

**EYNESBURY CHURCH OF ENGLAND PRIMARY SCHOOL  
MINUTES OF THE POLICY AND CURRICULUM COMMITTEE MEETING  
Held at the school on 27<sup>th</sup> January, 2016 at 7.30 p.m.**

Present: Barbara Churms (BC), Mandy King (MK), Debbie Noonan (DN) arrived 7.50pm, Eileen Raggatt (ER) (Chair), Kate George (KG), Helen Rouse (HR) (Head teacher).

In attendance: Tracey Crawshaw (Camclerk)

**1. Welcome, introduction and apologies:** Eileen Raggatt welcomed everyone to the meeting. Apologies were received from Caroline Truman (CT) (maternity leave) and Judith Ruff.

**2. Notices of General Business:** None

**3. Senior Management Report.**

**Assessment (Helen Rouse)**

The Assessment Policy was agreed at the meeting held on the 18 November 2015. The school has 4 judgements for assessing pupils:

Emerging

Developing

Secure

Mastery

The emerging category has been subdivided further into those who are very close to achieving expectation and those who are significantly below age related expectations.

Stages are being used in writing and children can work above the stage for their age expectations.

Target tracker is no longer being used and a bespoke system is being used for Reading and Writing.

**3. Subject Overview:**

**Marking**

A verbal report was given by Mandy King. Green pens are used by staff for marking and pink and blue pens are used by the pupils to respond. During book scrutiny a dot is used instead of a cross if work is incorrect and then children are able to amend the work. Deep marking is undertaken on average once a week and feedback is given regularly to children. A star (something done well) and a wish (how to improve next time or in work straight away) are used in conjunction with the learning objectives/intentions. This is used across the whole school and can also be used as peer marking. For children who have not understood something rainbow feedback is given and children are given verbal feedback by teachers or teaching assistants (TAs) either in groups or individually. This is then marked with a stamp when completed. As there were a number of new members of staff at the beginning of term the teaching staff undertook a self-assessment on marking, feedback and assessment. Monitoring will take place by the Senior Leadership Team (SLT) on marking from January to see if there have been improvements. During a staff meeting best practice was shared on how to challenge children who only have a few corrections and will finish quickly (for example there may be challenge questions on the board).

Debbie Noonan joined the meeting.

**4. Declaration of Pecuniary Interest:** None

**5. Correspondence:** None

**6. Minutes of Last Meeting 18th November, 2015:** The minutes were agreed as a true record, with one minor amendment and were signed by the chair.

**10. Matters arising from Minutes not otherwise covered on the agenda:** None

**11. Actions from previous meetings:**

Action96.3	Staff have been asked if they are looking to undertake cooking to contact the Methodist church. There is no cookery taking place in school at the moment. Squirrels have been asked to suggest what they require for cooking after school. They have 2 portable electric rings which are used by the nursery to cook pancakes. Governors enquired what the school requires for cookery to be taught. It is not
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	<p>what we need, but where it will be housed. There is no space in the school for cookery. Governors enquired what facilities other school have. The Head teacher advised governors that this varies from school to school. Options for the location of a cookery space were discussed including the staff room, <del>(+)FT</del>oasties room and a shed outside. The PTA could be approached for funding. Ongoing. Governors agreed to produce a 3-5 year plan for moving forward with teaching cookery and the use of indoor space within the school. This has already been undertaken with the outdoor space.</p> <p><b>Action: 98.1.</b> The Full Governing Body will asked to see if anyone has any contacts for reviewing the internal space use within the school.</p> <p><b>Action 98.2.</b> The Head teacher will speak to the Diocese to see if they can provide any help.</p>	
Action 96.4	FPP committee to discuss the feasibility of the website and if funds were available for a new website. Closed. The FPP committee agreed to funds from the school budget to build a new website. <b>Closed</b>	
Action 96.5	E Raggatt would audit the website for statutory documents and policies. A summary sheet of the improvements seen to the website was circulated prior to the meeting by E Raggatt. <b>Closed.</b>	
Action 96.7	<p><b>Action: 98.3</b> Feedback on Early Excellence and data received from Local Authority from the data submission is to be discussed at the next FGB meeting under Standards.</p> <p>Twenty-three of the children joining Reception were from the nursery and as a result the wellbeing element of the Baseline Assessment is high. Governors enquired regarding different nursery settings and different assessment methods. The school assesses each child upon entry and this will form the Baseline and everyone is assessed on the same criteria.</p> <p>The data from Reception looks positive against National data. The Early Excellence data and the analysis of the data was shared with the Early Years Team at the Inset Day at the beginning of term. <b>Closed.</b></p>	
Action 97.1	The SEN policy on the website is to be updated to statutory requirements and the SEND report needs to be fuller. <b>Ongoing.</b>	
Action 97.2	The role of the Diocesan Advisor was shared with governors via a letter from <b>Tricia Pritchard, Director of Education, Diocese of Ely.</b> <b>Closed.</b>	
Action 97.3	The report from the recent KIT visit is not available. Belinda Harvey the Local Authority Advisor to the school has been contacted by the Head teacher to obtain the report. <b>Ongoing.</b>	
Action 97.4	Clerk to add RAISE online to the FGB agenda. <b>Closed.</b>	
Action 97.5	Mandy King, Helen Rouse and a member of the IT service have met and set up an electronic assessment system. The information from assessments in Maths, Reading, Writing and Foundation subjects is input in the office and staff can produce reports. The next stage is how to use and produce grids of the information. <b>Closed</b>	

