

St James's Church of England Infant School

Minutes of a meeting of the Pupils & Curriculum Committee held at the school on Thursday 28 January 2016 at 9.00 am		
	<p>Present: Ed Peacock, (Chairman), Jim Stewart (in part), Mel Shackleton, (Headteacher), Sarah Cota, Jane Penn, Jo Smith</p> <p>In Attendance: Matthew Atkinson (new Foundation Governor), 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. The Chairman welcomed the new Foundation Governor, Matthew Atkinson, to the meeting.</p> <p>There were no apologies.</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 12 November 2015 were received and signed as a true record.</p>	
5	<p>Induction</p> <p>The Headteacher advised that she would inform the Governors about the induction process as she didn't feel that Maria Ingram (Early Years Leader) needed to be out of the classroom.</p>	
5.1	<p>The Headteacher reported that she had spoken to Craig Chapman, Senior Advisor on Admissions at KCC about the induction process.</p>	

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5.2	<p>The Headteacher read extracts from the induction letter sent to parents and how the induction process would work if parents asked for full time or different entry requirements for reception children.</p> <p>Governors asked if there was a deadline to ask for different entry requirements. The Headteacher commented that she did not know but assumed that they would not request any different arrangements until a place is offered. AP advised that once a place has been offered she sends the parents the information pack and the parents are invited to make an appointment with the Headteacher. The school assume that any special requests will be made at this time.</p> <p>Governors asked if there has been any feedback on the induction process. The Headteacher advised that 2 years ago there had been a survey, which had been very successful. The Headteacher commented that last year there were 2 parents who found the induction process difficult due to work commitments but they had managed to work around the timings for the short period.</p> <p>The Chairman asked the staff Governors if the staff found the induction process worked. The Deputy Headteacher felt that although it was hard work for the staff they found it worked very well.</p>	
6.	Admissions	
6.1	<p>Admissions Update</p> <p>AP advised the Governors that there are currently the following applications:</p> <p>Criteria 1 - 0 - Looked After Children (LAC) Criteria 2 – 67 - Catchment area Criteria 3- 4 - St James's Church members Criteria 4 - X - Siblings at SJIS Criteria 5 - 3 - Siblings at SJJS Criteria 6 - 7 - Attendance at other Christian-churches Criteria 7 - 32 - Other</p> <p>AP advised that she does not know if there are other people who have applied through KCC who have not filled in the Supplementary Information Form (SIF).</p> <p>Governors asked about the process for Admissions. AP advised that she will receive a list from KCC and will be asked to put the children in the appropriate criteria. AP commented that she hopes that any parents who have filled in the application for KCC have also done the SIF. The Governors confirmed that there is clear information about completing a SIF on the school website.</p> <p>The Chairman commented that the school should be able to offer places to all children in criteria 1 to 6 and 10 from criteria 7.</p>	

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6.2	<p>Siblings</p> <p>The Headteacher advised that the consultation had now been completed and there has been no response. The Headteacher informed that she had written to all local nurseries and schools. Governors agreed that the proposed new definition of siblings will be now be sent to Craig Chapman of KCC for approval prior to inclusion in the new Admissions Policy</p> <p>Action: Headteacher to send new definition of siblings to Craig Chapman</p>	Headteacher
6.3	<p>Appeals</p> <p>This item is in part 2 of these minutes, Items of Confidentially.</p>	
6.4	<p>This item is in part 2 of these minutes, Items of Confidentially.</p>	
6.5	<p>Governors asked if there had been any parents with September birthdays who have asked to start in the year before. The Headteacher responded that there were none.</p> <p>Governors asked is it possible for any of those listed in the criteria to subsequently ask for entry next year.</p> <p>The Chairman confirmed that it would be possible but the family will have to apply again next year.</p> <p>The Headteacher also advised that parents would have to speak to the Headteacher of the Junior school and there would be implications perhaps in entry to secondary school.</p>	
<i>Angie Pierce left the meeting.</i>		
7.	<p>Sex and Relationships education</p>	
7.1	<p>The Headteacher advised that the school are expected to have a policy but was unsure as to what was required for Church schools and has sought advice. The Headteacher advised Governors that the school address these issues through the PHSE. She explained that the children have a different view of relationships now and it is important that staff are aware of how to deal with difficult situations and that the parents are in agreement.</p> <p>The Headteacher has looked at policies at other Infant Church schools. The policies are very much based on the need for parents to support the school.</p> <p>Governors asked if the school could have a section in the PHSE Policy. The Headteacher advised that the school are not required to have subject policies.</p> <p>The Headteacher reported that Governors had previously felt that the school did not need a policy. However things have changed and the staff were having to deal with more challenging issues and need clear guidance.</p>	

