

**Hemingford Grey Primary School  
Governing Body  
Draft Minutes of the Curriculum Committee Meeting  
Held on Tuesday 19<sup>th</sup> November 2019 at 6:30pm**

**Present:** Jenny Jones (Committee Vice Chair and Chair of this meeting, JJ)  
Kirsten Marriott (Head, KM)  
Ruth Burrows (RBU)  
Rachel Brown (RBR)  
Rick Howell (RH)  
Grace Matthews (GM)  
Kathryn Miller (Clerk)

**1. Welcome and apologies for absence, declarations of interest**

The Clerk welcomed everyone to the meeting. Apologies were received and accepted from HP. Danielle Jones is now on Maternity Leave. No declarations of interest were made.

**2. Election of Chair and Vice-Chair**

The Clerk explained that this is the first meeting of the academic year as the meeting originally planned for October did not go ahead, so we still need to elect a Chair and Vice Chair. No nominations were received for either role, prior to the meeting. JJ confirmed she is happy to continue as Vice-Chair for this year, which was unanimously approved by governors. It was agreed that committee members will take it in turns to chair for this year. JJ agreed to chair this meeting and RBR confirmed she will chair next time. The chair of the next meeting will take responsibility for the agenda. GM asked to shadow RBR as she has not previously had experience of chairing a meeting.

**3. Minutes of the last meeting and matters arising:**

**a) Review of Curriculum policy**

**COMPLETED.** It was agreed that this will be discussed under agenda item 9.

**b) Agree Terms of Reference for next academic year**

**COMPLETED.** RBU reviewed this document and made some changes which were approved at the September 2019 Full GB meeting. It was agreed that the Clerk will re-circulate this document to the Committee for reference.

**Action: Clerk**

c) RBU stepping down as chair of this committee and asking governors to consider nominating themselves for this role next year. **COMPLETED.**

**d) SEND Policy Review**

**IN PROGRESS.** RBU confirmed she has reviewed this policy and it was displayed at this point for governors to see. RBU has sent it to Michelle Parker, Inclusion Manager, for her to approve and is currently awaiting her response. RBU advised she will be meeting with Michelle as part of the SEND governor visit this Friday so they will discuss it then. RBU to send to the Clerk once finished and it will then go to the next Full GB meeting for approval.

**Action: RBU**

The minutes were approved and signed by the Chair of the Curriculum Committee.

#### **4. Pupil Premium (PP)**

KM confirmed this document has now been added to the school website and it was displayed at this point for governors to see. KM explained that our PP numbers are increasing and that we need to ensure our funding is being used purposefully, and that we clearly evidence the impact of it.

**Question:** Is this the standard format for presenting PP data and information?

**Response:** This is a best practice format.

#### **5. Sports Premium**

KM confirmed this document has now been added to the school website and it was displayed at this point for governors to see.

#### **6. Scrutiny of data following SATS, agree pupil performance data**

KM confirmed that pupil performance data will be set for Key Stage One in December. In future meetings, data analysis will be shared once it is produced. In July the trends and school data will be released on Perspective Lite and ASP data is released in the autumn. Our Primary Adviser, who visited us today, has offered to deliver training to update governors on the new Ofsted framework. It was agreed that this training opportunity will be discussed at the next Full GB meeting.

**Action:** HP

#### **7. Disapplication of National Curriculum tests**

None at present.

#### **8. Homework policy update**

KM has reviewed this policy which was sent to the Clerk so it could be displayed at this point, with change clearly highlighted. KM explained these changes, which have been sent out to parents and carers in a newsletter, following feedback received from a parent poll. It was agreed this will be a guidance document from now on and not a policy.

**Question:** Will the termly projects still be kept broad?

**Response:** Yes they will remain open to children's preference.

**Question:** What is this new guidance based on?

**Response:** It is a mixture of my experience from previous schools, as a parent, and research about the impact of home learning as well as the parent/carers poll.

#### **9. Curriculum organisation, governor focus for this year**

KM, HP and CL have produced a proposal for changes to the GB meeting schedule which has previously been circulated to all governors. Part of this which directly impacts this committee is to reduce the amount of meetings and having them earlier in the day to help improve staff work life balance. Governor visits would also be increased to 2 per term with 2 governors present at each visit. Governors looked at the proposed annual planner for this committee and agreed they are satisfied that it will provide enough opportunity to discuss all items required, as well as increasing to 6 governor visits.

Governors discussed meeting earlier in the day, from 4.30-6.00pm. It was agreed this would be a difficult time for some governors and the Clerk, particularly with childcare issues involved, however they understand it would help teaching staff who would be invited to attend some of

the meetings. One governor commented that it would be preferable to their schedule for all meetings to take place at 1.30pm rather than later on. It was agreed that we will trial the next meeting at the earlier time of 4.30-6.00pm, on Tuesday 3<sup>rd</sup> March, instead of the Full GB meeting which is currently scheduled for the same day. The proposed GB meeting schedule will be discussed and agreed at the next Full GB meeting on 14<sup>th</sup> January 2020, and changes for the remainder of this academic year will be made following this.

A suggestion was also made for all governors to attend all meetings instead of choosing just one committee, if we agree to change to fewer meetings overall. It was felt this could help with governors having a better overall understanding of the school.

#### **10. Governor visit**

The SEND governor visit will be taking place this Friday from 9.00-10.30. RBU and VA have confirmed their attendance, and RBr may be able to attend but will confirm later in the week.

#### **11. Mobility issues and Equality Act updates**

KM confirmed there are no mobility issues at present. RBU confirmed she has checked for updates and there is nothing significant to add.

#### **12. Update on Key Stage One Learning Zone**

Changes have been incorporated following review from the Senior Leadership Team in the spring and summer terms. Roy Blatchford's visit report in the summer term supported this, suggesting improving consistency in approach and expectations across the school to support children's progression throughout the school. An example of this is in year 2, where children are beginning to look at skills for research. This is to support them in developing research skills in preparation for moving up to year 3 (Key Stage Two). Teaching staff from different phases are also working collaboratively. The Key Stage One Learning Zone is now being used for maths and English in the mornings, and for other learning activities in the afternoon. Governors expressed a keen interest in visiting this Learning Zone to see the changes that have taken place.

#### **13. Safeguarding**

KM advised there are no issues at present, but that future meetings should cover a range of safeguarding items and be used as an opportunity for the GB to hold the Headteacher to account. KM agreed to circulate a document she has explaining the 12 aspects of safeguarding, which could be used as part of this agenda item.

**Action: KM**

#### **14. AOB**

RBU asked if governors will be given the opportunity to contribute towards the hampers which are produced and raffled at the school Christmas fair each year. KM confirmed the date of the fair is 6<sup>th</sup> December and will send details of the different coloured hampers, should governors wish to contribute. KM will also send details of other school Christmas events to circulate to all governors.

**Action: KM**

**Meeting closed at 8.05pm.**