

**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, 6 June 2018.

**PRESENT**

**SCHOOL INSPECTION COPY**

Mr D Cloughton (Chair), Mrs P Cocker, Mrs L Drummond and Mr A Powell.

**In Attendance**

Jill Woodward (Minute Clerk)  
Mr T Cross (Governor – Observer)  
Mrs K Dickinson (Governor – Observer)

The minute clerk advised that the meeting was quorate.

Agenda Item	Discussion and Decisions	Action – who/date/ action
197.	<p><b><u>APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST</u></b></p> <p>Apologies for absence were received from Miss S Greenwood, Mr I Stone and Mrs G Wright.</p> <p>There were no declarations of interest.</p>	
198.	<p><b><u>NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS</u></b></p> <p>No items were notified.</p>	
199.	<p><b><u>MINUTES OF THE MEETING HELD ON 25 APRIL 2018</u></b></p> <p>RESOLVED: That the minutes of the meeting held on 25 April 2018 be approved and signed by the Chair as a correct record.</p>	
200.	<p><b><u>MATTERS ARISING</u></b></p> <p>(a) <b><u>SIP Progress (Minute 187 refers)</u></b></p> <p>The Head Teacher reported that there may now be a further NQT this year as one staff member would leave.</p> <p>The closing date for applications had not yet been reached but it was probable, because of the time in the school year, it would not be an experienced teacher who was appointed.</p>	

	<p>It was hoped they would still be able to take a student but they would look carefully at the amount of work that this would involve.</p> <p>(b) <u>SIP Progress (Minute 188 Target 5 refers)</u></p> <p>Mr Blades had previously been the Governor with the responsibility for monitoring Safeguarding. This would now pass to Mrs Afzaal-Khan.</p>	
201.	<p><u>TEACHING AND LEARNING SPOTLIGHT - ASSESSMENT OF NON-CORE SUBJECTS</u></p> <p>In the Autumn term meeting the presentation would be on ICT.</p> <p>In the Spring term meeting the presentation would be on EYFS.</p> <p>It was hoped that the presentation in the Summer term meeting would be Science.</p> <p>Mrs Drummond tabled the Assessment of Non-Core Subjects 6 June 2018 to the meeting.</p> <p>She reported that, following the previous assessment system being removed, the School had initially focused on getting the assessment of core subjects right but were now in a position to move on to non-core subjects.</p> <p><b><i>Mr A Powell joined the meeting at this point.</i></b></p> <p>The SLT had considered different pro formas to record assessment for non-core subjects.</p> <p>The pro forma needed to demonstrate curriculum coverage within an academic year as well as attainment and progress. To produce a snapshot would be useful for class teachers and subject leaders.</p> <p>A pro forma was designed and would be updated termly by class teachers. One document would be completed for the whole cohort by both teachers. This was felt to encourage professional dialogue between class teachers and allow opportunities for moderation of judgement.</p> <p>Governors viewed the pro forma, with examples of what they may look like once completed.</p> <p>Assessments were made against end of year expectations. which differed to Maths and English where measures were more ongoing. So in the Autumn term it was likely that the cohort would be below the end of term objectives. Non-core subjects would be measured 3 times per year.</p>	

Mrs Drummond explained how teachers would assess and record progress.

Two staff training sessions were held on 16 May 2018 and 23 May 2018. Staff were split into working partners. NQTs were placed carefully with more experienced teachers. Where possible we tried to mix key stages to spread experience.

The main message given was that the National Curriculum document sets out the knowledge that the children are expected to acquire over their whole school journey. It is important that the school reviews its curriculum to plan for whole school progression of those skills and knowledge. Subject content would be broken down into appropriate year groups to spread throughout KS1 and KS2.

With the start of assessment of these subjects it was a good time to also review coverage of skills and knowledge provided by the curriculum.

Staff used a wide range of documents to research skills needed for each subject. Target Tracker proved very useful as it breaks down the skills needed by year group.

Following this staff were sent into their year group to work with their partners. It may be that Subject Leaders will need to make changes to grids and class teachers will review/adapt planning in some cases to ensure skills are being addressed and built upon as outlined. This system will be trialled for a year and then reviewed.

The Head Teacher reported that the aim was to identify gaps and identify where they need to go for next steps in a subject. This system was less onerous than core subjects and seemed to be less paperwork. It gave the subject leaders responsibility and accountability.

Science was not included in this system as yet. One class was to trial the use of Target Tracker for Science.