<p><b>12. Standards</b>  Pupil Progress and provision mapping have taken place and those children not making progress have been reviewed. Governors enquired who undertakes the Pupil Progress meetings. The Head teacher and Mandy King undertake the meetings with the Teachers and Teaching Assistants. If there is a job share they both meet with the Head teacher and if Mandy King is not present then the information is sent to her as Key Stage leader. Governors also enquired if the More able children are looked at during the Pupil Progress meetings. Yes, they are looked at to ensure they are making progress. Due to the increase in challenge in the new curriculum there have been less conversations regarding challenging the more able pupils. In addition those children who have made good progress are discussed to see how or why they made good progress.</p>	
<p><b>13. Policy Reviews:</b></p> <ol style="list-style-type: none"> <li>1. SEN – The policy has been developed from a model policy from the KEY. The policy was agreed with minor amendments and signed by the chair.</li> <li>2. Computing (HR) - The policy was agreed with minor amendments and signed by the chair.</li> <li>3. More Able, Gifted and Talented (MK)– The policy was agreed and signed by the chair. Governors enquired if the information on children highlighted More Able, Gifted and Talented is passed to secondary schools. Yes, information on each child is passed to the Year 7 teachers by the Year 6 teachers at a transition meeting and it will be highlighted through the assessment system.</li> <li>4. Science (LW) - The policy was agreed with minor amendments and signed by the chair.</li> <li>5. Loss and Bereavement (MK)- The policy was agreed with minor amendments and signed by the chair. Governors enquired if the ‘When tragedy strikes’ document is still used. It is available for use. The inclusion worker supports individuals and has support from family intervention workers. Jane Penny-Meech <del>hhaas</del> undertaken a course on supporting children and families who have been affected by child cancer. There is a collection of books on loss and bereavement. Year 6 have a unit in RE on what happens when we die and there is space to reflect during this time.</li> <li>6. Home School Agreement The agreement was agreed and signed by the chair. Governors had a discussion regarding the Home School Agreement; currently it is signed when children join the school. An annual reminder will be sent in the newsletter to remind parents of the policy and it will be resent to parents if necessary. The Statutory requirements are being met regarding the Home School Agreement.</li> </ol> <p>Governors discussed if the core subject policies need to be reviewed annually. It was agreed that Maths and English would remain annual and other subjects would be three yearly or unless there are significant changes.</p>	
<p><b>14. Review of Policy Matrix</b>  <b>Senior Management Reports:</b>  None  <b>Curriculum Subject Reports:</b>  English incl Handwriting (MK)  <b>Policy reviews:</b>  <b>Second meeting</b>  Maths (KC)  Drugs (added to ensure St Neots schools policy has been reviewed (J P-M)  EAL (HR)</p>	
<p><b>15. AOB:</b> The FPP committee have actioned the P&amp;CC committee to look at budget expenditure and how spend has an impact on raising standards. The subject overviews presented to the P&amp;CC will now include the budget line, how it has been spent and the impact. Governors enquired if the</p>	

<p>staff have a say in how the budget is spent in their subject area. Yes, staff do have a say in how their budget is spent. A number of approaches have been used in the past such as wish lists, bids being placed for subjects and if money is available, how would you spend it? Governors enquired if targets have not been met is this related to lack of funds and could this be reported.</p>	
<p><b>16. Next meeting: Tuesday 8<sup>th</sup> March 2016</b> <b>Additional meeting dates: Wednesday 27 April 2016 and Tuesday 12 July 2016</b></p> <p><b>The meeting closed at 9:35pm</b></p>	