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 16th January 2024 AT 4.30 PM

PRESENT: Mrs Sally Bull (Chair), Mrs Lynn Pennington (CoHT), Lynne Loomes (CoHT), Mr Philip Smith, Mrs Alison Harris, Jennifer Warner, Debra Adams, Daniela Di Vico (Clerk)

APOLOGIES: None

Item No.		
01.01.24	**Prayer and welcome** The Chair opened the meeting with a prayer and welcomed governors to the meeting.	
02.01.24	**Apologies:** None were given.	
03.01.24	**Minutes of last meeting:** PS proposed that the minutes of the Curriculum, Standards and Communication meeting that was held on 21st November 2023 as a true record and this was seconded by the AH. The Chair SB signed the minutes.	
04.01.24	**Matters arising from the last meeting:** ➢ Add another member to the C,S &C Committee, to include one of the newly appointed governors- SB JW was appointed to the C, S & C Committee. ➢ 03.11.23 Accepting Term of Reference – update list of policies. ***The list of policies attached to the committees Terms of Reference to be updated by 16.04.2024.*** ➢ 07.11.23 Complete a Pupil Voice visit in Spring – AH Not complete. ➢ 07.11.23 Complete another visit in the Summer Term to check if children have a better understanding that they are learning spelling. Not complete. ➢ 08.11.23 Safeguarding - Monitor a swimming lesson – SB SB the Chair stated that she did attend a swimming lesson with Co-Head LL and Willow class. She reported that she had witnessed several Safeguarding actions and that the swimming instructors gave very good instructions to the children to keep them safe. ➢ 08.11.23 Check Safeguarding Training for Governors – SB ***Not complete, report back at the next FGB.***	**Co-HT** **SB**

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	➢ 11.11.23 Review pupil premium by the end of December and update the board on Pupil Premium at the next FGB - SB/LP Complete – see 13.01.24 ➢ 13.11.23 Governors to submit an introduction of themselves to SB, for the Newsletter JW/RM Not complete	
05.01.24	**Conflicts of Interest:** No conflicts of interest were declared.	
06.01.24	**Safeguarding** The Chair SB stated that she was receiving regular updates from the Co-Chairs on safeguarding matters. Co-HT LP stated that a new Safeguarding annual audit (157/175 Gloucestershire Living and Learning) has taken place but is an ongoing, live document. The Chair and Co-Heads viewed this on 15.01.24. LP went on to explain the process and how the audit is compliant with KCSiE and that the LA can log into it at any point. SB stated that Safeguarding is evidenced very well. GQ – Who can access this? LP – GLL, the Co-Heads and the Chair. GQ – Can Ofsted? LP – No. SB told the committee that she hasn't yet looked at the Single Central Record but will before next FGB. ***Report back the Single Central Record findings at the next FGB***	**SB**
07.01.24	**Governor Roles** The Chair SB stated that her renewal for Governorship has come through. She added, with regards to succession planning, it has been advised that Governors could shadow her to further develop their skills, in the hope of a Vice/future Chair. GQ – Would it be worth emailing all the Governors, now that we have more, to ask who may be interested in taking on further responsibility? SB – Yes. ***Ask Governors at the next FGB if anyone would like to shadow or have an interest in the Vice Chair role.*** It was agreed that JW will take on SEND and EYFS and RB will shadow AH for the rest of the year in History and Geography before taking them on. The Chair SB will have the following summary of her Pupil Voice visit from Monday 27th November 2023 Questions to EYFS/KS1 What are you learning about in RE at the moment? Which religions have you learnt about in school? What do you like best about your RE lessons? What sorts of activities do you do in your RE lessons? Writing? Drawing? Acting? Why is RE important? Questions to KS2 What are you learning about in RE at the moment?	**SB**