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7.2	This item is in part 2 of these minutes, Items of Confidentiality.	
<i>Jim Stewart left the meeting</i>		
11	<p>Safeguarding</p> <ul style="list-style-type: none"> • Jo Smith advised that the Headteacher had agreed to book the NSPCC safe recruitment training for Governors. Action: Headteacher to book NSPCC training. • Jim Stewart, Jo Smith and the Headteacher has attended PREVENT training at Southborough Primary School. 	Headteacher
8.	<p>SEN/AN</p> <p>Jane Penn had met with the SENCO and had previously circulated her report; a copy is attached to these minutes. The SENCO's main job has been to complete the Educational Health Care Plans (EHCP) which are sent to KCC.</p>	
8.1	This item is in part 2 of these minutes, Items of Confidentiality.	
8.2	<ul style="list-style-type: none"> • Governors asked if other children outside the EHCP have received High Needs Funding (HNF). Jane Penn confirmed that HNF could be applied for any child. The amount differs greatly for each child. • Jane Penn advised that there is only 5% of children at SJIS with SEN, which is much lower than the Kent average. • Jane Penn advised that it is much harder to receive an EHCP and they are only awarded if they feel the child will at some stage need provision outside mainstream schooling. • Jane Penn advised that the SENCO has been commended for an excellent High Needs Funding application. • Governors asked what ELG stood for. Jane informed the Committee that this stands for Early Learning Goals and is the measure used at the end of Early Years. • Governors asked if there is any other funding to give support for children in the school other than HNF. The Headteacher advised that not every child requires the 1:1 all the time and staff who are already employed often deliver groups and interventions. The Headteacher advised that if the school feel a child needs extra support the SENCO can apply for HNF. 	

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9.	Data	<p>Jane Penn had met with the Headteacher to discuss the data and her report had been previously circulated. A copy is attached to these minutes. Jane Penn reported as follows:</p> <ul style="list-style-type: none"> • The detail of the data was excellent. • Jane Penn advised that it was agreed to add a separate report on the EAL (English as an Additional Language) children as they are a vulnerable group. Headteacher to include EAL cohort in data. • Progress is very good and many children are working in Emerging now and are on track to meet the required 85% of Expected by the end of the year. • The phonic mid-year screening in year 1 is very good. The Deputy Headteacher explained that the school have been tracking the children to ensure they are on target. She explained that the target is very high at around 91%. Governors asked why it was much higher than last year. The Deputy Headteacher felt that this was due to a number of factors including more rigorous teaching, excellent teaching in year 1 and a different cohort. • The lowest scoring group includes 7 girls and 13 boys. The Headteacher responded that this is in line with the national results where boys score lower. • There has been good progress in year 2. • Governors asked what is the difference between the Baseline and Early Learning Goals. The Headteacher advised that the Baseline is new and it is done within the first 3 weeks to see where the children are when they enter school and this will be compared with their final tests at the end of year 6. The Headteacher advised that the school's scores were quite low. The Headteacher felt that it was hard to compare as there was no other data on the children. It was hard to make a judgement and the staff at SJIS were very strict on applying the correct judgement. Jane Penn advised that the children have already made good progress at the December monitoring. • Jane Penn advised the Committee that every Challenge she made to the Headteacher was met with an excellent response and supported by data. 	Headteacher
		<p>The Headteacher commented that at the staff meeting which every member of staff attends the feedback had been excellent. The Headteacher felt that every member of staff at the school is on board and committed to improving standards.</p>	

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10.	<p>NPQH</p> <p>The Deputy Headteacher advised that she has completed her study on lesson study. This is where teachers work in teams, they plan and deliver the lesson together and then discuss the feedback. The Deputy Headteacher has produced an evaluation of the lesson study, which she circulated at the meeting, and a copy is attached to these minutes.</p> <p>The Headteacher advised the Committee that writing has really improved which she felt was a result of this project and the staff felt it was very successful. The Deputy Headteacher advised that lesson study will now be embedded at the school. Although the cost is quite high as supply teachers need to cover the classes it is worth it. Governors asked where this is taken from in budget, The Headteacher advised that this is part of the professional development budget. The Deputy Headteacher commented that compared to the teachers attending courses, it was very good value for money.</p> <p>The Deputy Headteacher advised that she now has to work at a different school and is working with the Junior School. The project is based on independent learning. Governors asked how the project was progressing. The Deputy Headteacher advised that the project is going very well and the children are very involved. The feedback from teachers has been very positive, and the children were very involved in their own learning.</p> <p>Governors asked when the Deputy Headteacher will finish her NPQH. She advised that she has to deliver a presentation by April 2016.</p>	
11	<p>Safeguarding</p> <p>This was taken after Agenda item 7.</p>	
12	<p>Policies</p> <p>Safeguarding - this was discussed under Agenda item 11.</p>	

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13	Any other urgent business	
13.1	<p>School Improvement Partner (SIP) Visit</p> <p>The Headteacher advised that the school had a very successful visit with the SIP.</p> <p>This item is in part 2 of these minutes, Items of Confidentiality.</p>	
13.2	<p>Jo Smith advised that she had attending training on Educational Visits and outside learning and will circulate information. Jo Smith to circulate information about training.</p>	Jo Smith
14	<p>Confidentiality</p> <p>The governors agreed that Agenda items 6.3, 6.4, 7.2, 8.1 and 13.1 should be in part 2 of these minutes, Items of Confidentiality.</p>	
15	<p>Date and time of next meeting</p> <p>The next meetings will be held on</p> <p>Pupils and Curriculum May 19th 2016 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> <p>The meeting closed at 11.05 am.</p>	

Signed.....

Date

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**Minutes of a meeting of the Pupils & Curriculum Committee
held at the school on Thursday 28 January 2016 at 9.00 am
Action List**

6.2	Headteacher to send new definition of siblings to Craig Chapman	Headteacher
7.2	Governors agreed that the Headteacher should look into suitable wording for a Sex and Relationships Policy	Headteacher
11.	Headteacher to book NSPCC training.	Headteacher
9.	Headteacher to include EAL as a separate group on the next data.	Headteacher
13.2	Jo Smith to circulate information about training.	Jo Smith

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