**Q. What has been the staff's response?**

A. They have been quite positive and I think they see the value in the opportunity for moderation and dialogue between themselves. They seem relieved that it is not too onerous in terms of paperwork.

The Head Teacher hoped that this would help with end of year reporting and that the School would be in a position to report on non-core subjects in more detail by the end of the next school year.

Governors thanked Mrs Drummond for her presentation and asked her to update them on progress as the teachers got to

	grips with the assessments.	
202.	<p><u>PUPIL PROGRESS, ATTAINMENT AND MEASUREMENT</u></p> <p>The Head Teacher had previously circulated Pupil Progress Data Analysis May 2018 to Governors.</p> <p>Achievement and Curriculum meetings were now held four times per year to coincide with the times data is produced. The Head Teacher highlighted the addition of an overview of attainment in Vulnerable groups, broken down into various including Free School Meals and Pupil Premium.</p> <p>Another addition was an Overview of Gap Analysis – May 2018 to identify where gaps may have narrowed or widened.</p> <p>This did not include EYFS (Nursery or Reception) as Reception only had data from one class and Nursery had no analysis to compare.</p> <p>Year 5 data was also not included due to staff sickness. The children have been assessed but data needed pulling together to form results now the teacher had returned.</p> <p>The gap analysis data was now issued to each class teacher. A workbook scrutiny was to take place, and that scrutiny would now be more data led. It would allow the issue to be followed up by Senior Leadership Team. For example, In Year 1 the gap in results in Maths between boys and girls has widened. It may be that in the recent term they have been concentrating on other things and have not gathered enough evidence in this area. But it allows the issue to be focussed on and identified.</p> <p>The Head Teacher highlighted some items in the report. Year 3 was of concern. There had been a dip in the spring term, particularly in writing. It may be that was because they have been focussing on the concert. The overview does seem to have a lot of red. In the February figures outcomes were judged against National levels of 65% or more. But outcomes are now judged against end of KS National percentages so expectations had increased. We are also not at the end of the year yet.</p> <p>The aim of the overviews is for everyone to recognise that they are accountable at every year group. All will get an acknowledgement for effort and success and also get information on any gaps in attainment and progress.</p> <p>Previously the emphasis was on Year 2 and Year 6 but now responsibility is shared throughout the School.</p> <p>Year 2 and Year 6 data was not included as SATs have only</p>	

	<p>just been finished, so predictions were given of where we will be compared to last year's national figures.</p> <p>Governors questioned further the levels of progress and attainment in Years 1 and 3.</p> <p>The Head Teacher commented that Year 1 as a cohort were showing as around half a term behind. More concerning was Year 3 where some were showing as a full term behind. There was a high proportion of SEN and vulnerable children in this cohort.</p> <p><b>Mrs K Dickinson left the meeting at this point.</b></p> <p>Governors discussed the process and timing of circulating data to Governors before Achievement and Curriculum meetings. They would need enough time to digest the detailed information, but meetings could not be too long after the data is produced as by then the data is out of date. They were asked to consider any questions they may have prior to the meetings.</p> <p>The Chair noted that it was more about spotting trends and patterns and challenging how these are dealt with operationally, rather than reacting to every small change. We can gain reassurance that School is reacting to any concerns, summarise the actions and follow up on an ongoing basis. We can ensure priorities tie in with the SIP. The Head Teacher reported that School had already reacted individually with pupils to answer any gaps and trends. The Senior Leadership Team had already met with teachers to plan.</p> <p><b>Q. Why are there no figures for pupils achieving greater depth?</b></p> <p>A. We can show this at the end of the Autumn term.</p> <p><b>Q. Has the data shown anything that you were not expecting?</b></p> <p>A. We also saw Year 4 results slip in terms of Writing and Maths. It would seem they are only half a term behind and so it is of less concern than Year 1 and Year 3.</p> <p>The Chair asked the Head Teacher to continue to highlight to Governors the progress of these cohorts, with a narrative of results and steps taken to narrow any gaps.</p>	
203.	<p><u>SIP PROGRESS</u></p> <p>The Head Teacher had previously circulated School Improvement Plan 2017-18 to Governors. Governors scrutinised the SIP.</p>	

