

**Hemingford Grey Primary School  
Governing Body  
Draft Minutes of the Curriculum Committee Meeting  
Held on Tuesday 3<sup>rd</sup> March 2020 at 4:30pm**

**Present:** Jenny Jones (Committee Vice Chair and Chair of this meeting, JJ)  
Kirsten Marriott (Head, KM)  
Helen Peat (HP)  
Clare Lowe (CL)  
Grace Matthews (GM)  
Hayley Coulter (HC)  
Rachel Brown (RBr, attending as an observer)  
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 RBU and RH. Governors absent: VA, RA, MH, KG. No declarations of interest were made. JJ explained that RBr's term of office as governor has now ended so she is attending this meeting as an observer. RBr has confirmed she would like to be re-elected for another term of office, which will be discussed at the next Full GB meeting.

**2. Input from staff on area related to the School Development Plan (SDP): Reading - Vicki Read and Danielle Gaynor**

Vicki and Danielle delivered a presentation, supported by an electronic display, and hard copies were provided. An electronic copy of the presentation will be circulated to all governors. It was highlighted that this is a long term plan of at least 4 years. A 'Come to Learn' session will be taking place later this week for parents and carers to learn more about our new approaches to reading.

**Question:** Does the phonics group (which has been set up to support year 3 children who have not yet passed the phonics test) meet as one whole group or are they split up into smaller groups?

**Response:** They are kept as one whole group.

**Question:** What expectation is there for children to reflect on their own reading?

**Response:** In the packs we give out to the children, we encourage this by asking them to complete different activities and provide time for them to talk about the books they are reading.

**Question:** Do we still have parent helpers who come in to read with the children?

**Response:** We currently do have some but not as many as we have done previously. We would like to have more and have advertised this in the local newsletter asking for volunteers.

**Question:** Do you find that some children do not progress well with the phonics, for whatever reason, and how are they supported?

**Response:** The phonics scheme does work for the majority of children. A small number need more time to learn the sounds and practise it, and we support them by organising 1-1 interventions.

**Question:** Is there any more that the Governing Body (GB) can do to support this work and when will we see the impact of it?

Response: We will need ongoing budgetary support to enable us to embed this across the school over at least the next 4 years. We will be looking at data comparison sets, tracking book bands and monitoring progression within the cohorts which can be fed back to the GB.

Governors expressed their thanks to Vicki and Danielle for giving up their time to come and present at the meeting.

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

a) Terms of Reference for next academic year

It was agreed that the Clerk will re-circulate this document to the Committee for reference.

**COMPLETED.**

b) SEND Policy Review – **COMPLETED: Michelle Parker has completed her review of the policy and sent it to the Clerk who displayed it at this point. Governors agreed to approve it and gave thanks to Michelle and Ruth for their work on it.**

c) 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. **PENDING: KM confirmed she will look at potential dates for this training.**

d) Safeguarding – 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. **COMPLETED: KM circulated the safeguarding wheel to governors prior to the meeting and this will be discussed further under agenda item 5.**

The minutes were approved and signed by the Chair of this meeting.

***It was originally planned to take a learning walk of the school as part of this agenda but, due to time constraints, it was decided this would not take place.***

### 4. Governor Visits

**Report from Wellbeing Governor Visit on 29.01.20** – The report from this visit has been circulated to all governors. Governors discussed the suggested actions following from the visit:

- Could data relating to staff absence be monitored and categorised specifically in relation to mental health – HC advised we would need to observe staff confidentiality but that we could look at doing this. KM advised she now has a model policy for Wellbeing from Judicium, which could be linked into this for the future.
- Investigate whether the Local Authority continues to provide a confidential counselling service for employees. If so, display and bring to the attention of staff – KM advised there is a service available and has a poster which she will ensure is displayed in staff toilets.

