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**Little Paxton School Governing Body**  
**Minutes of the Curriculum & Standards Committee Meeting**  
**Monday 15<sup>th</sup> June 2015 at 7.30pm**

**Present:**

Penny Conway	Authority Governor	Mike Kendall	Co-opted Governor
Neil Donoghue	Co-opted Governor	Oliver Poulain	Parent Governor
Nick Folkard	<b>Chair</b> / Co-opted Governor	Gemma Manning	Parent Governor
Rebekah Jenkins	Associate Member / Staff	Bev Williams	Parent Governor

In attendance:

Alison Gatward Clerk to the Governing Body

Supporting Papers: issued with the agenda – Accessibility Plan, Pupil Premium Policy

1. Apologies for absence – received and accepted  
Jordana Watts Teaching Staff Governor  
Absence without apologies: David Jones Parent Governor
2. Declaration of changes in interests – none declared
3. Minutes of the last meeting (2.2.15) and matters arising  
Prospective Lite - Priory Infants have bought it but it is only good value for an infant school rather than for us. There is a free version which is used and helpful data from here will be shared with governors.

It was agreed that the TOP update and review should be on the FGB agenda rather than Curriculum agenda

4. Report on pupil progress  
The recent FGB minutes has the data included which show more positive results. It has been identified that a NQT requires more support to meet the needs of higher achieving pupils in maths and so a TA is doing extension work daily for this children.

5. Report on lesson observations  
During the Spring term 11 observations were carried out, 7 were outstanding including one outdoor lesson. 100% of observed lessons were good or better. These are formal notified observations so the teachers are aware in advance that they will be observed. NQTs are graded differently and both are achieving teaching standards. Changes to the assessment have been made to take on the OFSTED learning from DH's training. Everyone has a new performance management assessor; the observations now also include a book scrutiny from random children's books where progress is reviewed from the first piece to the last piece of work. Also includes talking to the children about what they are doing and also why they are doing it. The additional adults in the classroom are also talked to. Teachers have development points fed back to them and any required support is identified, either training or mentoring requirements.

6 literacy lessons were observed; 5 outstanding, 1 good - the good was only marked down as there was too much content. The outstanding lessons were where the children knew what they were doing because what was happening was normal practice not just for the benefit of the observation.

3 maths lessons were observed; 2 outstanding 1, good – the teacher with the good grading has requested a re-observation to enable them to achieve outstanding.

This is the highest ever percentage. Everyone wants to be good or better: they are all aiming to be outstanding. Governors congratulated the staff on this achievement and attitude.

The aim is to make the observations as close to an OFSTED inspection as possible, the only thing which is different is that the staff are known to the assessors. **QU:** You can't take away knowing the individuals, the other different factor with OFSTED is fear? How do you help people with this? This was a previous experience in an OFSTED visit. The plan is to also do some more drop-in observations to help with that. The 4 new teachers are used to being observed and it is essential to keep observing to maintain this, so it is normal rather than something to be daunted by. **QU:** Is there an effect from how Ofsted are talked about by the leadership team? Definitely and having DH who knows about Ofsted is a real asset. It gives the leadership team the confidence and the ability to recognize the hard work that is being done. The staff are currently gelled together, working together, supporting each other, bouncing ideas around together and willingly sharing. We know what to expect from Ofsted. The aim is to adapt our processes to meet what Ofsted are looking for so that this becomes the norm.

Year 6 moderation in writing has been completed. All levels were agreed apart from one which was moved up. The Year 6 teacher has done an amazing job with the range of genre she has worked on with the children. Early years have also been moderated there was some concern that other schools had more evidence of what was being achieved, although staff at Little Paxton had followed new guidance about how much documentary evidence is expected. It may be necessary to look for opportunities for training to confirm what evidence is required. The judgments and the evidence were all acceptable in the moderation. End of year 1 phonics checks have started and are going well.

