

Kirklees Directorate for Children & Young People

DfE: 3037

## 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, 11 October 2017

#### PRESENT

Mr D Claughton (Chair), Mr A Blades, Mrs P Cocker, Mrs L Drummond, Mr I Stone

#### In Attendance

Mrs A Jewell (Minute Clerk)

<b>Agenda Item</b>	<b>Discussion and Decisions</b>	<b>Action – who/date/ action</b>
172.	<p><u>APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST</u></p> <p>There were no apologies for absence or declarations of interest.</p> <p>It was agreed that Mrs Greenwood should be added to the Committee membership and the Chair would speak to her about this at the next full Governing Body meeting.</p>	
173.	<p><u>NOTIFICATION OF ITEMS TO BE BROUGHT UNDER ANY OTHER BUSINESS</u></p> <p>No items were notified.</p>	
174.	<p><u>MINUTES OF THE MEETING HELD ON 11 MAY 2017</u></p> <p>RESOLVED: That the minutes of the meeting held on 11 May 2017 be approved and signed by the Chair as a correct record, subject to the following amendment:-</p> <p style="padding-left: 40px;"><u>Minute 164 – Pupil Progress, Attainment and Measurement</u></p> <p style="padding-left: 40px;">Third paragraph, substitute 'April' for 'May' and 'July' for 'June'.</p>	

175.	<p><u>MATTERS ARISING</u></p> <p>(a) <u>Year 6 Marking (Minutes 146 (f) and 161 (a) refer)</u></p> <p>Mrs Drummond reported that she had spoken to Karen Pickles from the LA and a blanket statement had been added to the policy to recognise the fact that the school still wanted to do 'green for growth' until the teacher uses their judgement when it can be withdrawn.</p> <p><b>Q: Can we be confident with this approach if we were externally scrutinised?</b></p> <p>A: Yes, we were moderated last year in Year 6 and moderators even took away examples of our work to show to other schools.</p> <p>(b) <u>Feedback from SPAG Evening for Parents (Minute 162 (a) refers)</u></p> <p>Mrs Drummond reported that the SPAG presentations were available on the school website.</p> <p>(c) <u>Governor Documents (Minute 169 refers)</u></p> <p>After some discussion it was agreed to still use paper documentation and to use Office 365 as a reference.</p>	
176.	<p><u>TEACHING AND LEARNING SPOTLIGHT – THE SUBJECT LEADER ROLE</u></p> <p>(a) <u>PE Subject Lead</u></p> <p>Jill Dyson tabled a presentation to the meeting covering her role as PE subject lead. The following was noted:-</p> <ul style="list-style-type: none"> <li>- a budget request has been made and approximately £500 funding has been allocated for resources and PE equipment, this also includes taking pupils to and from events.</li> <li>- a pupil questionnaire has been sent to a few children in KS1 and KS2. After analysing the results it was decided to run a Rugby Club with Rugby Aim. There is now a KS1 rugby club held after school every Monday.</li> <li>- two lesson observations have been done alongside SLT as well as workbook scrutinies</li> <li>- Jill has attended network meetings led by Gill Hood, LA Learning Partner</li> </ul>	

- a review of and amendments to the PE Policy have been done.
- the school has bought into the Rising Stars PE scheme for KS1 and all KS1 are now following this.
- links have been made with Hightown to promote competitive sports
- Jill has liaised with Legacy Sport to organise numerous events including Y1 multi skills, Y3 tennis festival, Y5 Olympic challenge, sports hall athletics, cross country event, sports days for KS1 and KS2 and football tournaments as well as liaising with Trust members and competing in Trust corporations. After school clubs have been organised with Huddersfield Town and Rugby AM
- links have been developed with the Great Yorkshire Show
- an action plan for 2017 was tabled which included the following points:-
  - to develop and implement a sporting age assessment throughout school
  - to promote the importance of health and exercise and encourage others to take part in both school sporting events as well as external clubs. To promote the holistic child, ie looking at those children who shine in other areas
  - to achieve the Bronze School Games Award
  - to ensure that the school is using sports premium and sugar tax funding effectively in the school to support and develop all children's physical education development.

**Q: How do you think the link with Legacy Sport will develop over time?**

A: We are hoping we can work with Jonny Nolan and sit down with him and look at where we can take it. We are hoping that they can go into KS1 also using his knowledge with Rising Stars.

