



New York Primary School
Federated with
 Frithville Primary School

Minutes of the Standards & Curriculum Committee Meeting held on Thursday 7th November 2013 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	LEA	Chair	P
Mr P. Bargh	Staff		P
Mrs S. Boxall	Staff		P
Mrs D. Picksley	Staff		P
Mrs A J Sidwells	Parent		AP
Mr A. Shaw	Parent		P

In attendance: Mrs A. Saxton, Clerk to Governors

The meeting commenced at 6.05 pm. It was quorate. Mrs Donohue welcomed everyone to the meeting.

1/ **Apologies for Absence:**

There were no apologies for absence. Mrs Sidwells was not present. However, on the following day, school staff were advised that she had been involved in a minor traffic accident. Her absence is, therefore, regarded as an authorised absence in respect of the above attendance record.

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 6th June 2013 at Frithville Primary School:**

a/ **Accuracy:**

The minutes of the meeting held on 6th June 2013 had been circulated to all Committee members in advance of the meeting. Members confirmed that they had received and read

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the minutes. It was resolved that the minutes be accepted as a true and accurate record of the meeting held on 6th June 2013. Mrs Donohue signed and dated the minutes.

b/ **Matters Arising:**

There were no matters arising.

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

Mrs Donohue invited Mr Bargh to present the Head Teacher's Report. A copy of the report filed as Appendix A had been issued to Committee members in advance of the meeting. The Committee members confirmed that they had received and read the information.

Mr Bargh gave the following verbal update:-

a/ **Lesson Observations:**

Since September, there had been five lesson observations focussing on literacy, of which one was Outstanding and four were Good. In the next few weeks, there will be a further five lesson observations focussing on numeracy. The lesson observations will tie in with the Governors' visits. A general discussion took place on the results of the lesson observations.

Mr Bargh explained that external moderations are undertaken in various areas including EYFS and all areas are doing very well. The staff are good and the Federation wants to retain them. General discussions took place on various aspects of this topic including moderating writing and the vast amount to learn about teaching.

b/ **Extended Curriculum:**

Mr Bargh commented that an amazing number of extended curriculum activities had been undertaken since the beginning of the current school year. Committee members agreed with his comments.

c/ **Safeguarding:**

Safeguarding statistics for both schools were provided. Mr Bargh explained that at Frithville, there were two Team Around the Child/CAFCASS matters and eight Cause for Concern issues. At New York, there were also two Team Around the Child/CAFCASS matters and one incident of serious incident of violence which had been dealt with in the appropriate manner.

d/ **Staff Training/Meetings & Governor Visits/Training:**

Details of the above were given showing how they linked to the OFSTED criteria. A general discussion on this matter took place. Mr Bargh explained that the staff training and meetings related primarily to the first two OFSTED criteria (Achievement of Pupils and Quality of Teaching) whilst the Governor Visits and Training focussed on the quality of leadership and management.

Mr Bargh advised Committee members that everyone had been successful in the recent performance management review and that, coupled with the good OFSTED report, had

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meant a good year for the Federation. The CfBT would be visiting Frithville school on 11th November to ensure that the Federation complies with the requirements for teaching religious education. Two pupils from Frithville will show the CfBT visitors around the school and the visitors will then observe an assembly conducted by Mr Bargh at New York. A general discussion on this matter took place. Committee members commented that there had been regular services at the schools conducted by Reverend Rosemary and other local curates.

e/ Pupil Progress Data:

Pupil Progress Analysis Reports for Term 1 were issued by Mr Bargh to all Committee members. The reports are filed as Appendices B (Frithville) and C (New York).

The reports gave comprehensive details of progress made by year group in reading, writing, English, and Maths and compared the figures with national targets and those set by the Federation. Vulnerable group analyses and EYFS pupil progress summaries were also provided. A comprehensive discussion on the data took place. Mr Bargh explained that the first half of Term 1 is concerned with consolidation and more progress is made further on during the academic year. Particular reference was made to Year 4 at Frithville where good progress had been made in reading. The Federation aims for four levels of progress each year – the national expectation is for three levels. Mr Bargh explained the Average Point Score Tracker system and a discussion took place. Progress data for New York was described by Mr Bargh as “reassuring”. The new member of staff at New York has settled in well.

f/ Holidays:

Mr Bargh advised Committee members that some academies in Boston were planning to change the holiday dates for 2014/15 so that there was a shorter summer holiday and a 2-week break at half-term. This would have a knock-on effect for New York and Frithville especially for those members of staff who had children at the Boston academies. It would be important to choose the best option for the Federation. A comprehensive discussion took place on this matter. Topics included the cost of child-minding, the importance of family time together, and possible flexi-time arrangements for those staff affected.

