

Chalk Ridge Primary School
Minutes of the Standards and Curriculum Committee Meeting
held on Tuesday 3rd November at 5pm
Meeting via Zoom video call

Present: Madeline Hussey (MH) – Chair of Committee
 Sue Baskerville (SBa) – Governor (Co-opted) – Deputy Head
 Clare Beswick (CB) – Headteacher
 Hannah Burns (HB) – Governor (Staff)
 Vicky Hart (VH) – Governor (Co-opted)

Absent:

In attendance: Ian Ross (IR) – Governor (Co-opted) – Vice Chair of Governors
 Linda Parkins (LP) – Prospective governor
 Cath Lincoln (CL) – Clerk

		Action
1.	<p>Welcome and apologies for absence</p> <p>The meeting started at 5.05pm and the Chair welcomed everybody to the meeting.</p> <p>The meeting was quorate.</p>	
2.	<p>Declarations of pecuniary interest</p> <p>There were no declarations of pecuniary interest in any of the agenda items.</p>	
3.	<p>Minutes of the meeting held on 15th September 2020 and matters arising</p> <p>The minutes of the meeting held on 15th September 2020 were agreed as an accurate record and would be signed when Covid guidance allows.</p> <p><u>Matters arising</u></p> <p>The Chair had updated the Committee Terms of Reference. The Headteacher had updated the 'Supporting Children with Medical Needs' Policy and will upload it to the school website.</p> <p>Q: Has the number of parents who decided to home educate changed?</p> <p>A (CB): No, still one parent with two children.</p> <p>Q: What is the current situation with catch-up funding?</p> <p>A (CB): Funding is front-loaded per term; we have received around £7,600 (seven thousand six hundred pounds) this autumn.</p>	CB
4.	<p>Curriculum:</p> <ul style="list-style-type: none"> - Assessment and catch-up plans for Autumn Term 2020 <ul style="list-style-type: none"> - review progress - update on assessment results/review data Sept/Oct 	

- **SDP 2020-21 curriculum areas review**
- **Remote home teaching and learning (in place from end Sept, not regular homework) including alignment with in-school provision and support for progress**
- **Relationships education**

The Committee agreed to revisit the Focus Governors for each Area of the School Plan at FGB, when new governors would be in place.

MH

Assessment and catch-up plans for Autumn Term 2020

The school had used NFER (National Foundation for Educational Research) testing papers so far. These tests had supported staff observations that most children fell into two distinct groups – either appearing to be on track or very behind in their learning. Teachers would look at the tests in more detail to identify gaps in learning.

SBa had started adding the data to the school’s tracking tool. When finished, this would provide average scores and should enable tracking of progress each term.

Phonics screening for Year 2 and NFER Reading tests for children in Years 3 to 6 would take place in early December, and be repeated in the Spring term, again to measure progress.

Staff had used the recent INSET day to look at pupils’ books, and discuss children’s gaps in learning. They had found evidence of progress, albeit from an obviously lower starting point than normal.

Feedback from parents had been positive during a successful “parents evening”, held via video and audio calls.

Q: So currently it still appears that children are in two clear groups in terms of their learning?

A (CB): Yes. Some children have larger gaps to fill, which could take a year or more for some. The 2021 Year 6 SATs would provide clear evidence to work from.

Q: Has there been good attendance at the booster classes?

A (CB): Yes, at Year 5 morning sessions in particular. CB, SBa and part time teaching staff had run interventions during school hours, for groups of up to eight children. These part time staff were working extra hours. This term’s focus was on English and with smaller groups, teachers were making a greater impact on learning. Staff had also run after-school sessions for groups of up to ten children.

Q: Are we still tracking the value of the catch-up funding received, how it was used and helped with pupils’ progress?

A (CB): The School’s Administrative Officer was tracking the expenditure and CB and SBa would be assessing its impact.

CB/SBa

School Action Plan 2020-21 Governance

Members of the school’s SLT were aware that governors would be in touch with them, probably by email. Calls could also be arranged. CB was happy to help governors if required.