Jill informed Governors that she had attended the day at John Smith's Stadium which Legacy Sport had run. Governors talked about whether there are other agencies that can support the school.

**Q: What is the plan in terms of balancing PE time and curriculum time?**

A: It is hard. We do not have enough time. It is especially difficult with Y3 as they also have swimming lessons.

We do also use golden time for physical activities. The Y6 trip to Robinwood also contributes. In an ideal world it would be good to double what we can offer

Mr Blades suggested that the school enquire if there are any external clubs who could come in and give their time and expertise for free, ie funded community programmes. It was agreed that Jill would make enquiries.

Jill advised that Rugby AM had suggested applying for a £10k grant. The school would have to employ Rugby AM for £5k of this but the rest of the funding the school could do with as they wish.

(b) PSHE Subject Lead

Helen Smith tabled a presentation to the meeting covering her role as PSHE subject lead. The following was noted:-

- PSHE is not statutory but without it the school cannot fulfil its statutory duty. Relationships education will become statutory in primary schools from September 2019. It is expected that PSHE will become statutory in both primary and secondary schools at the same time.
- Helen has performed joint lesson observations, key stage work scrutinies, held staff meetings focused on writing subject policies and action plans, attended the PSHE Association workshop to help plan the new programme of study and attended PSHE network termly meetings to help her develop as a subject manager
- in her role so far she has set up a subject file, written the PSHE policy, put long term and medium term plans in place, produced curriculum maps for each key stage to show how the new programme of study is also covered through other subjects, led a staff meeting to help staff prepare for the new curriculum, ensured non-negotiables are now in place for PSHE, put a new evidence system in place to evidence teaching of the new curriculum, worked with the School Council to help with assemblies on bullying, fair trade, worry boxes, pupil interviews, School Council Election, anti-bullying week, Trust parliament
- an idea to hold a surgery once a half term where pupils can call in and have a chat is being looked at

	<ul style="list-style-type: none"> <li>- Mrs Smith also wants to find a better way of evidencing British Values in school</li> <li>- PSHE moving forward – become a fair trade school, create a PSHE library of resources, audit current resources and find out what is needed with a focus on mental health resources and setting up School Council surgeries</li> </ul> <p><b>Q: If PSHE become statutory curriculum in 2019 where will you get the modules to teach from?</b></p> <p>A: We already have it from the Government and this is already in place.</p> <p><b>Q: How do you as subject leaders work together to share, do you work as a group?</b></p> <p>A: Sometimes we do when a new policy has been written. A meeting has been held to share what staff have been doing although there is no specific structure as it is all different. Appraisal targets have been set for everyone with teaching and learning as the third appraisal target. It is very clear what you have to do to develop as a subject leader.</p> <p>The Chair thanked Jill and Helen for their informative presentations.</p>	
177.	<p><u>PUPIL PROGRESS, ATTAINMENT AND DATA</u></p> <p>Mrs Drummond tabled the proposed assessment schedule for 2017/18 and spoke to the contents:-</p> <ul style="list-style-type: none"> <li>- The first main assessment week was previously held at the end of October/beginning of November. It is now held on the second week back at school in Autumn 1 and baseline assessments are completed then, which include Y1 phonics baseline, Y2 and Y6 sit last year's SATs papers, Y3, Y4 and Y5 complete the summer term tests from the previous year group to see what they had remembered</li> <li>- informal pupil progress meetings have been held to discuss key areas to work on and interventions etc. The first formal assessment week will be in November. Pupils will not have specific papers to do apart from Y2 and Y6. There are plenty of resources in school to use, ie Headstart material. In November teachers will put the first step judgement on the tracker for the academic year. Only one step of progress is expected then.</li> <li>- In February the next assessment week will be held. This will be a summative assessment using Headstart materials, this will be repeated again in April and June.</li> </ul>	

