



New York Primary Federation  
*Federated with*  
 Frithville Primary Federation

**Minutes of the Standards & Curriculum Committee Meeting held on Thursday 14<sup>th</sup> June 2012 at New York Primary School**

**Members of the Committee:**

<u>Name</u>	<u>Governor Type</u>	<u>Position on Committee</u>	<u>Present/Apologies/Absent</u>
Mrs L. Donohue	Parent	Chair	P
Mr P. Bargh	Staff		P
Mrs S. Boxall	Staff		P
Mrs M. Holland	Community	Vice Chair	P
Mr A. Shaw	Parent		P
Mrs D. Picksley	Staff		P

In attendance: Mrs A. Saxton, Clerk to Governors

The meeting commenced at 6 pm. It was quorate.

Mrs Donohue welcomed everyone to the meeting.

1/ **Apologies for Absence:**

There were no apologies for absence. All Committee members were present.

2/ **Declarations of Interest for Matters to be discussed at this Meeting:**

None were declared.

3/ **Minutes of the Standards & Curriculum Committee meeting held on 2<sup>nd</sup> February 2012 at New York Primary School:**

a/ **Accuracy:**

The minutes of the meeting held on 2<sup>nd</sup> February 2012 had been circulated to all Committee members in advance of the meeting. Members confirmed that they had received and read the minutes. It was resolved that the minutes be accepted as a true and accurate record of the meeting held on 2<sup>nd</sup> February 2012. Mrs Donohue signed and dated the minutes.

Signature of Chair.....

Date:.....

b/ **Matters Arising:**

There were no matters arising.

4/ **Policies:**

The following policies had been issued in advance of the meeting to Committee members:-

- Able, Gifted & Talented Policy (Appendix A)
- Drug Education & Incident Policy (Appendix B)
- Policy for Raising Ethnic Minority Achievement (Appendix C)
- Marking Scheme (Appendix D)
- Whole Federation Physical Activity Policy (Appendix E)
- Personal, Social and Health Education (PSHE) and Citizenship Policy (Appendix F)
- Special Educational Needs and Disabilities (SEND) Policy (Appendix G)

Members confirmed that they had received and read the policies. A general discussion took place on the above policies. The Committee agreed unanimously to adopt the following policies with no amendments:-

- Able, Gifted & Talented Policy
- Drug Education & Incident Policy
- Marking Scheme
- Whole Federation Physical Activity Policy
- Personal, Social and Health Education (PSHE) and Citizenship Policy
- Special Educational Needs and Disabilities (SEND) Policy

Mrs Donohue signed and dated the policies.

The following action was agreed with regard to the Policy for Raising Ethnic Minority Achievement:-

***Action: Policy for Raising Ethnic Minority Achievement is to be discussed at the next Standards & Curriculum Committee Meeting (provisionally 8<sup>th</sup> November 2012). This is to allow for changes relevant from September 2012 to be incorporated.***

5/ **Head Teacher's Report:**

Mr Bargh issued his report (Appendix H) to members of the Committee and everyone was given time to read the information. Mr Bargh gave a verbal update as follows:-

**Safeguarding:**

Safeguarding figures were provided by School for the period 2<sup>nd</sup> February 2012 to 14<sup>th</sup> June 2012. Mr Bargh explained in general terms the nature of the incidents and stressed that all issues of concern were recorded and specialist advice sought where applicable. A general discussion on this matter took place.

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Signature of Chair .....

Date:.....

**Quality First Teaching:**

91.6% of teaching observed in the Federation has been graded as "good or better". Mr Bargh said that he was pleased with this result. He had had a meeting earlier in the day with OFSTED inspectors and planned to have a training session on the new OFSTED framework at the next Full Governors meeting on Thursday 12<sup>th</sup> July 2012. He advised Committee members that the Schools in the proposed Collaborative Partnership Group were planning to undertake "mini OFSTED" inspections on each other. A general discussion took place on this topic, particularly with regard to OFSTED inspections.

**Extended Curriculum:**

Details of the extended curriculum activities for both Schools were included in Mr Bargh's Report. Mr Bargh advised that the Jubilee celebrations had been a great success and the Bingo night at Frithville had been very well received.

**Staff & Governors Training/Meetings:**

Details of Staff & Governors Training and Meetings were provided showing their relevance to the current Whole School Improvement Plan. A list of Staff Meetings/Training Days for the Summer Term 2012 was also given.

