

EYNESBURY CHURCH OF ENGLAND PRIMARY SCHOOL MINUTES OF THE POLICY AND CURRICULUM COMMITTEE MEETING Held at the school on 14th June, 2017 at 7.30 p.m.	
<u>Present:</u> Eileen Raggatt (ER) (chair), Barbara Churms (BC). Mandy King (MK), and Kate George (KG). <u>In attendance:</u> Tracey Crawshaw (Camclerk), Caroline Truman (CT) (Associate governor).	
1. Welcome, introduction and apologies: Eileen Raggatt welcomed everyone to the meeting. The meeting was quorate (The quorum is 3 as noted in the Terms of Reference). Apologies were received from Sharie Neale (SN) and Debbie Noonan (DN). No apologies given Sue Lea (SL).	
2. Notices of General Business: None	
3. Subject Overview: SEN (Special Educational Needs) presented by SENCo Nikki Colledge A written report has been attached to the end of the minutes. The following areas were discussed: <ul style="list-style-type: none"> • Evidence is being collected for One Page Profiles (OPPs) (have been created by Year 6 students in ICT to be taken to secondary school) and Assess Plan Do Review. Examples of both were shown to parents. Governors enquired how much are parents involved with the processes of preparing the documents. The parents of SEN pupils are very engaged. • Governors enquired who undertakes the SEN assessments. Teaching staff undertake the assessments and provision mapping meetings take place between the teacher and the SENCo. • The OPPs are being used as part of the secondary school transition process. • Governors enquired regarding the number of SEN pupils at the school compared with other schools. Most schools generally have 2 or 3 pupils with Education Health Care Plans (EHCPs) compared to 8-10 the school is expecting to have in September. This number is high compared to some schools but not as high as other schools. • Governors thanked Nikki for her hard work and progress over the year. Nikki Colledge stayed to observe the rest of the meeting.	
4. Declaration of Pecuniary Interest: None declared.	
5. Correspondence The Clerk advised governors that RAISEonline is no longer available and as yet the replacement reporting system has not been announced. The school will continue to use the Fischer Family Trust information.	
6. Minutes of Last Meeting 5th May, 2017: The minutes were agreed as a true record and were signed by the chair.	
7. Matters arising from Minutes not otherwise covered on the agenda: None.	
8. Actions from previous meetings:	
Action 103:2	<i>Updated anti-bullying policy to be sought from the PHSE service. An updated policy has been received from the PHSE service which is the same as the policy approved in November 2016. This has been personalised for the school and was re-signed. Governors enquired who the designated anti-bullying coordinator is. The responsibility is held with the Head teacher. CLOSED.</i>
Action 106.1	Creation of Reading/Communication book. The new communication book will be brought to the next meeting. OPEN. Michael Freeman as link governor for parental engagement (Item 4 on the SIP) will be advised so monitoring can take place.
	MK

<p>9. Standards (MK/CT)</p> <ul style="list-style-type: none"> Assessments have been undertaken for KS1 and KS2. KS1 SATs moderation will take place on Friday. The Year 1 Phonics Reading Assessments have taken place today. The assessment did not show anything that was unexpected and the pass mark will be known in 1-2 weeks time. Four Year 2 pupils, who did not pass the test in Year 1, retook the test including one pupil where the Year 1 data was not provided by the previous school. The Phonics testing was moderated on Monday 10th June 2017 in the afternoon. Data for Reception has been prepared for external moderation. Governors enquired how the staff feel that the SATs went. The children worked hard and rose to the challenge. The Writing Teacher Assessment data has to be submitted by Friday 23 June 2017. The current Teacher Assessment data for Year 6 children meeting expected standards is Reading 73%, Writing 69% and Maths 77%. Data is currently being collected for Years 1, 3, 4 and 5 half termly. Data for Spelling and Reading for each class is being collated on Friday 16th July 2017. Reports are currently being writing for all Year groups including Reception. 			
<p>10. Policy Reviews:</p> <ol style="list-style-type: none"> English including Handwriting and Spelling. The policy was updated with minor amendments and signed by the chair. Governors thanked Mrs Pope Senior for her hard work volunteering in the Library. Freedom of Information. This is a model policy and was agreed and signed by the chair. Governors noted that the school prospectus for 2015-16 is on the school website. Action 107:1 Governors are to monitor the updating of the school prospectus for 2017-18 and ensure it is on the school website. Early Years/Foundation - The policy was updated with minor amendments and signed by the chair. Complaints Policy – The policy was approved and signed by the chair. Sections 3.7 and 3.8 were updated to reflect the schools ethos regarding complaints. Action: 107:2. CT to circulate updated policy to governors. 	<p>All (esp CT)</p> <p>CT</p>		
<p>11. Review of Policy Matrix</p> <table border="0"> <tr> <td style="vertical-align: top;"> <p>First meeting Curriculum Subject Reports: Maths (KC) Music (KC) Policy Reviews Teaching and Learning (MK/CT) Curriculum and Planning (MK/CT) Equality incl. Race Equality Recording Racist Incidents Homework</p> </td> <td style="vertical-align: top;"> <p>Second meeting Curriculum Subject Reports: Pupil Performance (MK/CT) Geography Policy Reviews Computing SEN PSCHE Drugs Internet Usage Use of Images</p> </td> </tr> </table>	<p>First meeting Curriculum Subject Reports: Maths (KC) Music (KC) Policy Reviews Teaching and Learning (MK/CT) Curriculum and Planning (MK/CT) Equality incl. Race Equality Recording Racist Incidents Homework</p>	<p>Second meeting Curriculum Subject Reports: Pupil Performance (MK/CT) Geography Policy Reviews Computing SEN PSCHE Drugs Internet Usage Use of Images</p>	
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<p>12. AOB:</p> <p>A governor had been advised that the SEN report can replace the need for a SEN policy? MK/CT will look into this. Action 107:3.</p>			
<p>13. Next meeting: Wednesday 10 October 2017.</p> <p>The meeting closed at 9.07pm</p>			

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

Review of the last year – May 2016-2017 – 1 day a week SENCo

- Challenging year lots to learn and high level of SEN need at Eynesbury
- NC currently completing the National Award for SENCo –I have passed the 1st 5,000 word assignment now writing the second Action Research assignment (5,000 words again!).
- Learnt how to write an EHCP/EHA – written 2 and supported HT with a 3rd. 2 successful one we are challenging next week – with START more to write next year.
- Closely supported HT in all aspects of SEN – writing EHA's developing APDR with staff and OPP – see examples
- Supporting 2 TAs on the level 4 SEN course –I am hoping to build a team over the next year. Clearer systems should be in place for school staff
- Developed the provision mapping/management across the school for teachers – meetings to deepen knowledge of small step evidence for children with SEN – see example. This gives me an overview and eventually I can analyse SEN data to support gaps/knowledge – next steps
- Run x2 staff meetings – one to explain the graduated approach (APDR and person centred) and the other to work on OPP with staff – TAs gave an presentations linked to their projects too. I have asked for a SEN staff meeting termly next year.
- Written/updated the SEN information report and the SEN policy
- Met with many parents, specialists and run EHC annual reviews, written 3 EHC transfers and run numerous TAF meetings alongside the HT

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- Action Research project has focused on one page profiles linked to transition for Year 6 children – transition has been a key area worked on this year and last. The OPP should have all info needed for the next teacher and has the voice of the child and parent too. It will also link the provision map small step targets and will be used for SEN parent evenings next year.

Next Steps – SEN – 2017/8 – Eynesbury

- Continue to build on knowledge and learnt from SEN award – links with St Neots SENCo cluster meetings and with Bushmead (start next week)
- Begin to disseminate deeper knowledge to staff – termly staff meetings linked to SEN knowledge and CPD. Lead TA meetings to support their knowledge. TA appraisals with HT or SLT
- Continue to write EHCPs and EHA's for other high level SEN need children – 3 possible new EHC next year. We currently have 35 children on the SEN register. All these should have an OPP and APDR if we need other professionals to be involved – all linked to child and parent voice. All with small step targets linked to the provision map.
- Continue to build a SEN team – TAs to use knowledge from the course in school and support others – one will focus on OPP and inclusion, the other speech and language. DT (teacher) is currently on a CAMH mental health course and it is hoped she will also join the team as this is an area for development at Eynesbury – she will deliver CPD as well and will support SEMH across the school and with targeted children
- Continue to deepen knowledge on provision maps and look closely at barriers to learning and small step evidence – NC to then analyse data and look more closely at whether interventions are working or not. Build a bank of good assessments and interventions across Eynesbury. OPP to have termly targets on and used in class, then evaluated/exit data and next steps for personalised learning.

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- Make SEN information report more accessible to parents and governors – clearer and easier – update yearly alongside SEN policy. Use person-centred approaches and ask parents what would help them – use Action Research approach to find out – party of parents to give their voice – eventually children will be part of process as well KS2.

Nikki Colledge SENCo 14.6.17