

St James's Church of England Infant School

Minutes of a meeting of the Pupils & Curriculum Committee held at the school on Thursday 12 November at 9.00 am		
	<p>Present: Ed Peacock, (Chairman), Jim Stewart, Mel Shackleton, (Headteacher), Sarah Cota, Jane Penn, Jo Smith</p> <p>Apologies:</p> <p>In Attendance: Angie Pierce (School Secretary), (in part), Amanda Barlow (Clerk)</p>	
		Action
1	<p>Prayer</p> <p>The Chairman opened the meeting with a prayer.</p>	
2	<p>Welcome and apologies for absence</p> <p>The meeting opened at 9.00 am.</p> <p>There were no apologies.</p> <p>The Chairman advised that Helen Cox had decided not to seek re-election following the end of her term of office.</p> <p>The governors noted that the meeting was quorate.</p>	
3	<p>Declarations of Business Interests</p> <p>There were no declarations of business interest relating to items on the agenda.</p>	
4	<p>Minutes of the last meeting</p> <p>The minutes of the meeting held on 11 June 2015 were received and signed as a true record</p>	
5	<p>Matters arising</p> <p>There were no matters arising.</p>	

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5.	Admissions	
5.1	Admissions Update This item is in part 2 of these minutes, Items of Confidentiality.	
5.2	Governors asked about the outcome for the appeals in July. This item is in part 2 of these minutes, Items of Confidentiality.	
5.3	Definition of Siblings This item is in part 2 of these minutes, Items of Confidentiality.	
<i>Jim Stewart left the meeting.</i>		
5.4	Summer Born	
	<ul style="list-style-type: none"> • The Headteacher advised that the schools now have to provide a full time place for all children who are 4. • The Headteacher advised that parents could request a part time place but the child has to start school after Easter. If they do not take up the place at Easter, they will have to reapply for a place in year 1 through the in-year admissions process. • Governors asked if the school had always done this. The Headteacher advised that the school have done part time entry and January entry but now will have to keep the place and allow children to start at Easter. • The Chairman advised that this is a legal requirement and therefore there is no decision for the Governors to make. It was agreed that the Admissions Policy might be changed to reflect the new legal requirement. • Governors asked about funding for children who are starting at Easter. The Headteacher advised that currently the school get the funding based on the number of children in the school in January. • It was agreed that the Headteacher would look at some wording and how to manage the process. The Headteacher agreed to discuss the issue with the Early Years Team. • Governors asked if the school would need to know prior to starting school. The Headteacher advised that parents would have to make a decision, as the school would need to sort out classes and teachers. • The Headteacher advised that those children born between 1 April and 31 August are not legally required to attend school until year 1. The Headteacher advised that parents could now apply for a place for their child in a different year group. However this does not guarantee the child a place and they have to apply through the normal admission and the Admissions Criteria would be applied. • The Headteacher advised that she had already met with a parent with a premature baby who should have been born in October and was born in the 	

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	<p>summer. The Headteacher reassured the parents and they were happy to apply for the normal school entry.</p> <ul style="list-style-type: none"> • It was agreed that the Headteacher would put the new guidance on summer born children in the Admissions Policy. • It was agreed that the Headteacher and Senior Leadership Team (SLT) would discuss how this would work in practice. 	
6	<p>School Improvement Plan</p> <p>The School Improvement Plan (SIP) had been previously circulated and a copy is attached to these minutes.</p>	
6.1	<p>The Headteacher advised that the School Improvements Partner visited the school. The Headteacher explained that she attended the school in an advisory role. She advised the Headteacher that the milestones need to be included in the SIP. Following this visit and the SLT meeting, the Headteacher had made some amendments to the SIP. The Headteacher showed the Governors an example of a “reading tracker”. The Headteacher explained that following the SLT meeting the main issue is that the school need to ensure that the children stay on track. The Headteacher explained that 85% of children need to reach the target and confirmed that the school will meet the target.</p> <p>Governors asked how often the teachers fill in the tracking information. The Headteacher advised that it is updated 3 times a year.</p> <p>The Headteacher and Deputy Headteacher explained that 85% is a high target and the expected levels are higher than under the previous system. The expected level is more similar to a 2a under the old levels systems. Previously the school were required to have 80% of children at Level 2b. Governors asked when the new SPAG test was taken. The Deputy Headteacher advised that they take this in year 2 and she and the other year 2 teachers are attending training.</p> <p>Governors discussed how the expected/exceeding targets area applied. The Deputy Headteacher explained that it is only the exceptional children who should be at exceeding. The Headteacher advised that initially children were not supposed to work within another year group’s programme of study.</p> <p>It was agreed that the Headteacher would include in the SIP that the Governors would review the data after each tracking. It was agreed that the Curriculum Governor would meet with the Headteacher and feedback to the FGB.</p>	
6.2	<p>Governors asked the Headteacher about the new headings. She confirmed that these are the new Ofsted headings.</p>	

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7.	<p>Data</p> <p>The Headteacher circulated at the meeting analysis of last year's data and copies are attached to these minutes. The data is based on the LA figures "Making Figures Speak for Themselves" The Headlines are:</p> <ul style="list-style-type: none"> • The trend is very good and the results are very pleasing. • Governors asked about the negative figures. The Headteacher advised that this shows that those children did not make the target. • The phonics result was very good and more than a 20% increase over last year. • In year 2 all the children who retook the phonics test passed bar 2 children. • In terms of attainment the school is significantly above in all subjects over the past 5 years. • The school are also significantly above the national average. • Governors asked if the children in disadvantaged groups are included in this data. The Headteacher explained that all children are included in the data. She advised the Governors on their process. She explained their level of attainment. • The Headteacher explained that she has set up data tracking for all those children in a disadvantaged group. • The Headteacher explained that the SIP also includes details about the lesson study. The Deputy Headteacher advised that last year's data showed there is a bit of a difference between attainment of boys and girls in writing and more so than other schools. The staff therefore, felt the focus should be to get boys more engaged in writing. The staff felt it was more helpful to have cover during the lesson study so the training budget has been used to provide the cover. • They are currently in the middle of the Lesson Study. Jane Penn had attended one lesson study. She reported that although it was a very lengthy process the teachers felt it was extremely beneficial. Jane Penn reported all the teachers were very positive and it had given them an insight on how children react to learning. It is too early to see if there was an impact. • The next lesson study will be exploratory. 	
8.	<p>Summer Born Guidance for Schools</p> <p>This was discussed under Agenda 5.</p>	
9.0	<p>Safeguarding</p> <p>The Safeguarding Policy had been previously circulated and a copy is held on the school's policy file. The Self Review Tool had also been circulated and a copy is attached to these minutes.</p>	
	<p>Governors asked if there were any changes to the Safeguarding Policy.</p> <p>The Headteacher replied that there were the addition of the appendix including CSE, FGM and Radicalisation, which are taken from Government's focus for Safeguarding. The Headteacher advised that these have been discussed with parents and staff are all undertaking PREVENT training.</p>	

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	The Governors unanimously agreed to recommend the Safeguarding Policy be adopted by the FGB.	
9.2	<p>Self-Review Tool</p> <p>Jo Smith advised that the Tool has been updated due to the Government's new guidelines. It will then be reviewed in Term 1 and 2 and brought to the PC Committee meeting to review.</p>	
	<p>There were some actions. All Governors need to undertake the Safeguarding training. The Headteacher agreed to book the Governors on the NSPCC training.</p> <p>The E Safety policy has been amended to reflect the new PREVENT guidance.</p> <p>Ryland Atwood will be carrying out an ICT and E-Safety visit training in relation to safeguarding.</p>	
	It was agreed that the Self Review Tool would be included in the papers for FGB. The Governors also need to sign to confirm they have read the updated Keeping Children Safe in Education.	
10	<p>Policies</p> <p>This was dealt under Agenda Item 9.</p>	
11	<p>Any other urgent business</p> <p>The Chairman advised that the Headteacher had sent him a recent speech made by the Secretary of State for Education. The Headteacher advised that the National Association of Headteachers (NAHT) are working with the Government on the issues over the teacher assessment/tests proposed for Year 2.</p>	
12	<p>Confidentiality</p> <p>The governors agreed that Agenda items 5.1, 5.2 and 5.3 should be in part 2 of these minutes, Items of Confidentiality.</p>	
13	<p>Date and time of next meeting</p> <p>The next meetings will be held on</p> <p>Pupils and Curriculum Thursday Jan 28th 2016 at 9.00am</p> <p>Pupils and Curriculum May 19th 2016 at 9.00</p> <p>FGB Tuesday 24th November at 7.00</p> <p>Finance, Staffing and Premises Tuesday Jan 12th at 9.00</p> <p>FGB Wednesday Feb 24th at 7.00</p> <p>Finance, Staffing and Premises Tuesday May 17th at 9.00</p> <p>FGB Tuesday May 24th at 7.00</p>	

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	The meeting closed at 11.05 am.	
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Signed.....

Date

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Action List		
5.2	Jim Steward to discuss with Bennett the possibility of using their Appeals Panel.	Jim Stewart
5.2	Clerk to put Admissions/Appeal Panel on next FGB Agenda.	Clerk
5.4	Headteacher to amend Admissions Policy to reflect the new guidance on summer born children.	Headteacher
6.1	Headteacher to include in the SIP that the Governors would review the data after each tracking.	Headteacher
6.1	Curriculum Governor to meet with the Headteacher and feedback to the FGB on tracking data.	Jane Penn
9.0	Clerk to put Safeguarding Policy on next FGB Agenda.	Clerk
9.0	Chairman to recommend to FGB that the Safeguarding Policy be adopted.	Chairman
9.2	All Governors to undertake Safeguarding training.	All Governors
9.2	Ryland Atwood to undertake ICT and E-Safety visit in relation to safeguarding.	Ryland Atwood
9.2	Clerk to circulate Self-Review Tool to all Governors to read and sign at FGB.	Clerk

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