted as a true record; this was seconded by Mrs Elliott. The Chair duly signed the Minutes.	
03.01.20	**Matters arising from the last meeting:** Regarding item 06.11.19, Mrs Bull explained that she would be slightly amending the pro forma to be used by Governors when they write up their meeting with their subject leaders. She agreed to email the blank pro forma to the Clerk who will upload it onto the Governors' section of the school website. Mrs Bull suggested that it would be useful to put as much information as possible onto the website so that Governors could easily find information. The HT agreed to change the log on password each time a Governor's term of office ends, in order to keep the site secure and GDPR compliant. Regarding item 05.11.19, a Governor asked about the inset day on Star Assessment. The HT explained that this would be discussed later in the meeting. Following the departure of Jon Close, Parent Governor, discussion took place regarding fundraising and the building project, as he had been very involved with this. The Chair mentioned the possibility that she could ask him to come back as an Associate Governor in order that he could give his advice. It was suggested that parents might be asked whether anybody with expertise in fundraising might be able to volunteer to help. There was discussion about the Parent Governor vacancy; Mrs Bull also reported that her term of office expires on 31.01.20 and she has not received anything from the Diocese about renewing. The HT agreed to follow this up with Linda Rolfe.	**SB** **Clerk** **HT** **HT**
04.01.20	**Conflicts of Interest/Safeguarding issues/ Single Central Record Check (SCR):** No conflicts of interest were declared. Regarding safeguarding, the HT reported that she had been on a DSL (Designated Safeguarding Lead) conference, which in the past had been helpful in terms of	

	reminders and updates. However, this time it had focused on the Gloucestershire social care side, which was not so relevant. The HT explained that Mrs Witts is the current Deputy DSL. Mr Smith has now received the appropriate training and is also a Deputy DSL. GQ: How long does the training last? The HT replied that training needs to be updated every two years. There are half day revision sessions and also two-day advanced practitioner courses. Training is free of charge. The HT explained that the pupil who was on an EHCP has now moved on to another local setting with one to one support. The Chair thanked the HT for all her hard work in supporting this pupil. Regarding the SCR, the Safeguarding Governor explained that Mrs Smith has this all set up; she has also registered for another drop-in session. It was noted that conflicting information regarding how data should be displayed can be given at these sessions.	
05.01.20	**Updated Policies to be Ratified:** Prior to the meeting, Governors had received copies of the updated Behaviour, Admissions and SCMC policies for their approval. The HT explained that some small changes had been made to the Behaviour policy. Governors pointed out one or two typos; a Governor also queried a sentence in the Behaviour policy which the HT agreed to take out. Mrs Bull proposed that the Admissions Policy for 2021/22 was determined; this was seconded by Mrs Bijkerk. The HT agreed to forward the determined Admissions Policy to the LA and to the Diocese. Mrs Bull proposed that the Behaviour and SCMC policies were ratified; this was seconded by Mrs Bijkerk.	**HT** **HT**
06.01.20	**Terms of Reference:** The Chair explained that the TOR for each committee should be reviewed annually. It was agreed that this would be done at the January meeting each year. After discussion it was agreed that no changes needed to be made, apart from the correction of a spelling error. The Clerk agreed to upload the amended document onto the Governors' section of the school website.	**Clerk**
07.01.20	**Assessment – Star Assessment and SIMS:** The HT explained that the Star Assessment online scheme for reading and maths has now been up and running for a year and will last for 3 years. The children complete work independently on their Chromebooks; questions are intuitive according to their responses. Staff have received additional training at a recent inset day on how to use the data, for example how to produce a group report, selecting up to 10 groups. The assessments are carried out 3 times a year for each subject. They should take 20-30 minutes to complete and staff have been advised to take note of the time taken, as a much shorter time implies that a child has simply guessed. The results suggest areas to work on for the teachers. GQ: How does it work, as different children are likely to have struggled with different topics? The HT explained that each time the children are tested, they are assessed on the whole year's curriculum. It shows the year level that they are working at. This is	