- Find a way to provide basic first aid training for children as required in Statutory Guidance for PSHE – KM advised we are currently planning to provide this for all children in years 5 and 6.
- Investigate cultural capital in order for the children to keep themselves mentally healthy – KM explained how we have been working on this already, including via the DIALLS project and organising international days.

**Question: Do we have tangible evidence to support this work?**

**Response: We will ensure we capture it electronically.**

**Confirm governors attending next visit on 24.03.20 (Focus on technology, CL/RA/HP)**

Date and focus of visit was confirmed. CL and HP will attend and the Clerk will check that RA is still able to attend.

**5. Safeguarding**

- The DSLs (Designated Safeguarding Leads) half termly meetings are now recorded to provide evidence of the items which are discussed.
- The recent governor visit focusing on wellbeing can be linked in with the curriculum element of the safeguarding wheel, as the PSHE curriculum was discussed as part of this.

**Question: What does 'Local Issues' (as shown on the wheel) cover?**

**Response: This would include things like police awareness of certain issues shared with parents, ongoing parking and traffic issues.**

***Governors agreed that Safeguarding should be an agenda item on all governor meeting agendas, and that the focus of it should be relevant to that committee.***

**6. Equality Act Updates**

RBU emailed prior to the meeting to confirm she has checked for any further updates and there have been none since this was last reviewed. JJ advised she has guidance which states that updates to our equality objectives need to be completed every 4 years, as opposed to annually which we have previously been doing. JJ will share this guidance and this can be changed for the future.

**Action: JJ**

**7. Discussion of curriculum related budget priorities**

KM confirmed these priorities include reading, technology, wellbeing and curriculum progression. The SLT (Senior Leadership Team) has looked at the SDP (School Development Plan) to consider which areas need to grow further by allocating specific budgets and action plans for individual curriculum subject areas. A reserve will also be made available. Governors commented that we will need to ensure these budgets are all spent effectively and will not continually have money left over each year.

**Question: How regularly will we plan to review this budget expenditure?**

**Response: The curriculum teams will be having half termly meetings to review the spending and impact of this.**

**8. Policy Reviews - allocate reviewers**

**a. Anti-bullying (incorporating Anti-bullying contract, Racist Incident Report Form and Bullying Log)**

HC and CL agreed to review this.

**Action: HC/CL**

**Question: Do we report regularly to the Local Authority on racist and homophobic incidents?**

**Response: Yes we do.**

**b. Inclusion** (consider as part of this review whether it could be incorporated as part of our SEND and Equality policies)

HP agreed to review this and it was suggested that RBu could also join her with this.

**Action: HP/RBu**

**c. Governor Visits** (including Visit Report Proforma, consider including 15minute learning walk and report back from this)

JJ, GM and RBr agreed to review this together. KM advised she has already reviewed the policy and does not have any changes to recommend. KM has noted several comments regarding the report proforma which she will send to the other governors so they can incorporate this into a new format.

**Action: JJ/GM/RBr/KM**

**9. AOB**

- Clerk advised that VA's term of office as a parent governor will end on 22<sup>nd</sup> March. We will have to go through the election process by emailing all parents and carers inviting nominations and would have to run a ballot if we receive more than one nomination. VA is aware of this and can nominate herself again if she would like to be re-elected. Clerk to conduct this process over the next few weeks.
- HP reminded governors about the Annual Governors' Conference on Saturday 14 March 2020 (9.30am – 1.00pm) at Swavesey Village College. HP has booked to attend and is happy to lift share.
- JJ advised that she received updated guidance from the DfE (Department for Education) on the baseline assessment which schools are required to complete on children in the Foundation Stage in September. The new guidance states that the scores will not be communicated with the schools from now on, and will instead be held on a central system. KM advised we are allowed to spend 20 minutes with each child and have 6 weeks to complete it starting from the beginning of the term. We have decided that the class teacher will be doing it on a 1-1 basis in a separate room this year rather than in the classroom, so it is more comfortable for the children.

**Meeting closed at 6.15pm.**