	<p><b>Q: What leadership or monitoring do we have in place if pupils weren't on track?</b></p> <p>A: Although the assessment system was new last year we are aware that this could be a possibility. No-one has fed back that they were worried about any group of children. There was one year group but this was expected.</p> <p><b>Q: Is there anything extra for NQTs coming into this testing environment, are they equipped?</b></p> <p>A: We have focussed this half term mostly on their teaching and getting settled and behaviour management. In autumn 2 in the first two weeks Mrs Drummond is meeting with them to go through all the assessment criteria. We are also arranging for the original consultant to give us a real lesson around EYFS too.</p> <p><u>Data analysis – Summer 2017</u></p> <p>This had been sent to Governors prior to the meeting. Members commented that the layout was very good, very simple and easy to read. The Chair commented that the overviews were very visual. Mrs Drummond confirmed that all SLT have had a full copy of this. Each year group have had a copy of the data for the class that have moved up. Governors discussed themes which ran through the data. It was noted that the appraisal target links in with the SIP ie using data and honing in on vulnerable groups.</p> <p><b>Q: Year 3 is repeated across all subject areas where it starts high, goes down and goes back up, why is this?</b></p> <p>A: The expectation for each stage of the year has changed. Some pupils fall out of the bracket and then move back in. We were very cautious and strict where teachers could mark as 'achieved' so some were hanging back and this impacted on the data. Then towards the end of the year they had gathered evidence of that and it went back up.</p> <p>It was noted that progress is a key measure of the year groups and having the depth of data ensures that the smaller gaps can be found. The data also evidences how the SIP feeds across.</p> <p>Mrs Drummond was thanked for all the hard work she had put in to producing the data.</p>	
178.	<p><u>SIP PROGRESS</u></p> <p>Governors looked at the red sections highlighted on the SIP. The following actions were noted:-</p>	

	<ul style="list-style-type: none"> <li>- appraisals for TAs – these are being done this year</li> <li>- moderation – it was intended to implement the procedures that Y2 and Y6 go through across the school</li> <li>- Financial cost – any links on the SIP have to be itemised. This still needs to be done.</li> <li>- School improvement priorities – the safeguarding paragraph has been reworded</li> </ul> <p><u>School Improvement Priorities:-</u></p> <p>This document was tabled and the following was agreed:-</p> <ul style="list-style-type: none"> <li>- to re-word the safeguarding paragraph</li> <li>- to swap paragraph number 4 around</li> <li>- to make sure Governors have specifics mentioned.</li> </ul>	
179.	<p><u>SIP PROGRESS</u></p> <p>Governors looked further at the School Improvement Plan document. The following were agreed from the document:-</p> <ol style="list-style-type: none"> <li>1 It was agreed that Carlton Midgley, SIP would be invited to report to Governors at the February Committee meeting.</li> <li>2 Tamara Davies would be invited to talk about EYFS</li> <li>3 Mr Stone would continue monitoring this.</li> <li>4 Carlton Midgley to follow up on the previous report</li> <li>5 Mr Blades to monitor this.</li> <li>6 Mr Cloughton would monitor this</li> </ol> <p>Governors discussed safeguarding and agreed to invite the SENCO to report to the Committee at their meeting in June.</p>	
180.	<p><u>REVIEW OF POLICIES</u></p> <p>RESOLVED: To adopt the following policies subject to the following amendments:-</p> <ul style="list-style-type: none"> <li>- Assessment Policy To include a definition of formative and summative. To insert the date the policy was reviewed on the back of the document. To remove all names of staff referred to.</li> <li>- Homework Policy SLT will remind staff to ensure there are clear</li> </ul>	

	<p>instructions for parents re homework. Policy to include a statement to cover homework during the holidays.</p> <ul style="list-style-type: none"> <li>- Monitoring and Evaluation Policy</li> <li>- SEN Policy</li> </ul> <p>Remove any names of staff referred to therein.</p> <p>The Chair will email Christine Waldron with names of policies to add to the next agenda.</p>	<b>Chair to email LA with names of policies for next agenda</b>
181.	<p><u>ANY OTHER BUSINESS</u></p> <p>No items were notified.</p>	
182.	<p><u>DATES OF FUTURE MEETINGS AND AGENDA ITEMS</u></p> <p>RESOLVED: That the next meetings of the Committee be held at 6.00 pm at the school on:</p> <p style="text-align: center;">Wednesday, 28 February 2018 Wednesday, 6 June 2018</p> <p>Possible agenda items:</p> <p>EYFS presentation, Carlton Midgley feedback</p>	
183.	<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 be made available to the School, in accordance with the Freedom of Information Act.</p>	

The meeting closed at 8.35 pm



Chair

25/4/18

Date