	<p><b>Q. Does the budget and finance data on the SIP tally with the B3 (Budget)?</b></p> <p>A. The SIP follows the academic year and the Budget follows the financial year so there is an overlap.</p> <p><b>Q. Is there anything included in the SIP which is over and above what was budgeted?</b></p> <p>A. No everything is planned for within the budget.</p> <p><u>Target 1</u></p> <p>To include the forward planning Governors would undertake for the next year.</p> <p>Subject leaders would carry out a subject review and produce a report for the SLT. To add Governors. These reports would be added to the Agenda for the Autumn Term meeting.</p> <p><u>Target 5</u></p> <p><b>Q. Are all new staff put through PREVENT training?</b></p> <p>A. Yes, all teaching staff have done the online and face to face training. We would like the support staff to all at least do the online training. New staff all undertake the training at some point.</p> <p><u>Target 6</u></p> <p>The SENDCO is to attend a Boxhall training course to aid the measurement of the impact of interventions. Some impacts such as social and emotional improvements are harder to measure.</p> <p>Governors would like to see any measurement when this is produced.</p>	
204.	<p><u>GOVERNOR MONITORING</u></p> <p><u>Target 1</u></p> <p>The Head Teacher noted that the presentation given at this meeting on non-core subjects had contributed towards the monitoring by Governors.</p> <p>Presentations were planned in the coming year to cover EYFS and IT.</p> <p><u>Target 2</u></p>	

	<p>EYFS presentation planned for the meeting in the Spring Term. It had been planned earlier but due to staffing could not take place.</p> <p>Moderation would take place in EYFS shortly so that report would come to Governors. This would be added to the agenda for the Autumn term meeting.</p> <p><u>Target 3</u></p> <p>Mr Stone had visited in the Autumn term.</p> <p>Governors would scrutinise Phonics report and English Subject report.</p> <p><u>Target 4</u></p> <p>Carlton Midgley had provided a report to Governors on Teaching and Learning.</p> <p>The Kirklees Learning Partner would report in the Autumn term.</p> <p>A review of the Governor Monitoring Plan would take place at the Autumn term meeting, after the new SIP is agreed.</p>	
205.	<p><u>REVIEW OF POLICIES</u></p> <p>(a) <u>Home School Agreement</u></p> <p>The Head Teacher had previously circulated the Home School Agreement to Governors.</p> <p>The main changes highlighted were around equality. Also parents were asked to ensure pupils had a good night's sleep.</p> <p><b>Q. When do they go out to parents?</b></p> <p>A. At the start of reception or to new pupils.</p> <p><b>Q. Should we add something about British Values?</b></p> <p>A. We can look at this. It could be added to the last part.</p> <p><b>RESOLVED:</b> That the Home School Agreement be approved.</p> <p>(b) <u>Science Policy</u></p> <p>The Head Teacher had previously circulated the Science Policy to Governors.</p> <p>The Governors scrutinised the Policy.</p>	

	<p>RESOLVED: That the Science Policy be approved.</p> <p>(c) <u>English Policy</u></p> <p>The Head Teacher had previously circulated the English Policy to Governors.</p> <p>Governors scrutinised the policy. They felt it was a little hard to follow and may benefit from breaking it down into sub headings.</p> <p>RESOLVED: That the English Policy be approved.</p> <p>(d) <u>Policy Review Schedule</u></p> <p>The Chair tabled the Policy Review schedule to the meeting.</p> <p>Policies to review at the next meeting would be Sex Education Policy and the Marking Policy.</p>	
206.	<p><u>COMMITTEE SELF EVALUATION</u></p> <p>The Terms of Reference for this Committee would be looked at in the Autumn meeting.</p> <p>Chair to send out an updated self-evaluation sheet to committee members in advance of the next meeting, to allow it to be reviewed, and thoughts to be brought to the meeting to allow the form to be completed.</p>	<b>D Cloughton</b>
207.	<p><u>ANY OTHER BUSINESS</u></p> <p>There was no other business.</p>	
208.	<p><u>DATES OF FUTURE MEETINGS AND AGENDA ITEMS</u></p> <p>RESOLVED: That dates of future of the Achievement and Curriculum Committee would be set at the Annual Meeting on 11 July 2018.</p> <p>Agenda items for next meeting:</p> <p>Teaching and Learning Spotlight; ICT, Report from EYFS Moderation, Subject Leaders Reports, Governor Monitoring; To Review Monitoring Plan, Sex Education and Marking Policy Review, Committee Self Evaluation and Terms of Reference</p>	



209.	<u>AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY</u>  RESOLVED: That no part of these minutes, agenda or related papers be excluded from the copy be made available to the School.	
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*DeLaughter*  
**Chair**  
9/10/18.  
**Date**