Beth Embry trained as a moderator for year 6 writing and she has found other schools to be weak. The chief moderator for the writing was responsible for our review and the evidence quickly showed that the writing was graded correctly and commended her for everything. There were no points for development. Governors congratulated BE on this. **QU:** How do we use these moderation skills? Unfortunately the qualification is for the old curriculum, but BE may re-train next year for the new curriculum. RJ is also moderator for foundation stage. **QU:** How do we ensure that we keep these high level teachers who have so much to offer the school? Verbal agreement has been given to move to 2 form entry. In September 2016, 46 children are registered to join reception, with a few places still being appealed. Once there is 2 form entry there will be a need for more leaders in the school and additional responsibility can be given to high performing teachers. As part of the performance management process staff discussions take place regarding leadership opportunities. This enables succession planning to take place and hopefully to retain staff. One of new senior teachers has also been asking what possibilities there are for leadership. **QU:** Is this documented into a formal plan? Will need to be formalised once the 2 form entry has been confirmed.

Governors thanks and congratulated the teaching team on these results.

#### 6. CC suggested items

- Pupil Premium Expenditure - review of impact on progress to assess what to spend the funding on for next year. The details on the school website relate to last year 12/13. Sam England and DH will update before the end of the year. Will be reviewed at the FGB

**ACTION:** Review Pupil Premium Expenditure at FGB

- Remission schemes for music tuition – in principle the GB has agreed that pupils may receive remission from music tuition fees (in the same way as from any other fees) if the parent wishes them to receive this but feels constrained by financial concerns. It is not clear that it is specifically offered in the same way as remission of fees for school trips is.

**ACTION:** RJ to advise if pupil premium parents are aware that they can ask for help with funding for music lessons.

- Life Education Centre (LEC) mobile classrooms - booked for November 2015
- Education Select Committee report on Personal, Social and Health Education (PSHE) and Sex and Relationships Education (SRE) - to become part of the standard curriculum. This is provided under our policy. The revised model policy is not yet available, so school will continue to deliver SRE under our existing policy. NF to give link for further review when available.

**ACTION:** NF to give link to Governors for further review.

#### 7. Policy review

- Sex and Relationships Education (SRE) policy - still waiting may be impacted by previous discussion point.

**ACTION:** Review Policy at next meeting if available from St Neots Forum.

- Accessibility Plan

This is dated and needs a full review. **QU:** Is there a need for hearing loops on reception? To be included in the review. The new building work will take into account all the new requirements for accessibility.

**ACTION:** ND to update physical aspects of the plan  
NF and DH will work on the curriculum aspects of the plan

- Pupil Premium Policy

**QU:** Who is this policy written for? If it is for the benefits of parents looking in there should be a summary. Governors agreed to update and provide a one page summary to share with parents. The full policy will still be available for reference.

**ACTION:** GM to review and update for next meeting.  
In the meantime AG to update the minor changes and coloured comments from the policy until it can be fully updated.

#### 8. Reports from governor visits

- Marking policy – D Jones – 28.11.14

This visit was done in November so the report is now outdated it would have been better to have the report soon after the visit. Many of the development points have already been addressed. **QU:** Are the development points including in the TOP as completed actions? They should be to ensure they are evidenced.

- Numeracy – D Jones – 28.11.14

Visit has been completed but the report has not been received. Report to be prior to the next FGB.

**Action:** DJ to forward reports from visits to clerk to circulate  
Add to the agenda of the next meeting

- New curriculum – N Donoghue – spring 2015

Report circulated. No major development points highlighted. ND was thanked for his clear and informative report.

- Assessment grids – G Hiom and O Poulain – summer 2015 (if completed)

Date to be set before the end of term

- Outdoor learning – M Kendall and S Noonan – summer 2015 (if completed)  
Date to be set before the end of term

9. Future governor visits

- Teachers new to year groups and new to school. Moving and development, Career development. To be done as an after school visit possibly attending a staff meeting to discuss - October
- Changes to curriculum in year 2 and year 6 - Spring Term
- Outdoor learning – Summer Term
- Hand writing focus in school - based on new focus in new curriculum. Visit September/October then revisit.
- Re-visit marking next year (tbc)

10. Succession Planning

NF to stand down at the end of the year, OP is considering pending further discussions with NF  
GM volunteered to take on the role of SEN governor, all governors agreed.

11. Any other business

Wed 15 July parents evening - governor volunteers to discuss information about new curriculum and new assessments, understanding of reports.

Meeting 24th June school will give a presentation to parents about all the changes to the curriculum and assessment – governors are welcome to attend. Written information has already been sent out to parents about these changes.

The meeting closed at 8:15pm