MH highlighted the need to focus on the objectives in each area of the Plan, and review with the SLT how well the stated outcomes were

	<p>being achieved, and their impact realised. VH and HB agreed to plan for this in Area 3; MH and IR offered support if required.</p> <p><u>Remote Home Teaching and Learning</u></p> <p>The school had not needed to close a whole class or year group yet, and home learning packs were sent out to any pupils self-isolating. During half term a Sports Coach had tested positive for Covid-19 and after consulting Public Health England, the Headteacher had closed a bubble. Home learning packs has been posted first class to the children, and staff were teaching them online. One isolating Year 6 child was joining his/her class online.</p> <p>A plan for home teaching and learning had been discussed at a staff meeting, to ensure everyone is able to provide daily teaching should a whole class need to be closed.</p> <p>Q: Do you know how many pupils may struggle with home learning due to lack of available technology?</p> <p>A (CB): We surveyed parents, and of those who responded, nine said they had no access to technology. We have applied for new laptops but will be limited to four.</p> <p>Q: I have a contact at a charity which could help; shall I liaise with them?</p> <p>A (CB): We were able to obtain some laptops before the summer via the government scheme, which we could loan out if needed. If we have to close another bubble, access to another five might be useful. Governors would enquire where they can.</p> <p>Q: Have we asked for unneeded, working laptops via the school newsletter?</p> <p>A (CB): Not to date. Access to technology was only one consideration for children’s home learning. Children also needed support from their parents/carers for learning to be successful, and this may not always be possible.</p> <p>Q: How are we challenging able children at present?</p> <p>A (HB): There had always been at least three choices of activities in class, some more challenging than others. This approach was continuing.</p> <p><u>Relationships Education (RSE)</u></p> <p>CB stated that the school already met the new requirement for this education to be mandatory. RSE was included in curriculum maps and covered through PSHE (personal, social, health and economic) teaching. Governors had also agreed an updated policy at the last Curriculum Committee meeting.</p>	<p>VH HB</p>
<p>5.</p>	<p>Pupil attendance</p> <p>The school was following the new Covid codings for recording pupil absence. Attendance figures would be included in the Headteacher’s report for the next FGB meeting, including comparisons with last year.</p>	<p>CB</p>

6	<p>Governor virtual visit plans</p> <p>Q: Under each area in the Action Plan there is a list of documentation to support the objectives and actions. Is any of this documentation available for governors to start looking at?</p> <p>A (CB): This support will be reviewed in the next few weeks, and uploaded to the governor portal where possible.</p> <p>The Chair stated that she and IR had talked about the structure of the portal, with a view to improving the accessibility and relevance of its contents. She agreed to review its contents and, with the help of SBa and HB, draft a revised structure for discussion. Any change could be timed alongside the forthcoming general website modifications.</p> <p>It was agreed that, although use of the Governor Hub may become necessary, the work and retraining which would be required were not current priorities.</p>	<p style="text-align: center;">CB</p> <p style="text-align: center;">MH / SBa / HB</p>
7.	<p>SEN (Special Educational Needs) – developments and update</p> <p>The school’s Inclusion Lead (SENCo) had been working hard in this area. She had used a recent INSET day to work with the school’s LSAs (Learning Support Assistants) on interventions, and used learning walks to track and monitor the progress of SEN children. Agreement to some EHCPs (Education, Health and Care Plan) applications was still pending. The school had also increased the amount of ELSA support available this term.</p> <p>A small number of children at the school required substantial behaviour management support, and this was being managed well.</p>	
8.	<p>Policies – review and update:</p> <p><u>Early Years Foundation Stage (EYFS)</u></p> <p>An updated version had been uploaded to the governor portal. Governors to review and send any questions to the Deputy <u>Headteacher</u>.</p> <p><u>SEN Information Report (Annual update)</u></p> <p>The Inclusion Lead had completed the annual update. The Headteacher would upload it to the school website.</p> <p><u>Attendance Policy</u></p> <p>The Headteacher would circulate an updated version in due course. Committee governors to review and agree the policy, possibly by email.</p>	<p style="text-align: center;">Committee Governors</p> <p style="text-align: center;">CB</p> <p style="text-align: center;">CB / Committee Governors</p>
9.	<p>Governor Training – review committee training</p> <ul style="list-style-type: none"> - Training attended by governors (feedback/impact) - Training planned <p>The review was postponed pending the appointment of new governors.</p> <p>Following recent “Understanding the Primary Curriculum” training, IR questioned the school’s use of technology to bring visitors into school virtually for educational purposes. CB stated that the Fire Service</p>	

	<p>had been due and a virtual option might be possible. IR will feed back from the training when he has received the course notes.</p> <p>SBa had recently attended Safeguarding training and MH was booked on a financial course for governors.</p> <p><i>VH left the meeting at 6.03pm, having first confirmed she had no points for "Any Other Business".</i></p>	IR
10.	<p>Date of Next Meeting – Tuesday 23rd February 2021 at 5pm</p> <p>The Chair noted that the time may need to change (to 6pm) to make it easier for governors to attend. CB confirmed that the date remained timely for the February Data Drop.</p>	
11.	<p>Any Other Business</p> <p>It was noted that a list of acronyms should be sent to the prospective new governors.</p>	Clerk/MH
	The meeting ended at 6.07pm.	

Minutes signed (print name & signature):

Date signed: