

INQUORATE MEETING**THE GOVERNING BODY OF HEADLANDS JUNIOR, INFANT AND NURSERY SCHOOL****Achievement and Curriculum Committee****SCHOOL INSPECTION COPY**

Minutes of a meeting of the Achievement and Curriculum Committee held at 6.15pm at the School on Tuesday, 9 October 2018.

PRESENT

Mr D Claughton (Acting Chair), Mrs L Drummond (LD).

In Attendance

Jill Woodward (Minute Clerk)
Carol Lewis (Computing Subject Leader)

The Minute Clerk advised that the meeting was not quorate.

Agenda Item	Discussion and Decisions	Action – who/date/ action
210.	<p>The agenda was taken out of order.</p> <p><u>TEACHING AND LEARNING SPOTLIGHT</u></p> <p>The Computing and IT Subject Leader gave a presentation to Governors.</p> <p>The presentation slides would be circulated to all Governors.</p> <p>Q. Do you find that children have access at home to things like coding? Do most children have access to a computer?</p> <p>A. Some children do have micro:bits at home and most have computer/tablet access. Younger children now also use more technology but often it is a tablet or phone.</p> <p>Friends of Headlands had recently donated £1,000 to the School, and it was hoped that this would be spent on updating Resources for IT. Data loggers would support learning in Maths and Science. Add-ons for the micro:bits such as buggies may be purchased, and also video cameras to use for filming but also for animation.</p> <p>Q. What progress has been made on the Social Media Policy?</p>	

	<p>A. LD reported that the Twitter platform for the School could be ready to go.</p> <p>Other methods such as Apps, and a webinar had recently taken place about a further service which may be useful to School. So this was still being worked on.</p> <p>The Chair thanked the Subject Leader for her presentation.</p> <p>The Subject Leader left the meeting at this point.</p>	
211.	<p><u>ELECTION OF CHAIR</u></p> <p>This item was deferred to the next meeting.</p>	
212.	<p><u>APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST</u></p> <p>Apologies for absence were received from Mr T Cross, Mrs P Cocker, Miss S Greenwood, and Mr I Stone. All were with consent.</p> <p>There were no declarations of interest.</p>	
213.	<p><u>NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS</u></p> <p>The Chair commented that some standing items were missing from the agenda for this meeting. The following items would therefore be added to the agenda:</p> <ul style="list-style-type: none"> ◆ Pupil Progress, Attainment and Measurement ◆ SIP Progress. 	
214.	<p><u>MINUTES OF THE MEETING HELD ON 6 JUNE 2018</u></p> <p>RESOLVED: That the minutes of the meeting held on 6 June 2018 be approved and signed by the Chair as a correct record, subject to the following amendment:</p> <p><u>Minute 202 (Pupil Progress, Attainment and Measurement)</u></p> <p>2nd paragraph should read:</p> <p>Achievement and Curriculum meetings were held 3 times per year and were timed to coincide with the production of data.</p>	

	<p>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>	
215.	<p><u>MATTERS ARISING</u></p> <p>(a) <u>SIP Progress (Minutes 187 and 200 (a) refer)</u></p> <p>Q. The Head Teacher reported that it was hoped a student could be taken on, what is the position on this at the moment?</p> <p>A. A decision has not been made on this matter as yet.</p> <p>LD reported on progress of the use of the pro forma on non-core subjects. It was still early days but a review had taken place to ensure staff were using them uniformly and they were covering the curriculum. The process would begin to be included in the Assessment Schedule at the end of the Autumn term.</p> <p>(b) <u>Committee Self Evaluation (Minute 206 refers)</u></p> <p>The Chair was still to complete the action regarding circulating the updated self-evaluation sheet to all committee members.</p>	<p>Mr D Claughton by 5 March 2019</p>
216.	<p><u>REPORT FROM EYFS MODERATION</u></p> <p>The document EYFS Profile Moderation Visit from Kirklees was previously circulated to Governors.</p> <p>The visit looked at how accurate and consistent the moderation was within EYFS.</p> <p>Q. Did the findings tie in with what the School already knew?</p> <p>A. Yes, we had already identified the issues. A Target will be included in the SIP to cover EYFS.</p> <p>Within the last 6 weeks remarkable progress had already been made. There were still areas to improve on.</p> <p>Carlton Midgley would be undertaking a learning walk in EYFS shortly.</p> <p>A Reading meeting had been held for parents. Three sessions were held and there had been a great response with 60 parents in all attending. Reading policies were modelled and explained.</p>	

	Parents had found it useful and School had received great feedback.	
217.	<p><u>SUBJECT LEADER REPORTS</u></p> <p>The document Subject Leader Reports had been previously circulated to Governors.</p> <p>LD reported that there had been some staffing changes with the Subject Leaders. The new staff were experienced teachers and had managed subjects before. New Subject Leaders had been booked on training courses.</p> <p>In RE the School had to follow the Kirklees agreed syllabus, which was about to change. School policy would change to fit in with this.</p> <p>Following these reports, the main issue to come out of them was that staff felt they needed more time. To answer this a HLTA had been timetabled to have 3 hours per week spare. Her time would be shared between the Subject Leaders and booked in advance to allow them to complete tasks related to the management of their subject.</p> <p>LD apologised that the Writing Subject Leaders Report was missing from the document due to a printing error.</p> <p>The following items were added as they were missing from the agenda.</p>	
218.	<p><u>PUPIL PROGRESS, ATTAINMENT AND MEASUREMENT</u></p> <p>(a) <u>Data Analysis</u></p> <p>The document Data Analysis July 2018 was previously circulated to all Governors.</p> <p>The main trends and areas of concern were discussed.</p> <p>Q. The figures for attainment seem to jump at the end of the school year. Is there a reason for this?</p> <p>A. Staff are encouraged to be very strict in Progress marking. They only mark as achieved once evidence has been secured and they are absolutely confident in that marking. This takes time and that is why towards the end of the year they can be confident they have enough evidence.</p> <p>The document included an overview of trends at the end of Yr2 and Yr6.</p>	

	<p>(b) <u>Data Led Work Scrutinies (Summer 2018)</u></p> <p>The above document had been previously circulated to Governors.</p> <p>The scrutinies had looked at the main concerns from Data and how School had acted upon those concerns. LD reported that the impact of interventions had not really been seen in some areas.</p> <p>This was thought to be because the issues had been identified too late in the school year, so that interventions had not had the time to take effect. Assessment had taken place April to May and shared in June. It would now take place more regularly and earlier in the school year.</p> <p>LD had provided the Assessment Schedule to the Chair for this school year. This included information about moderation dates and a whole year overview.</p>	
219.	<p><u>SIP PROGRESS</u></p> <p>The Chair welcomed that non-core Assessments had been included as a priority at Target 4 in the SIP.</p> <p>The agenda reverted to order.</p>	
220.	<p><u>GOVERNOR MONITORING</u></p> <p>Governors discussed initial options to review the monitoring plan. The item would be deferred to the next meeting.</p>	
221.	<p><u>COMMITTEE SELF EVALUATION AND TERMS OF REFERENCE</u></p> <p>This item was deferred to the next meeting.</p>	
222.	<p><u>REVIEW OF POLICIES</u></p> <p>(a) <u>Sex Education Policy</u></p> <p>The SRE Policy had been previously circulated to Governors. The Chair commented that the Policy was very well set out and explained the subject covered clearly.</p> <p>The Policy was reviewed and no changes were required.</p>	

	<p>(b) <u>Marking Policy</u></p> <p>The Head Teacher had previously circulated the Marking Policy to Governors along with examples of Marking in EYFS.</p> <p>LD reported that the Policy now covered EYFS and explained the marking used in EYFS. It was more accessible for younger children.</p> <p>The Governors reviewed the Policy and no changes were required.</p>	
223.	<p><u>ANY OTHER BUSINESS</u></p> <p>There was no other business.</p>	
224.	<p><u>DATES OF FUTURE MEETINGS AND AGENDA ITEMS</u></p> <p>RESOLVED: That future meetings of the Achievement and Curriculum Committee would be held at 6.15pm at the School on:</p> <p>(i) Tuesday, 5 March 2019</p> <p>Agenda items for next meeting:</p> <p>Election of Chair Committee Self Evaluation and Terms of Reference Governor Monitoring Teaching and Learning Spotlight: EYFS Review of Policies: History Policy and Teaching and Learning Policy.</p> <p>(ii) Tuesday, 7 May 2019</p>	
225.	<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.</p>	

Debraugh
Chair
9/4/19