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 18 JANUARY 2022 AT 4.00 PM VIA TEAMS

PRESENT: Mrs Sally Bull (Chair), Mrs Lynn Pennington (HT), Mrs Emma Limburn, Mr Philip Smith (part time), Mrs Carol Rosser (Clerk)

APOLOGIES: Mrs Natalie Elliott

01.01.22	Mrs Bull opened the meeting with a prayer. **Apologies:** Received from Mrs Elliott; these were accepted. Mr Smith was expected to join the meeting at about 4.30 pm	
02.01.22	**Minutes of last meeting:** Mrs Bull proposed that the minutes from the Curriculum, Standards and Communication meeting held on 27 September 2021 were accepted as a true record; this was seconded by Mrs Limburn. The Chair will sign the minutes in due course.	**Chair/ Clerk**
03.01.22	**Matters arising from the last meeting:** The Chair went through the various action points. Regarding 03.09.21, the Chair explained that she had been working on a three-year plan and this would be discussed later in the meeting as an agenda item. Also regarding 03.09.21, Governors have now met with their respective Subject Leaders; reports have mostly been done and have been uploaded onto the Governor section of the school website. The HT said that the parent questionnaire would be going out this term.	**HT**
04.01.22	**Conflicts of Interest:** No conflicts of interest were declared.	
05.01.22	**Proposal for a 3-year Governors' Plan:** Ahead of the meeting the Chair had emailed out a draft three-year Governors' plan, with three main headings: Where are we now? Where are we aiming to be? How will we get there? The Chair explained that this plan was written in such a way that it was appropriate for inclusion on the school website, where it would be visible to parents. The HT agreed that she was happy with this approach. Discussion took place regarding some of the content. For example, the Governing Body is finding it difficult to recruit new Governors, particularly Foundation Governors, and there are several gaps at the moment. There needs to be a major focus on attracting new people and it will be important to let parents know that more Governors are needed. The HT said that she knew of at least one parent she could approach about being a Foundation Governor; she also offered to ask the staff if anyone was willing to join Governor meetings on a temporary basis while the Staff Governor was away on secondment. A Governor suggested that it would be a good idea to flag up some specific needs, for	**HT** **HT**

	example asking people to join a working party on a short-term basis for a particular project. It was felt that some people were put off by having to serve a 4-year term. The Chair asked Governors to email her with any suggestions that they might have regarding the three-year plan, which she will continue to work on.	**All Govs**
06.01.22	**Phonics and Maths Developments:** **Phonics**: The HT explained that last academic year, it had been decided to review the whole approach to phonics. The Monster Phonics programme was chosen and this has been very successful and much liked by the children. A Parent Governor said how much her child enjoys it. This is now a validated DfE scheme. The school might be entitled to match funding through the Mangotsfield Hub which could lead to about £4,000 worth of resources. *Mr Philip Smith joined the meeting at 4.25 pm* **Maths:** The HT explained that in September 2021, the school started using Number Sense Maths which is a programme aimed at Reception and KS1 focusing on improving fluency and providing a solid foundation for maths. The programme has very good resources and training. It is carried out in 10-minute daily sessions, in addition to normal maths lessons and TA support is crucial. Children use an abacus-like device called a Rekenrek. The idea is for children to recognize blocks of items as a number rather than counting individual objects and helps with number bonds and so forth. It is going well and the children are enjoying it.	
07.01.22	**SEF:** Ahead of the meeting the HT had emailed out a document entitled Self Evaluation Form 2021-22. She explained that this was in a similar format to before, but now links to the Ofsted framework. The Governors were asked if they had any questions. GQ: Is there any value in sharing the progression of skills for the various subjects on the website? The HT said that some information is now included on the website, for example on Geography, and that this is a work in progress. GQ: Is there a deadline for this? The HT confirmed that this would be completed for all subjects by the end of the academic year. A Governor commented that prior to an inspection, Ofsted will look at the school's website and that it is important to demonstrate what is happening. GQ: As Governors, it is necessary to consider impact and evidence. How can this be achieved? The HT said that this is why Subject Leader meetings are so important and that once Governors can visit inside school again, this will help with evidence. GQ: What does VIPERS stand for? The HT explained that this is an acronym relating to reading comprehension, for example Vocabulary, Inference, Prediction and so forth. Discussion took place regarding how parents were consulted on RSE. The HT explained that just one or two parents made a comment or suggestion. GQ: Regarding leadership and management, what has happened to the Deputy HT's responsibilities while he is on secondment? The HT explained that she had taken on these responsibilities, including being the subject lead for RE and PE. The replacement teacher in Hawthorn is settling in very well.	

DRAFT

	The Chair thanked the HT and said that there was a lot of very positive information in the SEF. A Parent Governor thanked the HT very much for managing to keep the school open last term. *Mr Philip Smith left the meeting at 5.00 pm.*	
08.01.22	**Monitoring:** The HT explained that Elspeth Murano had made two visits to school to talk to teachers regarding the subjects they are leading – Geography and Art. These visits were very helpful and positive and have led to a set of actions. GQ: Might the subject leaders be willing to attend a future CSC meeting and talk to the Governors about the actions they have taken? The HT said that she would ask them. The HT said that there would be a Focus Week in school starting on 28 February. She would like Governors to book to meet with their Subject Leaders again and suggested it would be helpful to find out where they are now with their subject and where they are going. It would also be useful to reflect on the impact of COVID on their subject, what gaps have occurred and what action they are taking. The Chair agreed to modify the form that Governors complete following their meetings and will include new headings to cover the suggested areas outlined above. It was also suggested that it would be a good idea to share the form with the Subject Leaders before the meeting so that they were aware of what would be covered.	**All Govs** **Chair** **All Govs**
09.01.22	**Communication with our parents and our church:** Regarding communication with the parents, the Chair said that the Governors' newsletter had been sent out before October half-term. However, it was evident that this had not been widely read by parents, as there has been a very poor response to the Buy a Brick campaign, with many parents not seemingly aware of it. Discussion took place about the Governors having a section in the HT's newsletter in order to impart information which hopefully the parents would read. It was agreed that this would be a good idea. Mrs Limburn offered to put something together for future newsletters. Regarding communication with the church, the Chair said that she has had a conversation with the church warden who thought that the congregation were not very aware of what is happening in school. It was suggested that it might be helpful to put up a copy of the HT's newsletter on the notice board at the back of the church. The Chair also offered to talk to the congregation to explain the building work and the need for funds. It was agreed that we need to raise awareness.	**EL** **Chair**
10.01.22	**AOB:** The Chair said that GDPR would be an agenda item at the next FGB meeting	
11.01.22	**Date of Next Curriculum, Standards and Communication Meeting:** <u>26 April 2022 at 4.00 pm</u> **The Meeting closed at 5.30 pm**	**NOTE NEW DATE**

Signed as a true record ……..

Dated ……