Action: Clerk to investigate if any changes to holidays are planned by William Lovell Academy

g/ Social and Emotional Issues:

Mr Bargh explained that staff across the Federation had had a lot to contend with during 2013 with regard to social and emotional issues. There had been six close family bereavements across the Federation. Compassionate leave had been granted when appropriate and other staff had undertaken emergency cover duties. A general discussion on this matter took place. Committee members stressed the importance of a good work/home life balance and the importance of seeing your child grow up and be present at key events (Sports Days, nativity plays etc). Mrs Boxall said that all the staff were very grateful for Mr Bargh’s understanding during difficult family times.

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h/ Head Teacher's Performance Management Committee:

Mr Bargh advised that Carol Smith, the Federation's Educational Advisor would be visiting the Federation on 2nd December to discuss the Head Teacher's Performance Review. It was agreed that Mrs Donohue should sit on the Committee. A discussion took place as to which other Governors should be on the Committee. Clerk to check Staffing & Resources Committee meeting minutes of 10th October 2013.

There were no further questions or points for discussion on the information provided by Mr Bargh and Mrs Donohue, on behalf of the Committee members, thanked him for his report.

5/ Policies for approval:

The following policies were presented to Committee members for approval:-

- Collective Worship (Appendix D)
- Complaints (Appendix E)
- Raising Ethnic Minority Achievement (Appendix F)
- Sex & Relationships (Appendix G)

Mr Bargh explained that policies were now checked by staff at the weekly staff meetings. The Clerk offered to proof-read all policies and this was accepted. Mr Bargh added that there were no changes to the above four policies. Committee members had no comments or questions on them and they were signed and dated by Mrs Donohue. Copies for the Policies File were given to the Clerk.

Mr Bargh advised Committee members that the new National Curriculum will start in September 2014 and the foci for staff meetings is now to look at this. The Federation will still retain the 6-year theme-based curriculum but a few "tweaks" will be needed. Mrs Iverson is to take the lead in this matter. Mrs Parsons will look at pupil progress.

6/ Terms of Reference:

Committee members confirmed receipt of the Terms of Reference for the Standards & Curriculum Committee as agreed by the Full Governing Body on 19th September 2013. There were no comments or questions. A copy of the Terms of Reference is filed as Appendix H.

7/ Governing Body:

a/ Vacancies:

The Clerk advised that two people had volunteered to be Governors – Mrs Aitken who would become a Community Governor and Mr Foster who would be a Parent Governor. Both would be invited to the Full Governors meeting on 14th November.

Committee members were encouraged to hear about the new Governors. A general discussion took place on who else could be approached to join the Governing Body. It was agreed to review the matter again in the New Year.

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b/ Training:

Mr Bargh asked the Clerk to remind Governors about the G-EL Training programme.

8/ Any Other Business/Correspondence:

a/ Publicity:

The Clerk expressed disappointment that the local press had failed to published the Jack Trelawny visit news story even though she had issued it on two occasions. It was noted that the local press tend to publish school stories that feature photos of pupils ie. new intake year, harvest festival etc.

A general discussion took place on this matter. It was agreed that the next news stories would be pupils' visit to the Stump and the Guildhall in Boston on 15th November and the Christmas Fair at New York on 23rd November.

There were no items of correspondence.

9/ Items for the next Agenda (27th February 2014):

Head Teacher's Report to include:

Safeguarding

Pupil Progress Data including Vulnerable Groups and EYFS analyses

Update on extended curriculum

Update on Quality First teaching

Update on Staff Training/Meetings and relevance to Whole School Improvement Plan

Governor meetings, visits, and training and relevance to Whole School Improvement Plan

10/ Dates, times and venues of next meetings:

14th November 2013, Full Governors, Frithville

9th January 2014, Staffing & Resources, New York

27th February 2014, Standards & Curriculum, Frithville

All meetings are on Thursdays and commence at 6 pm.

As there was no further business, Mrs Donohue thanked everyone for attending and for their contributions. The meeting closed at 7.15 pm.

Signature of Chair.....

Date.....