Mr Bargh advised Committee members that the new Whole School Improvement Plan will be focussed on the four main areas of the new OFSTED framework, namely: the achievement of pupils at the School; the quality of teaching in the School; the quality of leadership in and management of the School; and the behaviour and safety of pupils at the school. In reporting, inspectors must also consider the spiritual, moral, social and cultural development of pupils at the School; and the extent to which the education provided by the School meets the needs of the range of pupils at the School, and in particular the needs of disabled pupils and those who have special educational needs.

A detailed discussion took place on these matters.

**Pupil Progress Data:**

A comprehensive report on Pupil Progress Data June 2012 (Appendix I) was issued to members of the Committee by Mr Bargh and Committee members were given time to study the information. The report comprised Pupil Progress Data (including SEND pupils) for reading, writing, and maths for individual year groups by School. Information was presented in tabular and graphical format. A Summary Grid for each School, in RAISEOnline format, compared School age related- and National age related- expectations for each year group.

A very comprehensive discussion, led by Mr Bargh, took place on the data. Topics included:- rigorous checking of each Year Group to ensure progress is being made; SATs results; daily assessment of progress by teachers; procedures in place for those year groups that need support; recent focus on reading has resulted in very good progress especially for boys; small cohorts therefore data is affected significantly by a pupil joining or leaving the Schools; next year the School Improvement Plan will include a focus on writing.

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Signature of Chair .....

Date:.....

Mr Bargh advised Committee members that the Pupil Progress Data would be analysed again in October 2012. There were no questions and Mrs Donohue, on behalf of the Committee members, thanked Mr Bargh for his reports.

6/ **Governing Body:**

**Governor Vacancies:**

Following the resignation of Mrs Elton, Mrs Donohue agreed to stand for nomination as a Local Authority Governor. Letters are to be sent to parents advising them of the forthcoming vacancy for a Parent Governor early in September 2012

***Action: Clerk to advise Governor Support at Lincoln and organise letters to parents***

**Governor Visits:**

A general discussion took place on Governor visits to see the Federation's ICT capabilities. It was agreed that members of staff should compile a list of software and apps needed for the iPads and that this matter should be discussed at the next meeting of the Full Governing Body (Thursday 12<sup>th</sup> July). Mr Bargh suggested that the visits could take place in October 2012 during the week before half-term.

***Action: Clerk to ensure the above item is added to the Agenda of the next Full Governors meeting***

7/ **SEND, High Achievers and EYFS:**

Mr Bargh advised Committee members that progress data on SEND and EYFS pupils was included as part of the data presented earlier to Committee members. Progress data on High Achievers is also produced by the Federation. Mr Bargh demonstrated how the data is recorded. A general discussion on this matter took place. Committee members were particularly keen to stress the importance of motivating High Achievers. There were no further questions and the Committee thanked Mr Bargh for the information.

8/ **Any Other Business/Correspondence:**

There were no items of correspondence or any other business.

9/ **Items for the next Agenda (Thursday 8<sup>th</sup> November 2012 – provisional date):**

Head Teacher's Report to include:

- Pupil Progress data (including SEND and EYFS figures)
- Update on safeguarding
- Update on Quality First teaching
- Update on Extended Curriculum
- Update on Staff Training/Meetings & relevance to Whole School Improvement Plan
- Update on Governor Training/Visits & relevance to Whole School Improvement Plan

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Signature of Chair.....

Date:.....

Policies to include approval of Policy for Raising Ethnic Minority Achievement

Governing Body – visits, training etc

10/ **Dates and times of next meetings:**

Thursday 21<sup>st</sup> June 2012, 6.30 pm Staffing & Resources Committee, New York

Thursday 12<sup>th</sup> July 2012, 6.30 pm, Full Governors Meeting, Frithville\*

Thursday 20<sup>th</sup> September 2012, 6 pm, Full Governors Meeting, New York

Thursday 11<sup>th</sup> October 2012, 6.30 pm, Staffing & Resources Committee, Frithville

Thursday 8<sup>th</sup> November 2012, 6 pm, Standards & Curriculum Committee, New York

**Note from the Clerk: \* Please note change of time and venue**

Mr Shaw offered his apologies for the next Full Governors meeting due to holidays. Mr Bargh requested that the next Full Governors meeting be held at Frithville commencing at 6.30 pm due to the Parents' Evening. This was agreed.

As there was no further business, Mrs Donohue thanked everyone for attending and for their contributions. The meeting closed at 7.10 pm.

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Signature of Chair.....

Date:.....