

**EYNESBURY CHURCH OF ENGLAND PRIMARY SCHOOL
MINUTES OF THE POLICY AND CURRICULUM COMMITTEE MEETING
Held at the school on 8th March, 2016 at 7.30 p.m.**

Present: Mandy King (MK), Debbie Noonan (DN), Eileen Raggatt (ER) (meeting chair), Kate George (KG), Helen Rouse (HR) (Head teacher).

In attendance: Tracey Crawshaw (Camclerk)

<p>1. Welcome, introduction and apologies: Eileen Raggatt welcomed everyone to the meeting. Apologies were received from Barbara Churms (BC) and Caroline Truman (CT) (maternity leave). The meeting was quorate.</p>	
<p>2. Notices of General Business: None</p>	
<p>3. Election of Chair (the clerk took the chair for this section) The clerk took over the meeting. No chair was elected and will be carried over to the next meeting. E Raggatt will continue as vice-chair and will chair the meeting this evening.</p>	
<p>4. Subject Overview: English Including Handwriting M King gave a written report which is attached to the minutes. In addition the following hand outs were circulated Interim teacher assessment framework at the end of key stage 1 – reading and writing, Year 6 reading assessments Pre-key stage 2, Interim teacher assessment framework at the end of key stage 2 – reading, Year 6 writing assessment Pre-key stage 2 pupils working below the test standard and end of key stage 2.. The following items were discussed: Reading</p> <ul style="list-style-type: none"> • Every Child a Reader (ECaR) with Mrs Penny-Meech has been undertaken by 4 Year 2 children who have just completed the sessions and 4 Year 1 children have started the sessions. Members of the groups have been made up of children receiving Pupil Premium funding. • Rapid Readers was explained to governors and E Raggatt will observe the materials during her next visit to the school. • Reading scheme books have been purchased as part of the budget allocation. Half of the budget is still remaining and could possibly be used to buy books for the library. <p>Writing</p> <ul style="list-style-type: none"> • Extra spellings are being undertaken in class to support the increased expectations for spelling in the new curriculum. Governors asked if spellings are part of the homework. Yes, spellings are taken home by KS2 children and tested on Thursday mornings. The spelling work has seen accelerated progress by most of the children. Spelling patterns are also being taught. The level of spelling achievement was discussed. • Governors enquired regarding handwriting and if joined writing is taught. Yes, joined up hand writing is taught and is included as part of the phonics teaching as soon blending of letters is introduced. <p>Assessment</p> <ul style="list-style-type: none"> • The school will be notified by the 30th June 2016 if the school is to be moderated. • Exemplar materials for the end of KS2 tests are now available from the Department for Education (DfE). <p>Governors enquired what ‘warm ups, were. Warm ups are short periods of time to help children focus on what is coming next, such as a simple sentence will be given and then adverbs added. It is to get children thinking before Literacy lessons.</p>	
<p>5. Declaration of Pecuniary Interest: None</p>	
<p>6. Correspondence: None</p>	
<p>7. Minutes of Last Meeting 27th January, 2016: The minutes were agreed as a true record and were signed by the meeting chair. They were proposed by H Rouse and seconded by D Noonan.</p>	

8. Matters arising from Minutes not otherwise covered on the agenda: None		
9. Actions from previous meetings:		
Action 96.3	Mandy King to contact the Methodist Church regarding the potential use of the kitchen. This item is ongoing.	HR
Action 97.1	The SEN policy on the website is to be updated to statutory requirements and the SEND report needs to be fuller. This item is still ongoing.	
Action 97.3	Governors to see the report from the recent KIT visit. H Rouse is to chase the report which has yet to be received.	
Action 98.1	The Full Governing Body will be asked to see if anyone has any contacts for reviewing the internal space use within the school. This has been discussed at the FPP committee meeting (including cookery space). Closed.	
Action 98.2	The Head teacher will speak to the Diocese to see if they can provide any help with cookery equipment and internal use of space within the school. The Head teacher reported that the school does not buy into the Dioceses Property Services (currently use Mouchel) and there would be a charge for the service. An external consultant has offered to help the school voluntarily and the Head teacher will report back as necessary. Closed.	
Action 98.3	Feedback on Early Excellence and data received from the Local Authority from the data submission is to be discussed at the next FGB meeting under Standards. The item was discussed at the FGB meeting. Closed.	
10. Standards		
<p>Moderation still needs to take place and due to the change in the curriculum, Year 2 and 6 national testing and assessment it is difficult to report on this at this time. As a result each year group has new end of year expectations. It was noted that next year there will be the information from this year to make a comparison with. Due to the use of assertive mentoring in Maths the picture is clearer as there are ½ termly assessments. As expected in the other subjects children are moving towards achieving end of year expectations and the number of children achieving their end of year expectations is increasing. Standards in Reading are stronger than in Maths and Writing, but that is not to say that progress is not being made. It was noted that there may be a dip in standards this year, due to the changes in expectations, but it is anticipated that standards will be accelerated in the years after.</p> <p>Governors enquired if book reviews are taking place. The book reviews are not taking the same format as previously. Staff undertook peer book scrutiny in pairs at the beginning of term. A book scrutiny will be undertaken before Easter and feedback will be given to staff.</p> <p>The Head teacher reported to governors that progress can be seen in the children's books and the children know that they are making progress. Governors enquired if children know their end of year expectations. The children do not yet know their expectations as well as they knew levels. Year 6 are more familiar with their end of year expectations as they are using them as targets within their books.</p> <p>Assessment of writing and government expectations were discussed, including changes in expectations and challenges for teaching staff.</p>		
11. Policy Reviews:		
1. Maths – this is a newly written interim policy due to the changes in the curriculum		

