

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

SCHOOL COPY

Minutes of a meeting of the Achievement and Curriculum Committee held at 6.15pm at the School on Tuesday 8 October 2019.

PRESENT

Mr T Cross (Chair), Mr D Claughton, Mrs P Cocker, Mrs K Dickinson, Mrs L Drummond.

In Attendance

Ms E Kilner (Minute Clerk)

Miss C Hull (Teacher)

RESOLVED: That the agenda be taken out of order to allow Miss C Hull to present the Teaching and Learning Spotlight.

Agenda Item	Discussion and Decisions	Action – who/date/ action
252.	<p><u>APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST</u></p> <p>There were no declarations of interest.</p>	
253.	<p><u>TEACHING AND LEARNING SPOTLIGHT</u></p> <p>Miss C Hull presented the Carry My Story Project to the meeting.</p> <p>The Governors thanked Miss C Hull for making the presentation commenting that it had been helpful.</p> <p>The project work was for the whole of year 4 and linked with a range of curriculum areas including English, History and PHSE. In overview the project was about identity and where we come from.</p> <p>Miss C Hull summarised the key activities.</p> <ul style="list-style-type: none"> • All children completed Identity Mind Maps – what made them unique. • The school was linked to Roberttown school – there were communications to find out about each other via an Identity Box. The Box was used to generate key questions. • Identity sticks were made by the children – this involved attaching craft materials on to a stick to represent our lives. These were exchanged with Roberttown School. 	

	<ul style="list-style-type: none"> • Children completed work around the theme of a member of the family who had done something special. These were shared with Roberttown and presented when the schools first met. • When children met for the first time, they were very excited as they already had a connection from exchanges already made. • There was a meeting with a 96-year-old lady from the community who was introduced to the school via the vicar. The children interviewed her in small groups and she told them her story. • The children met the linked refugee, who was a bee keeper from Syria. A lot of work had been done on finding out about Syria before the meeting. This included understanding what it was like before and after the conflict. • There was a final celebration day where the children presented their story. This was a fantastic day. • The children did a class assembly in school at the end of the project. <p>Q. Did the children present at the finale day? A. Yes in front of 250 children and adults.</p> <p>Q. Will the project be done again this year? A. Yes. There is a cost for taking part this year but the project is very worthwhile.</p> <p>Q. How long does the project last? A. From October to June. The refugee was introduced just before Easter.</p> <p>The Governors noted that this was a fantastic piece of work and thanked Miss C Hull for the presentation.</p>	
254.	<p><u>NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS</u></p> <p>No items were notified.</p>	
255.	<p><u>MINUTES OF THE MEETING HELD ON 9 MAY 2019</u></p> <p>RESOLVED: That the minutes of the meeting held on the 9 May 2019 be approved and signed by the Chair as a correct record subject to the following amendments.</p> <p><u>Minute 238 – Teaching and learning Spotlight EYFS</u></p> <p>Delete the final Resolution in Minute 238.</p> <p><u>Minute 249 – Any Other Business</u></p> <p>Delete the final Action in Minute 249.</p>	

256.	<p><u>MATTERS ARISING</u></p> <p><u>Review of Policies (Minute 247 refers)</u></p> <p>Q. is there a schedule for policy review? A. Yes.</p> <p>ACTION: Mr D Cloughton to update the policy review schedule and add it to the Team Site on Office 365.</p>	Mr D Cloughton
257.	<p><u>PUPIL PROGRESS, ATTAINMENT AND MEASUREMENT</u></p> <p>The reports below had been circulated before the meeting;</p> <ul style="list-style-type: none"> - Progress and Attainment Summary – July 2019 - Data Analysis Years 1 – 6 July 2019 - EYFS Data Analysis July 2019 <p>Mrs L Drummond updated the meeting.</p> <p>It was noted that Mrs L Drummond will develop the data pack presented for the next meeting in line with feedback and to ensure that the data pack does not create additional work.</p> <p>Q. What is the Assessment Schedule? A. Curriculum and Achievement Meetings are aligned to the school assessment schedule. There will be 3 assessment periods through the year with the first beginning week commencing 25 November 2019.</p> <p>Q. What are the priorities for KS1 and KS2 in regards to the SIP target focusing on attainment and progress? A. The SIP target will focus on Reading in KS1 and Writing in KS2.</p> <p>Q. Are there any other areas of focus for this year? A. Ensuring a smooth and effective transition for children moving from KS1 to KS2 has already been carefully planned and carried out. This has involved supporting the Y3 teachers and in particular the NQT to plan and deliver English lessons. Teachers in Year 3 will also have the opportunity to moderate writing with Trust schools.</p> <p>Q. Is there a high proportion of SEND children in Reception classes? A. There are no pupils with an EHCP although 2 pupils have a high level of need and many pupils have poor language skills.</p> <p>Q. Is there a decrease in performance in Year 1?</p>	

