

THE GOVERNING BODY OF HEADLANDS JUNIOR, INFANT AND NURSERY SCHOOL**ACHIEVEMENT AND CURRICULUM COMMITTEE**

Minutes of a meeting of the Achievement and Curriculum Committee held at 6.00 pm at the School on Wednesday, 25 April 2018.

PRESENT

Mr D Claughton (Chair), Mrs P Cocker, Mrs L Drummond, Miss S Greenwood, Mr A Powell, Mr I Stone.

In Attendance

Jill Woodward (Minute Clerk)
Mr Carlton Midgley (School Improvement Partner)
Carly Cowling (SENCO)

The minute clerk advised that the meeting was quorate.

Agenda Item	Discussion and Decisions	Action – who/date/ action
184.	<p><u>APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST</u></p> <p>There were no apologies for absence or declarations of interest.</p>	
185.	<p><u>NOTIFICATION OF ITEMS TO BE BROUGHT UNDER ANY OTHER BUSINESS</u></p> <p>No items were notified to be discussed under Any Other Business.</p>	
186.	<p>At this point the agenda was taken out of order.</p> <p><u>TEACHING AND LEARNING SPOTLIGHT – CPOMS PRESENTATION</u></p> <p>The documents CPOMS Information Feb 2018 and CPOMS Presentation to Achievement and Curriculum Committee 25.4.18 were tabled to the committee by Carly Cowling, SENCO and Mrs Drummond.</p> <p>The presentation covered an explanation of what CPOMS is, an online system which allows School to easily monitor concerns and incidents that may arise with pupils. It allows accurate information to be shared with other</p>	

	<p>professionals/outside agencies when needed.</p> <p>CPOMS was rolled out to all teachers at Headlands in October 2017. Since then all HLTAs, School Counsellor and office staff have been trained to input information. Users have the appropriate access to their role but child protection is overseen by the Designated Safeguarding Leads.</p> <p>The number of children on the vulnerable list and possible reasons for this was covered.</p> <p>Mrs Drummond explained that due to the rise in numbers of vulnerable pupils, as a School they have invested in training for a member of staff, who is now trained to Level 3 and runs counselling sessions on Friday afternoon. Pupils are referred by members of staff and parental consent is sought. This had proved successful and useful. Sessions can be arranged at short notice and this enables issues to be handled before they become much bigger.</p> <p>Q. Does the Counsellor have access to support networks for herself?</p> <p>A. She is able to talk to the Designated Safeguarding Leads and offload and discuss issues, so she is supported that way.</p> <p>Other actions put in place to help children feel supported are Nurture Group and the promotion of Mental Health Week within School.</p> <p>Looking ahead some of the planned actions include further training for staff regarding Children's Mental Health, worry boxes to re-launch and seeking further training for staff in charge of Nurture group.</p> <p>Governors gave thanks for this comprehensive and useful presentation.</p>	
187.	<p><u>SIP PROGRESS</u> <u>PRESENTATION FROM CARLTON MIDGLEY</u></p> <p>The document NQT, RQT Review – February 2018 was tabled to the Committee by Mr Carlton Midgley.</p> <p>Mr Carlton Midgley spoke to the report. In March 2017 Governors commissioned Mr Midgley to look at NQT support within School, including recruitment and retention. He had looked at what took place last year, and now widened the report to also look at RQTs.</p> <p>The main finding of the report included:</p>	

- All recommendations from the review report of March 2017 have been implemented effectively.
- The School support for NQTs can now be considered exemplary.
- Mentoring of NQTs is both consistent and systematic.
- NQTs are supported more in the Autumn Term in order to secure good behaviour management and accelerate their development as teachers.
- The mentor is the lead adviser so the NQT does not get conflicting advice.
- Each NQT had had effective support with regard to improving their teaching and all aspects of the key areas have been covered.
- RQTs are well supported, especially where they have an experienced year group partner as well as a phase leader line manager.

Mr Midgley recommended that the review be repeated in the Summer Term, but at the moment could find no other needed recommendations.

