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 MONDAY 10th OCTOBER 2022 AT 4.30 PM

PRESENT: Mrs Sally Bull (Chair), Mrs Lynn Pennington (HT), Mr Philip Smith, Mrs Emma Limburn, Mrs Debra Adams, Mrs Alison Harrison, Daniela Di Vico (Clerk)

APOLOGIES: None

01.10.22	**Apologies:** None were received Mrs Bull opened the meeting with a prayer.	
02.10.22	**Minutes of last meeting:** The minutes from the Curriculum, Standards and Communication meeting held on 16 April 2022 were confirmed as a true record and signed by the Chair.	
03.10.22	**Matters arising from the last meeting:** The Chair went through the following action points from the previous meeting. 03.04.22 The Chair stated that there has been a Foundation Governor vacancy as of August 2022. She had still not spoken to the church congregation but had put up a display featuring school activities on a noticeboard in the church. 05.04.22 – The GLOSSI package was purchased and has proven to be very useful already. 08.04.22 – The Chair reminded governors that when a lesson/subject visit is performed, a copy of the form should be sent to the Chair and Clerk. 10.04.22 – The Chair asked the HT her understanding of the parents being "unsure whether the school supported their child's wider development." The HT clarified that the parents were unaware of what that meant. ***The HT added that she has yet to ask the WhatsApp Groups for their opinions.*** 12.04.22 – ***The Chair stated that she hasn't yet completed the year plan and is waiting for the committees to meet to confirm dates.***	**HT** **Chair**

04.10.22	**Conflicts of Interest:** No conflicts of interest were declared.	
05.10.22	**Assessment – KS2 Summary Data** The HT explained the Statutory Assessment report to the committee and added that the DfE use a table checking exercise that gives further in-depth data. The HT also stated that considering that the children have gone through COVID, she was pleased with the results, especially as within these results are children that joined the school after previously being privately educated or home schooled.	
06.10.22	**Self- Evaluation Form (SEF)** The Chair stated that the SEF was shared at the FGB and added that there was an overlap with the School Development Plan. The HT stated that the focus is on development. GQ – Does the school make up its own assessments? HT – No, the school buys into a form of assessments to prove and evidence progress. She went onto explain that children may have great knowledge and understanding but can't necessarily share this in the written form. The Chair stated that celebration assemblies sharing successes recognises all the achievements of children. The Chair went on to remind governors that it is their responsibility to monitor the welfare of staff. GQ – Do staff have any external supervision and support? HT – In the past we have had an Educational Psychologist in to support staff and GCC offers free, confidential counselling for all staff supporting issues from home life or work related. There are publicised support services via phone and email available to staff. ***The Staff Governor stated that they will talk with staff and collate opinions and feelings*** and added that social opportunities would have a positive impact on staff and their well-being.	**DA**
07.10.22	**Pupil premium and SEND** The Pupil Premium report was shared at the FGB. The HT stated that she has now appointed a new SENCO within the school.	
08.10.22	**School Development Plan** **Identify key areas for governor support and monitoring** The Chair suggested possible areas for focus during the 2022 to 2023 year. The HT was happy to agree the following three areas as priorities for governors' observations and discussions with staff: 1. **Quality of Education** – Improve children's understanding of themselves as Learners.	

	2. **Quality of Education** – Review and develop assessment in all subjects so that it is purposeful and effective in both identifying and supporting learning. 3. **Behaviour and attitudes** – Strengthen pupils' learning behaviours and understanding of being an "effective learner". Other areas for governor attention included: strengthening Governors' effectiveness in school improvement, improving attainment in writing, ensuring all children with special educational needs have opportunities for wider personal development (SEND Gov) and embedding "whole school" language of "Spirituality" and widen opportunities for spiritual growth. The Chair stated that when Governors should have these areas in mind when monitoring; she added that she was aware that she was completing a lot of the monitoring and asked ***committee members to appeal to their employers and manage release them to visit the school during the working day.*** Planning Ahead Governors were reminded to organise their subject leader visits for the week beginning 7th November. Subject leaders should be contacted well in advance by email.	**Governors**
09.10.22	Governors' three-year plan – issued to all governors before the meeting **What outcomes do we want from our monitoring?** The Chair asked the committee members whether they thought anything needed to be added. The Chair added that there isn't any planning for governor succession and asked the committee members to consider the vice chair role. The Chair then stated that she was aware that the board need further training in preparation for Ofsted. The HT stated that there is a lot of information available from the Diocese and GCC. ***Look into what information the Diocese and GCC have available*** **Balance of visits** This was discussed in point 08.10.22 and the Chair added that this needs to be scheduled in. Now Covid is under control, we should be organising visits to lessons and speaking to pupils again. Subject leader conversations are an opportunity to plan for school visits.	**Governors**
10.10.22	**Communications with Parents** Governor Newsletter/ School newsletter/Maintaining relationship with FOWES. The HT stated that when governors added to the newsletter rather than having their own it worked very well and had proven to be successful in the past.	

	The Chair stated that this means of communication could be used to introduce new governors. EL stated that governors could report back on visits and share news. The Chair stated that she was willing to support events and asked the committee members if they could continue to do so.	
11.10.22	**Policies** **1. Attendance** GQ – How often does an unauthorised absence occur? HT –We don't fine the parents for holidays but some schools do. Most absences are reasonable requests and as a school we try to be reasonable to maintain relationships. GQ – How is the attendance? HT – Good, it is 97% at the moment. GQ – Do you have to accept a child that has an EHCP and do you get full funding? HT- Yes you do have to accept the child unless your school can't accommodate their needs. The school pays the first £6000 of costs for each child even when an EHCP has been granted. **2. Admissions** The HT explained that the Admissions Policy is now complete but now has to go to GCC. Mrs Emma Limburn proposed that all policies were accepted and this was seconded by Philip Smith.	
12.10.22	**GDPR** No breaches at this time.	
13.10.22	**AOB** None stated.	
14.10.22	**Date of Next Curriculum, Standards and Communication Meeting:** The next meeting will be Monday 16th January 2022 at 16:30 **The Meeting closed at 18:00**	

Signed as a true record …….

Dated ……