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	Which religions have you learnt about in RE lessons? Can you remember which religions you studied last year? What do you like best about your RE lessons? What activities do you do in your RE lessons? RE lessons give you the chance to talk about big questions. What are some of the things you discuss in RE? What do you think would make your RE lessons even better? Why do you think RE lessons are important? Conclusions The younger ones, not surprisingly, have little or no idea of what to expect in an RE lesson or of what RE means. They don't seem to know or understand where the Monday worship stories come from or that there are being shared with them by members of the church community. The older ones are clearer about what to expect in RE but don't seem to have any sense of a curriculum, of knowledge and understanding building over time. There is limited awareness of opportunities to explore beliefs – their own and those of others in our community and the world. None of them seemed to have any understanding that they are in a Christian school, so at least we know they don't feel they are being indoctrinated. Not surprisingly, they seem to enjoy the craft and interactive activities and these seem to stuck in their memories in a way worksheets have not. While the three strands suggested by the diocese may prove too challenging, there certainly seems to be scope to support understanding of different kinds of belief and how this affects the way people live? If the pupil voice is repeated towards the end of the school year, it would be helpful if pupils brought their RE books to prompt memories and encourage some celebration of work done. SB stated that further Pupil Voices sessions are planned and reminded Governors that Focus Fortnight is in June immediately after Half Term.	
08.01.24	**Policies** • Education Trips Policy SB pointed out a couple of typos. • First Aid Policy GQ – Does the school have a defibrillator? LL – Yes. GQ – How often is it checked? LL – On sight, daily, then every 3 months. The Governors discussed logging and checking the defibrillator process. ***Log all checks of the defibrillator and First Aid Kits and add 'What Three Words' to the First Aid poster.*** Co-HT LP stated that there is a possibility that the case for the defibrillator will be provided free of charge in the future. • Music Policy SB pointed out some typos. • Volunteers Policy This was not ready for review at this point and would be addressed at the next FGB. ***Review the Volunteers Policy at the next FGB*** With the typos corrected, SB proposed the Policies and PS seconded them.	**Co-HT** **Govs/HT**

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09.01.24	**SEND** • SEND Report and Policy SB proposed the Policies and PS seconded it.	
10.01.24	**Governor Questionnaire** The Co-HT LP explained the Governor Questionnaire; she presented the 14 questions that parents will be asked to answer. ***A comments box is to be added to the bottom of the questionnaire and report back the results at an FGB*** GQ – What is the response rate? LP – Just under 50%.	**Co-HT**
11.01.24	**Curriculum Focus –MFL** The Co-HT LP explained that previously there had been a Spanish speaking Teacher in the school that was delivering Spanish lessons to the children. This Teacher went on maternity leave and then left. It was agreed by staff to teach French in the school, this was more familiar to the majority of teachers. LP went onto explain that the current program called Language Angels was introduced 4 years ago; she added that she was very happy with the level of support without additional cost and that is was very good value for money; they also offer webinars free of charge. LP stated that the program was a progressive one and not one that separated children into year groups. There are 3 levels Early Language, Intermediate Language and Progressive language. She explained that a child would have to be solid at the Intermediate level before moving onto the Progressive Language stage.	
12.01.24	**Follow up Visits** This was covered in 07.01.24	
13.01.24	**Pupil Premium** On 9th January 2024 the Co-HT LP and Chair SB met and went through the main body of the Pupil Premium statement; it was then added to the website. LP explained that there is a 3-Year Plan attached to the report.	
14.01.24	**Communication** The Chair SB asked Governors if they would be present for the Parent Evening that will be held on the 19th/20th February. JW stated that she could help on 20th, SB will be attending on 19th and 20th ; AH will check her availability and get back to SB. ***A basic questionnaire to be offered to parents on the evening*** ***All Governors to be invited to attend.*** The Chair SB stated that she contributes to the Newsletter and writes a report for the PCC; she added that AH keeps the Notice Board in the church up to date. LP stated that she contributes to the Woodchester Word.	**Govs** **SB**
15.01.24	**GDPR** The Chair SB stated, that she has been on the NGA website and understands that the school has paid for the standard membership. Some governors reported that they had failed to gain access when encouraged to make use of their resources. She went onto explain that RM is the GDPR Governor so we need to cover GDPR at the next FGB. ***GDPR to be put on the FGB Agenda*** ***Contact NGA regarding login and membership***	**SB** **SB**

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	Co-HT LL stated that Teachers and Governors are all responsible for GDPR. She went onto explain that schools are being hacked and that it takes between 7-21 days to get the systems back on track for use. Both CPOMS and SIMS are responsible for their own security and as a school we are responsible for the paper records and the servers. We need a plan on what future actions we will need to take. She added that the Data Protection Policy 2018 needs updating. GQ – Do we have a cyber-response plan? LL – No but there are a lot of resources available to us.	
16.01.24	AOB None was declared.	
17.11.23	**Date of Next Curriculum, Standards and Communication Meeting:** The next meeting Tuesday 16th April at 4.30pm The Meeting closed at 18:00	

Signed as a true record ……

Dated ……

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