Q. How can we link back this success to an outcome or measure it?

A. The measurement will come as quality of teaching. The best NQTs benefitted hugely and were securely Good by Christmas. It helps them get to their true capabilities sooner. If the quality of teaching is weaker, Governors can be sure that they have had all the support needed and actions can be taken sooner.

Q. Do we consider the number of vulnerable children who may be in the class of an NQT, to ensure it is not overloaded?

A. Yes we have looked at this if needed. Allocation is done very systematically. Mr Midgley commented that a two form entry allows School the best scenario for this allocation. With an experienced teacher alongside an NQT or RQT, then key staff in each year. This allows both vertical and horizontal strength, and is where the School is at present.

Mrs Drummond reported that next year School will only have one NQT within School. They see this as an opportunity to take students, which they have not been able to do previously. Some communications have already been received from several Universities.

The Head Teacher reported that the reputation of the support given by the School has improved and will improve the

	<p>calibre of applicants in the future. Numbers of applications this year had increased. The Head Teacher explains that we do expect a lot of our staff but they know they will get the right support to deliver this. Candidates report that the School feels professional, friendly and supportive.</p> <p>Mr Midgley felt it was right that Governors continue to ask questions about NQT support in order to keep improving, but that they could be confident that the provision was now exemplary.</p> <p>Governors thanked Mr Midgley for his review and presentation.</p>	
188.	<p>At this point the agenda reverted to order.</p> <p><u>MINUTES OF THE MEETING HELD ON 11 OCTOBER 2017</u></p> <p>RESOLVED: That the minutes of the meeting held on 11 October 2017 be approved and signed by the Chair as a correct record, subject to the following amendments:</p> <p><u>Minute 172 (Apologies for absence, consent and declarations of interest)</u></p> <p>Correct Mrs Greenwood to Miss Greenwood.</p> <p><u>Minute 179 (SIP Progress)</u></p> <p>Governors looked at the School Improvement Plan document. The following were agreed from the document:</p> <p><u>Target 1</u></p> <p>It was agreed that Carlton Midgley KLP would be invited to report to Governors at the February meeting.</p> <p><u>Target 2</u></p> <p>Tamara Davies would be invited to talk about EYFS.</p> <p><u>Target 3</u></p> <p>Mr Stone would continue monitoring this.</p> <p><u>Target 4</u></p>	

	<p>Carlton Midgley to follow up on the previous report.</p> <p><u>Target 5</u></p> <p>Mr Blades to monitor this.</p> <p><u>Target 6</u></p> <p>Mr Claughton would monitor this</p>	<p>Mr A Blades</p> <p>Mr D Claughton</p>
189.	<p><u>MATTERS ARISING</u></p> <p>(a) <u>SIP Progress (Minute 178 refers)</u></p> <p>TA Appraisal training planning is ongoing. A self-skills audit is being undertaken and TAs are meeting regularly. A box for TA training/suggestions is being considered to ensure their voices are being heard. This may also be extended to business support staff and lunchtime staff.</p> <p>Q. Will you be able to start the appraisal cycle for TAs in September?</p> <p>A. The Head Teacher answered that as we don't know yet where they are going to be, it will be difficult to set targets. We will do what we can by the end of the Summer term in terms of self- evaluation etc. Then set targets/objectives in September. With evaluation of these at the end of the year.</p> <p>Mrs Drummond reported that as targets need to be closely linked to the SIP, they would need to be done after the SIP is updated in September. School is doing a lot of ongoing CPD with TAs, but not anything formally.</p> <p>The Head Teacher reported that the Pupil Premium Strategy was complete with just costings needing to be added. This would need to be reviewed on an ongoing basis throughout the year. A copy would be available to Governors before the next Resources meeting.</p> <p>(b) <u>Review of Policies (Minute 180 refers)</u></p> <p>The Chair confirmed that he had emailed the LA.</p>	
190.	<p><u>PUPIL PROGRESS, ATTAINMENT AND MEASUREMENT</u></p> <p>The document Data Analysis February 2018 had been previously circulated to Governors.</p>	

This was scrutinised by Governors. As this meeting had been rescheduled due to bad weather the Governors recognised that the information was now out of date.