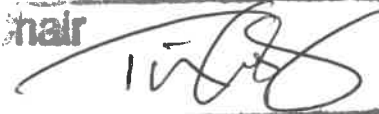
	<p>A. There is a dip but this is related to accelerated expectations through the academic year.</p> <p>Q. Why has the data pack evolved in this way?</p> <p>A. There was an expectation that governors needed to know about Attainment and Progress in all year groups and have an understanding of attainment and progress of a range of groups e.g. boys/girls/PP pupils</p> <p>ACTION: Mrs L Drummond to circulate the Assessment Schedule.</p> <p>ACTION: Mr T Cross to meet to discuss the data pack format with Mrs L Drummond if needed. Mrs L Drummond has a good idea on what initial changes to make and will present the new version at the next meeting.</p>	<p>Mrs L Drummond</p> <p>Mrs L Drummond / Mr T Cross</p>
258.	<p><u>ASSESSMENT OF NON-CORE SUBJECTS</u></p> <p>This item was discussed in depth at the Full Governing Body meeting as part of the pre-Ofsted updates and School Improvement Plan.</p> <p>There is no requirement for further discussion.</p>	
259.	<p><u>SIP PROGRESS</u></p> <p>SIP progress was covered at the Full Governing Body Meeting.</p> <p>Q. Will a School Wellbeing Policy be written?</p> <p>A. Yes it is anticipated that this will be written this year.</p> <p>ACTION: The SIP will be reviewed at the next Full Governing Body meeting.</p> <p>ACTION: A draft of the SIP can be shared with the Achievement and Curriculum Committee members before the next Full Governing Body meeting for comment if timing allows.</p> <p>It was noted that the key headlines of the SIP are unlikely to change.</p>	<p>Mrs L Drummond</p> <p>Mrs L Drummond</p>
260.	<p><u>GOVERNOR MONITORING</u></p> <ul style="list-style-type: none"> Mr C Looker attended school for a monitoring visit for Reading aligned with last year's SIP. <p>Q. Will Key areas of the SIP be assigned to governors for monitoring?</p> <p>A. Yes this should be agreed.</p>	

	<p>It was noted that the allocation of the following SIP areas was agreed;</p> <ul style="list-style-type: none"> - Writing in KS2 – Mr T Cross - SIAMS preparation – Mrs K Dickinson <p>ACTION: Allocation of all key areas of the SIP to governors for monitoring to be agreed at the next meeting for the Full Governing Body.</p>	Mr D Cloughton
261.	<p><u>REVIEW OF POLICIES</u></p> <p>RESOLVED: That the policies below be agreed and adopted subject to the agreed amendments.</p> <ul style="list-style-type: none"> - Geography - Monitoring and Evaluation Policy <p>It was noted that the Educational visits policy update will take place after the School Business Manager has attended training on school visits and risk assessment to enable any new learning to be incorporated in the policy.</p> <p>ACTION: The Educational Visits Policy will be reviewed at the Full Governing Body meeting in May 2020</p>	Mrs L Drummond
262.	<p><u>COMMITTEE SELF EVALUATION</u></p> <p>Mr D Cloughton noted that the Committee Self Evaluation against the committee Terms of Reference should be completed at the Committee meeting in January 2020.</p> <p>ACTION: Mr D Cloughton and Mr T Cross to prepare a draft of the Committee Self Evaluation for review at the committee meeting scheduled for January 2020. This will take place as part of the transition process.</p> <p>ACTION: Committee Self Evaluation to be added to the committee agenda for 21 January 2020.</p>	<p>Mr D Cloughton / Mr T Cross</p> <p>Governor Clerking Service</p>
263.	<p><u>ANY OTHER BUSINESS</u></p> <p>There was no other business.</p>	
264.	<p><u>DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS</u></p> <p>RESOLVED: That future committee meetings be held at the school at 6.15pm on:</p> <p>Tuesday, 21 January 2020 – Teaching and Learning Spotlight to be Maths including Maths Day update, Key priorities and Action Plans.</p>	

	Tuesday 5 May 2020 - Teaching and Learning Spotlight to be SIAMS and Collective Worship.	
265.	<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 to be made available at the school, in accordance with the Freedom of Information Act.	

The Chair closed the meeting at 8.20pm.

Chair



21/01/20.