



**Minutes of the Curriculum and Standards Committee Meeting held Wednesday 7<sup>th</sup> June 2017 which commenced at 1600 in the Sleaford base.**

Serial No	Item	Comments	Action
1.	Members Present	Mr John Gibson (Chair) (JG) Mrs Sue Morrison (Co-opted Governor) (SM) Mrs Lorraine Kirsopp (Deputy Head teacher) (LK) Mr Neil Blackwell (Clerk to Governors) (NB)	
2.	Apologies Accepted	Mrs Denise Lyon (Parent Governor) (DL) Mrs Jo O'Neill (Staff Governor) (JO) Mr Steve Barnes (Head teacher) (SB)	
3.	Declaration of Pecuniary Interests	All members were asked to sign a 'Corporate Governance and the disclosure of pecuniary interest' form at the outset of the meeting. SM confirmed that she is a Practice Manager for SEND within the Local Authority. All other Governors confirmed in this instance that they did not have any pecuniary interests.	
4.	Minutes of previous meeting	The minutes of the previous meeting were accepted as a true record.	All
5.	Matters arising from last minutes	<u>Para 6</u>  JG asked LK whether DL had found the Progress meeting with SLT useful?  LK confirmed that DL had attended the meeting and found the experience useful in understanding more about pupil progress.  <u>Para 6</u>  JG asked where the school was with the Pupil Voice Questionnaire that he had been involved with.  LK explained that the questionnaire had been completed and recently distributed for completion. LK also confirmed that the Teaching and Learning questionnaire had been disseminated this week.	All
6.	Resignation of Governor	JG explained to the committee that sadly he had received an email from DL explaining that due to personal family reasons she would have to resign as a parent governor. The committee expressed their sadness to lose DL as a governor and wanted to thank her for all her hard work and sound advice she had provided during her tenure.  JG asked LK to communicate with RSO's about finding a perspective replacement parent governor as it was felt that RSO's know the parents/guardians well through their interactions.	All  LK/RSO
7.	Assistance with Amber Hill	JG suggested that AM (Governor) could be approached as to whether he would be prepared to assist with the design of Amber Hill as he is a surveyor by profession. JG agreed that he would speak to the SBM about approaching AM.	JG/SBM

8.	Progress Check Data	<p>LK explained that the Home Tuition Plan she disclosed to Governors at the last Full Governors is still under development.</p> <p><b>SM asked what the timescale for this was.</b></p> <p>LK explained that there are problems and that some of the pupils struggle to complete baseline assessments as they are too ill to do so. LK further explained that this creates an issue with measuring data and tracking subsequent progress. The RSOs are coming up with a transition plan for moving forward with pupils. LK provided the committee with an example of a pupil who the school is working with.</p> <p>LK discussed the current system of 6 Progress Checks per school year and how moving forward changes were required.</p> <p><b>SM – We need to measure progress and then identify how we move forward.</b></p> <p><b>JG – We need to look at the number of progress checks and appreciate that some of the stats given in percentages are difficult to unpick.</b></p> <p>LK – it is important not to get lost in the math and concentrate more on trends then track and act.</p> <p>LK explained that the progress meetings were very useful so that all SLT can discuss individual students who have shown through the data a cause for concern from a holistic perspective. This required not only the academic progress data but needed backing up with pastoral data linked with attendance. Pooling information between SLT and RSOs provides a better picture of the pupil.</p> <p>JG stated that the Governing Body need to start thinking about a post-16 provision in due course.</p> <p>LK explained that PS had now taken on responsibility for progress check data. She also explained that the numbers of pupils within cohorts are on the increase. Pupil Premium is increasing and the school still does not receive PP for all the entitled pupils from their mainstream schools.</p> <p>LK explained that the current Yr 11 pupils had not been included in the data as they were approaching the end of their exams and hence there was much more concentration on Yr 10 pupils. LK explained that there were still concerns regarding maths and there were a number of reasons for this including new specs; interpretation of progress checks by staff has led to inconsistencies. SL (Head of Maths) has developed a plan for improving attainment in Maths (Governors were given a copy of the plan). LK explained that as from August 2017 the current package to record</p>	<p>All</p> <p>All</p> <p>All</p> <p>All</p> <p>All</p> <p>All</p>
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		<p>baseline assessment (Alfiesoft) is to be commercially discontinued. SL is currently looking at using Edexcel baseline in its place. SL is also talking with staff on how they use baseline data to personalise work for pupils. LK explained that staffing remains a problem and the school has advertised for a full time specialist maths teacher and interviews were due to be held Mon 12 June 2017. LK explained that the Curriculum and Standards meeting in Autumn would be interesting as Governors can track progress against GCSE results.</p> <p>JG asked how do we move forward with maths when the pupils in one classroom are at such different levels?</p> <p>LK explained that this is very difficult but staff do a great job of teaching across competencies. LK explained that RA (NQT) is currently undergoing a course to assist with diagnosis of dyscalculia.</p> <p>LK informed Governors that ICT and art are very popular non-core subjects and pupils are performing well in these areas. Timetabling for core-subjects will get harder next year as there is an increase in the curriculum for non-subjects. SLT were currently reviewing the curriculum.</p> <p>JG asked will it be any easier if we reduce to 3 bases?</p> <p>LK suggested that logistically it would; however overall not necessarily.</p> <p>JG is this a reason not to rent in the south of the county.</p> <p>SM stated that this was difficult to forward plan as you don't know where the pupils are coming from. LK agreed.</p>	
9.	Proposed changes in data collection and reporting	LK explained that due to the nature of some of the more vulnerable pupils and in some instances the progress they make is pastorally rather than academically. Therefore soft reporting will be necessary to demonstrate progress in these areas.	All
10.	Current areas for improvement and action plans	Governors agreed that an action plan was required to move forward. LK informed Governors that a move towards increasing support staff may be required.	All
11.	Matters for consideration for future C&S meetings	JG suggested that reports provided for Governors for SLT should form the basis of future C&S meetings rather than SLT spending time preparing other reports that fall outside of the QA calendar. JG agreed with LK that he will meet with SLT on a Friday before the draft agenda is distributed to agree the agenda items.	All JG/LK
12.	AOB	SM asked about staff training and which venue would be best to discuss. LK suggested that this could be discussed at future C&S meetings. LK informed the committee that staff training is a challenge due to capacity issues. LK provided some examples of staff training and confirmed	All



		that all CPD is logged. Coaching is taking place and lesson studies. Governors discussed training and how it is disseminated. JG stated that maybe we can be smarter at recording training in all its forms. All agreed.	
13.	Date and Time of Next Meeting	The Curriculum and Standards meeting finished at 1730 and the next meeting is due to be confirmed.	All

Minutes compiled by

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N Blackwell

Date:

Minutes agreed as true record

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J Gibson/Chair

Date: