

**WESTLEA PRIMARY SCHOOL**

**Company Number 8713214**

**CURRICULUM COMMITTEE MEETING**

**Wednesday 18th March 2015, 4.30 pm**

**Westlea Primary School**

**ATTENDEES: Committee:**

**Staff in attendance:**

(SJo) Sylvia Jones

(EM) Emily Murton

(PK) Paula Kimber

(LMcG) Lynsey McGinn

Clerk Amelia Penfold

(SE) Steve Earl – Governor

 (RC) Rose Carberry (Head Teacher).

 (MC) Marla Carroll

 (CMcK) Carol McKinlay

 (MD) Mark Davis

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| **Min** | **Detail** |
| **1****1.1** | **Welcome and Apologies**MD, the Committee Chair, welcomed everyone to the meeting. Apologies were received and accepted from Sarah Sumner (Deputy Head), Scott James and Julie Neale. |
| **2****2.1** | **Declaration of Pecuniary interests in any Agenda Item**None |
| **3****3.1** | **Minutes from Previous Meeting (5.2.15)**The minutes were agreed as a true record of the meeting and were signed by the Chair. |
| **4****4.1** | **Action Points and Matters Arising*** Circulate details of training on 23.2.15. Completed
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| **5****5.1****5.2** | **Update on SDP** The HT reported on the following:* Staff are now updating the subject information as part of the 6 month review.
* Progress from February data collection was summarised.
* The data collection will be in April.

Data Highlights and Governor Discussion:* Year 5: Maths – shows good progress since December. This is testimony to the hard work by staff.
* Year 6: the proportion of pupils reaching the necessary levels is also improving. MD asked about aspirational targets and how likely it was that they will be reached; RC said it is possible but will be clearer with the next data set in April.
* Year 6: Maths performance of pupils indicates that teachers’ good practice is now paying dividends. LMcG said that the raw data since December shows clear progress in Years 3 and 4. MD asked about translating data from the old curriculum to the new but staff said that it was not possible to draw parallels. In Maths the data is influenced by how much of the curriculum has been taught at the time of testing. Also, the new curriculum places higher expectations on pupils in their learning. RC said that the ‘buzz’ word is currently ‘mastery’ so pupils are expected to master each topic, after which they are expected to broaden and extend their understanding within that topic.

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| **6****6.1** | **Updated RAISEonline Report** RC presented the recently revised report and highlighted the following:* Absence and exclusion: these figures are higher than ideal compared to the national level. However, pupils are now being rewarded for Outstanding Attendance in assemblies. The policy on absence is firmer now, with reporting and fines being used against families that persist in taking their child out of school for holidays. The current level is 85%; attendance any lower than this triggers a letter to parents. From September 2015 this will rise to 90%. Staff have to beware of cultural issues which can affect authorisation of absences. MD asked if the absence data included authorised absences; RC confirmed that it did. MC pointed out that the PI pupils are far more likely to have higher absence due to the greater number of health-related appointments and medical needs. CMcK asked if the data can be differentiated to account for the situation faced by parents of PI pupils compared to parents who take their children out of school in term time when the cost of holidays is lower; MC said that this data is now being collected.
* SEN: this presents a strong picture.
* Closing the Gap in KS1: this is not a positive report but the HT assured the meeting that the school can now evidence the interventions in place to address this.
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| **7****7.1** | **Risk Assessment Response to SBC** RC reported on a letter received from the LA on their risk assessment of the 2014 data and the document that she had circulated to the committee to demonstrate the actions being taken as a result. RC confirmed that a copy has been sent to Sarah Foulkes at SBC. |
| **8****8.1****8.2** | **Specific Reports from Curriculum Leads**NumeracyEM gave this report (including some information from SS), as follows:* Year 5 is now demonstrating 76% making acceptable progress, compared to 17% in September.
* An audit of KS2 is being carried out, looking at Maths books and Pupil Conferences, with particular reference to girls’ performance. This will be presented at the next committee meeting. **<Agenda>**
* One hour per week of Level 6 teaching is being delivered to a small group of pupils.
* Questionnaire of pupils shows increasing confidence in Maths.
* Resource provision for teaching Maths is being reviewed.
* At KS1, boys are performing less well than girls.
* A range of teaching styles are being used (visual and practical).
* Four Year 5 pupils attended a More Able Day at Ridgeway school in March. MD provided personal feedback as his daughter had attended the Day.