Governors questioned some gaps in progress. Mrs Drummond explained that Progress in Yr4 & 5 looked good but Yr1 & 2 looked not as good, but in this period KS1 had been concentrating on their concert and peaks and troughs were to be expected.

An overview of gap analysis had been included to show where gaps have widened, narrowed or closed. The data had been issued to SLT, SENCO and Subject Leaders. They had been asked to look at their subject, identify any gaps and issues. They would report what action is planned to improve those areas.

For the next set of data it had been decided that a data led set of work scrutinies would be undertaken in Maths and English. It would depend on what areas were flagged up. A new proforma had been developed to explain why those areas were being focused on.

Q. The data shows a discrepancy between baseline assessment and February's assessment. Is School not confident about the baseline assessment or is it the further assessment?

A. It is a combination of both, and also the circumstances in Reception this year. When the new Leader starts the baseline will be more accurate.

Mrs Drummond reported that work was ongoing on producing Nursery data, and this would hopefully be available for the next Achievement & Curriculum meeting.

Governors thanked The Head Teacher and Mrs Drummond for the information.

191.

GOVERNOR MONITORING

Governors had received a presentation from Designated Safeguarding Leaders on CPOMS.

Governors have received a presentation from Carlton Midgley KLP, on the review of NQT and RQT Support.

The Chair had attended a meeting with the School Business Manager to conduct a Health and Safety Review.

Planned Monitoring

	<p>EYFS Leader would present regarding EYFS but that would be at some point in the next school year.</p> <p>The ICT Coordinator would present at the meeting on 6 June 2018 regarding coding and computer E-safety. This also linked in to Target 5 Safeguarding. A statement would also be presented regarding Smooth Wall in School.</p>	
192.	<p><u>REVIEW OF POLICIES</u></p> <p>(a) <u>Numeracy</u></p> <p>The Maths Policy December 2017 had been previously circulated to all Governors.</p> <p>The policy was scrutinised.</p> <p>It was agreed that names would be taken out to be replaced by role title.</p> <p>RESOLVED: That the Maths Policy be approved.</p> <p>(b) <u>Modern Foreign Languages</u></p> <p>The Modern Foreign Languages Policy December 2017 had been previously circulated to all Governors. The policy was scrutinised.</p> <p>Q. Does the curriculum also include looking at the diversity, history and culture of language?</p> <p>A. Yes within other subjects that is something that is covered. For example, in English we look at some passages in old English. In Geography we may look at the words in the languages of other countries.</p> <p>It was agreed that the date would be included in the heading.</p> <p>RESOLVED: That the Modern Foreign Languages Policy be approved.</p> <p>Mrs Drummond reported that Governors urgently needed to scrutinise and approve a new Social Media policy. This would be circulated to all Governors and then for speed would be discussed at the next Full Governing Body on 23 May 2018.</p>	
193.	<p><u>COMMITTEE SELF EVALUATION</u></p> <p>This would be discussed at the next meeting, as new Governors would soon join the Governing Body. The Chair</p>	

	<p>reported that this would then be a good time for a skills audit.</p> <p>Mr Stone agreed to contact the new Governors with an invitation to the various committees. It was hoped that they could then make a decision as to which committee they would best be suited. Mr Cloughton would meet them shortly before each meeting to talk through the Terms of Reference for each committee.</p>	Mr I Stone
194.	<p><u>ANY OTHER BUSINESS</u></p> <p>There was no other business.</p>	
195.	<p><u>DATES OF FUTURE MEETINGS AND AGENDA ITEMS</u></p> <p>RESOLVED: That the next meeting of the Achievement and Curriculum Committee be held at 6.00pm at the School on Wednesday, 6 June 2018</p> <p>Possible agenda items:</p> <p>Policy Review: English Policy, Home School Agreements, Science Policy. Committee Self Evaluation</p> <p>Agenda item for Full Governing Body 23 May 2018:</p> <p>Policy Review : Social Media Policy</p>	
196.	<p><u>AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY</u></p> <p>RESOLVED: That no part of these minutes, agenda or related papers be excluded from the copy to be made available to the School.</p>	

Cloughton
Chair
 6/6/18
Date