<p>and reflects Maths across the whole school. The calculations policy attached to the previous policy will be attached to the interim policy. Action 99:1 The calculations policy will be placed on the school website. The policy was agreed and signed by the chair of the meeting.</p> <ol style="list-style-type: none"> 2. Drugs – The policy is produced by the St Neots Schools Forum and then updated with details specific to Eynesbury School. The policy was agreed and signed by the chair of the meeting. 3. English as an additional Language (EAL) - The policy was agreed and signed by the chair of the meeting. Governors enquired regarding translation services and how often they are used. Translation services are rarely used and support has been given from other parents in the past. The school subscribes to CREDS, but support has been limited or not at all. It was noted that most of the EAL pupils are making good progress. There are 6 children with EAL in Years 1-6, with others in Nursery and Reception. 	MK		
<p>14. Review of Policy Matrix It was noted that the agenda was incorrect and the following polices are due for review:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>First meeting Senior Management Reports: Curriculum (MK)</p> <p>Curriculum Subject Reports: More Able, Gifted and Talented (HR)</p> <p>Policy reviews: English (MK) Spelling (MK) Freedom of Information (HR)</p> </td> <td style="width: 50%; vertical-align: top;"> <p>Second meeting None</p> <p>Computing (HR)</p> <p>Healthy Eating (J P-M) Spiritual, Moral ,Social and Cultural (RG and HR)</p> </td> </tr> </table>	<p>First meeting Senior Management Reports: Curriculum (MK)</p> <p>Curriculum Subject Reports: More Able, Gifted and Talented (HR)</p> <p>Policy reviews: English (MK) Spelling (MK) Freedom of Information (HR)</p>	<p>Second meeting None</p> <p>Computing (HR)</p> <p>Healthy Eating (J P-M) Spiritual, Moral ,Social and Cultural (RG and HR)</p>	
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<p>15. AOB: None</p>			
<p>16. Next meeting: Wednesday 27 April 2016 Additional meeting dates: Tuesday 12 July 2016</p> <p>The meeting closed at 9:00pm</p>			

Signed by the chair.....Date.....

Governors Report

English including Handwriting

March 2016

Reading:

Guided reading sessions continue to take place weekly in KS2, with additional 1:1 readers with TA prioritised according to the provision map.

KS 1 reading groups twice a week plus 1:1

ECAR: JPM (3children in Year 2)

BRP: SV

Recently ordered additional books to top up the reading scheme.

Every class now has support material for guided reading session 'Reading Explorers'

NFER to support end of year TA judgement in Years 1,3,4,5

Writing

Planning:

- MTP to include SPaG elements taught discretely and where applied in Literacy and topic work.
- Weekly handwriting sessions in all classes. Year 6 handwriting appears better as a result of push throughout year groups.
- LTP for school needs to be reviewed to ensure coverage of text types is wide and progressive.

Assessment:

- Criteria and exemplars for Year 2 & 6 writing assessment now available.
- Criteria available for working towards end of KS1/2, working at... and working beyond... (children must have achieved ALL of lower sections in order to move on to next)
- MK reviewing writing assessment to support teachers to make end of Year judgement. Key objectives (used for Autumn Term) not giving teachers enough information.
- Whole class story writing task completed, marked and moderated at staff meeting
- March 17th – St Neots moderation
- JE & MK to moderate Y2 and Y6 collections respectively.
- MK to create an exemplar collection of work for each year group.

SPaG

Spelling:

Increased expectation for spelling following review of Primary Statutory Assessment

KS2 continues to 'set' classes for spelling according to 6 monthly standardised test to assess spelling age. Children working in 6 groups. Weakest children working on spelling patterns using Phase 5 of Letters and Sounds; groups 2-5 using Assertive Mentoring Staged plan; Group 6 (HA) working on bespoke investigations from KS3 PoS.

Progress continues to be good overall.

Additional spelling sessions in KS2 classes to ensure coverage of all KS2 patterns is accessed by all.

KS1 using Letters and Sounds to support daily teaching of spelling

Reception daily phonics sessions combined with handwriting TA/CT led

Grammar & punctuation:

Recent staff meeting focused on using warm ups every day to practise SPaG

KS2:

- weekly SPaG lesson taught & practised discretely usually alongside Guided Reading.
- SPaG linked to current text type

KS1:

Handwriting

Weekly handwriting sessions

Expectation for presentation and joined script in all work

Next Steps:

- Moderation of Year 2 & 6 writing
- Standardised reading tests purchased
- Moderation of Year 2 & 6 writing evidence for end of Key Stage judgements
- Development of writing assessment criteria for Years 1,3,4,& 5
- Creation of exemplar writing collection for Years 1-6
- Literacy planning scrutiny to review teaching of reading, writing, handwriting and SPaG
- Review of Guided Reading