	helpful for the lower ability children, as it is possible to show progress more easily. GQ: What do the teachers think about it? The HT explained that there is no marking for teachers, so that is helpful in terms of their time. The vast majority are positive about the scheme. GQ: Are the Chromebooks up to the job? The HT said that they are adequate, but hopefully they are going to be replaced soon. GQ: Does it assess writing? The HT said that it does not; writing is assessed separately. It is just for reading and maths. GQ: Is it very expensive? The HT said that it was cheaper than the old system and that it had been more cost effective to sign up for 3 years. Regarding SIMS, the HT explained that as the school already had this system, it was now being used more extensively to track pupil assessment including all statutory data on their phonics, KS1 and KS2 results. The HT had produced a Progress Matrix showing results of assessments at the end of Autumn 2019 for Reading, Writing and Maths for each Year group. This document had been sent out to Governors ahead of the meeting. Discussion took place regarding the data and the HT explained the traffic light system. It was noted, for example, that there were a number of Year 3 children off track for reading, writing and maths. The HT explained that some of these children have SEN. This data will be discussed at pupil progress meetings, so that intervention can be put in place.	
08.01.20	**Glow Maths Project:** The HT shared a document with the Governors that had been produced by Mr Smith regarding the Glow Maths Mastery Project. Discussion took place regarding this approach which is being used to improve the learning of maths across the whole school. The essential idea is that all pupils need a deep understanding of the mathematics they are learning so that future learning is built on solid foundations which do not need to be retaught. The class work together on the same key point until mastery has been achieved. Children work through three main areas of questioning: Can you 'DO IT'?; Are you SECURE? 'Twist it'; Can you apply it to DEEPEN your understanding? 'Solve it'. GQ: What if a child is unable to do what the other children in the class have mastered? Do they all have to wait? The HT replied that the child with difficulty would be given extra help and the class would move on without a delay. GQ: Have the staff had training? The HT explained that Mr Smith and Mrs Holmes have been having training and they are passing this on to the staff. The school are being supported by Natasha Hannaway who visited Woodchester in October for the first of her school meetings. A learning walk was conducted and following this, as well as through discussions with staff, some challenges were identified which will be worked on. The HT explained that Mr Smith and Mrs Holmes are very enthusiastic and positive about the scheme.	

09.01.20	**Vision and the Curriculum:** Ahead of the meeting the Governors had received a document from the HT about Vision and the Curriculum. The HT explained the Curriculum 3 i's – Intent (what is the purpose of the curriculum), Implementation (how will we deliver our curriculum) and Impact (how will we know our curriculum is successful)?. The HT reported that she had shared this document with the staff at the recent inset day. A Governor commented that the document showed good integration with the school's vision. It was agreed that the challenge will be in the implementation and the Chair commented that the impact section will be particularly important for Governors to be looking at. Mrs Bull suggested that it could be an agenda item at future meetings where the HT could provide an example to Governors regarding how it is working in practice. The HT agreed that this would be a good idea.	
10.01.20	**Governor Feedback from Subject Leader Meetings:** Governors present at the meeting confirmed that they had met up with their Subject Leaders and would be writing up their meetings, using Mrs Bull's new pro forma, and would email them to the Clerk so that she can upload them onto the Governors' section of the website. Mrs Elliott explained that she had not had a meeting as there is currently no Subject Leader for MFL whilst the teacher is on maternity leave. Mrs Elliott agreed to be the Governor responsible for PE and will contact Mr Smith in order to arrange a meeting *Mrs Elliott left the meeting at 10.40 am*	**All Govs** **Clerk** **NE**
11.01.20	**Communication:** Discussion took place about whether Governors should communicate with parents about the building project. The HT explained that it was not yet appropriate to do so until further information had been received form Rob Stephens. It was agreed that later on, it would be a good idea to produce an information board which could be displayed for parents. The Chair explained that she had not yet started on the Governors' Newsletter. Discussion took place regarding what should be included and the format. It was agreed that Mrs Bull and Mrs Pemberton will work together on this. The HT offered her assistance in terms of formatting the document, which will be emailed out to parents and no longer needs to be in booklet form. The Chair agreed to have a draft document ready for the FGB meeting on 27 January.	**Chair** **SB** **HT** **Chair**
12.01.20	**GDPR:** The Safeguarding Governor said that there were no issues to report.	
13.01.20	**AOB:** The HT informed the Governors that Woodchester had just received Healthy School Status, effective from 2019-2022. The HT confirmed that inconsiderate parking is still an issue. She has asked for the lines outside school to be repainted; Mrs Bijkerk offered to chase this up in her role as Clerk to the Parish Council. The Chair asked whether the Nature Quiz was happening this year as she had not heard anything. The HT agreed to investigate.	**AB** **HT**
14.01.20	**Dates of Next Curriculum, Standards and Communication Meetings:** 3 March 2020 at 9.15 am 5 May 2020 at 9.15 am **The Meeting closed at 11.00 am**	

Signed as a true record ……..

Dated ……..