LiteracySJ reported as follows:* KS1 and KS2 parents have had a SATs meeting in preparation for their children taking SATs later in the year. Revision guides have been bought for Year 6 (Maths and English).
* Monitoring Guided and Individual Reading folders.
* World Book Day involved a visit by Debi Evans on Author Day which was well received by the pupils.
* Staff questionnaire to feedback on Wordsmith's impact and general Literacy comments.
* Pupil Conferencing has taken place across Reception to Year 2 to monitor reading behaviours and strategies. This has also affirmed the Phonics work.
* High frequency words have been ‘sent home’ for KS1 pupils; LMcG reported that she has done the same in Years 3 and 4. KS1 will complete Phonics assessments in Term 4
* Writing portfolios in KS2 and KS1 are underway.
* Moderation of folders in KS1, to ensure consistent levelling.
* Regular planning, presentation and book scrutinies (including foundation subjects) during weekly Phase meetings
* Staff to complete termly Reading and Writing assessments and update assessment folder
* Awaiting Reading and Writing data for the spring term to complete further analysis using the new format (not Y2 and Y6 as they are still using levels).
* Preparation for the DFS award re the learning environment; the aim is to improve the consistency across the school and ensure that they are current to what is being taught.
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| **9****9.1** | **Update on Young Carers** PK reported on progress to date:* Only five pupils are currently identified as carers. Their progress is being monitored and at present they are doing as well as, if not better than, their peers. PK listed the spread of these pupils across the year groups and the support being provided. Having established that these are registered carers, governors asked about the siblings of PI pupils and children who are in short-term situations of having to care for a member of the family. PK agreed that a separate list needs to be developed and that teachers need to be more proactive in identifying these pupils.
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| **10****10.1** | **Internal Annual Review of Committee’s Work** CMcK explained the purpose of this: to review the value added by this committee to the school. The following comments were made:* It was very useful in the Dyslexia Award process to have the Chair of FGB closely involved demonstrating good knowledge of the issues.
* Data analysis is greatly improved.
* Regular reports are provided by subject leads.
* Governors can ask questions in an ‘open’ environment.
* Pupils’ books are presented to governors as additional evidence.
* Visiting the learning environment is helpful, eg ICT suite in Minute 13.
* The school cannot secure e-safety accreditation without the involvement of governors.
* Good information exchange.
* As a Parent Governor it is helpful to get more information on what is being delivered to pupils; the detail and the willingness to answer questions is appreciated.
* It gives perspective on curriculum issues.
* It is good for teachers to reflect every couple of months on events and progress and celebrate the achievements.

The Chair closed this discussion by saying that going forward participants can recommend other areas that need to be covered. The HT said that developing working groups on specific areas could be helpful in the future, which involve governors as well as the staff. |
| **11****11.1** | **Update on Health and Safety**The HT reported as follows:* PEEPs work is completed, thanks to MC.
* Cleaners are on monthly e-training.
* Legionella training for the HT undertaken.
* Risk assessments are now in place for all areas.
* An additional area of high risk is now the car park due to the behaviour of a few parents. This is being discussed by staff; one option is to install electronic gates.
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| **12****12.1****12.2** | **Any Other Business**Dyslexia AwardPK confirmed that today the school has been re-awarded its Dyslexia Award, following considerable preparation and involvement by MC, PK, JN and CMcK.Lynsey McGinnThe meeting wished LMcG well for the impending birth of her child. |
|  | *CMcK left the meeting.* |
| **13****13.1****13.2** | **Report from Curriculum Lead on ICT** (in the ICT Suite)General updateRC highlighted the improvement in the ICT environment, with new blinds and refreshed décor, as well as the removal of the rubbish. Also, that the library development may come into this space, if the EFA bid is unsuccessful.LMcG explained the displays in the room, showing progression through the year groups across a range of themes. For example, in the Creativity strand, Years 1 and 2 created an e-book, Years 3 and 4 made a sports commentary video, and Years 5 and 6 worked on digital artwork. It also helps teachers to see where their work fits into the development of a pupil’s growing ICT knowledge. Governors noted that it was more than ‘just’ programming. LMcG explained that pupils in Years 3 and 4 now have access to the Control Drive, making a network map and using IP addresses, and filtering, with many practical activities.Review of E-Safety Policy and UpdateLMcG reported that the Policy is still under review because the 360 audit review is being carried out. The Policy will be amended and then sent to the Clerk for presentation at the FGB going forward. **<Action><Agenda>**Pupils in KS1 and KS2 are about to sign an ‘Acceptable User’ Policy with regard to access, and parents will be asked to sign on behalf of the youngest pupils. The school wants pupils to have and enjoy access to the web but they need to learn how to deal with the difficulties that can arise eg through filtering.Staff are considering the introduction of an E-Safety Log of incidents, with regular reviews of actions needed. The move from South West Grid for Learning to another provider will also support improved ‘layered’ access for pupils of different ages and maturity levels in the school.A recent safeguarding questionnaire included a section on e-safety and the results show that pupils are confident in how to deal with any unpleasant emails. The e-safety survey is about to be reissued which will show the trends in pupil awareness and response. |
| **14****14.1** | **Date of next meeting****Wednesday 6th May 2015, 4.30pm** |

**ACTIONS:**

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| **Min** | **Detail** | **By**  |  |
| 13.2 | Amends to e-safety policy. | LMcG |  |

**AGENDAS:**

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| 8.1 | KS2 Maths Audit | Curriculum – Term 5 |
| 13.2 | E-safety policy. | FGB – Term ? |

**Signature of chair ………………..……………………. Date …………………………………………………**