

<p>EYNESBURY CHURCH OF ENGLAND PRIMARY SCHOOL MINUTES OF THE POLICY AND CURRICULUM COMMITTEE MEETING Held at the school on 29th November, 2017 at 7.30 p.m.</p> <p><u>Present:</u> Eileen Raggatt (ER) (chair), Barbara Churms (BC). Mandy King (MK), and Caroline Truman (CT) (Associate governor).</p> <p><u>In attendance:</u> Tracey Crawshaw (Camclerk),</p>	
<p>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 Sue Lea (SL) (leave of absence), Kate George (KG) and Sharie Neale (SN).</p>	
<p>2. Subject Overview: Geography and History</p> <p>Geography and History curriculum action plans and termly plans were circulated to the committee.</p> <ul style="list-style-type: none"> • Key Stage 1 geography curriculum has more facts than the previous curriculum. • Support from the County Council is no longer provided for history and geography subject leaders. • Outdoor displays include maps of oceans and continents which pupils are expected to learn. • The action plans have been written to meet the needs of the national curriculum. • The school is looking to source good quality maps. Governors enquired if there is funding for maps and resources. The PTA will be approached for funds. <p>Assessment</p> <p>Assessment at Eynesbury Church of England Primary School 2017 was circulated to the committee.</p> <ul style="list-style-type: none"> • CT is going on maternity leave and she will undertake a book look before she leaves. This will be part of the BLINK monitoring. • Cohort files have been reintroduced, which follow up the school with the class and contains a history of assessment over several years. Governors enquired what happened to the previous folders. The folders were not kept up to date when CT went on maternity leave last time and assessments changed during that time. • Governors enquired if literacy is linked across all subjects. Yes, through cross curricular writing and the school has just started using the Power of Reading scheme which includes subject links. Part of mastery is using and applying skills in different areas of the curriculum. 	
<p>3. Notices of General Business:</p> <ul style="list-style-type: none"> • Website Audit (ER) • Special Educational Needs (SEN) and Sex and Relationships Education (SRE) policies to Full Governing Body. • Parent View survey. 	
<p>4. Declaration of Pecuniary Interest: None declared.</p>	
<p>5. Correspondence None.</p>	
<p>6. Minutes of Last Meeting 10th October, 2017: The minutes were agreed as a true record and were signed by the chair.</p>	
<p>7. Matters arising from Minutes not otherwise covered on the agenda: None.</p>	
<p>8. Actions from previous meetings:</p>	

Action 107.3	Can the SEN report replace the SEN policy on the school website? Yes, the policy can replace the SEN report. The committee governors agreed that both the policy and the report should be on the school website. CLOSED.	MK/CT
Action 108.1	MK or CT to check if in year transfer children receive the Home School Agreement. Yes, all in year transfer children receive the Home School Agreement, but the return of the document by parents needs to be monitored. Scarlet in the office will be asked to follow up the return of the forms. CLOSED.	MK/CT
Action 108.2	Clerk to circulate updated Terms of Reference and circulated with the minutes. CLOSED	TC
9. Standards (MK/CT)		
<ul style="list-style-type: none"> The assessment report for the website was shared with governors. Governors enquired if the KS1 SATs will be stopped? There is a rumour that they will end in 2019. Soft start has been introduced to Key Stage 2. The whole school now has a soft start to the beginning of the day. The benefits of soft starts was discussed. 		
10. Policy Reviews:		
<ol style="list-style-type: none"> Internet Usage. The policy was agreed minor amendments and signed by the chair. Computing. The policy was agreed and signed by the chair. SEN - The policy was agreed with minor amendments and signed by the chair. The policy will be taken to the next Full Governors Meeting on the 5 December 2017. PSCHE - The policy was agreed minor amendments and signed by the chair. Governors enquired if the Cambs Personnel Development Program is still used. Yes, it is used with elements of SEAL. Drugs – The school has to buy in to the county scheme and the previous policy is now obsolete. The policy now needs to be rewritten. The policy is carried over to the next meeting. Action 109.1 Use of Images – Governors discussed the use of personal equipment to be used in the school for images. Sometimes staff bring in high quality personal quality cameras with specific school memory cards. Images are not stored on personal equipment. Governors discussed the reasons why parents/carers would not give consent for use of images. The policy was agreed and signed by the chair. 		
11. Review of Policy Matrix		
First meeting of Spring term Curriculum Subject Reports: Art Policies Maths Geography Music Assessment and Marking	Second meeting of Spring term Curriculum Subject Reports: Design and technology Policies Science (only if changes required) Modern Foreign Languages Support for Pupils with medical conditions	
13. AOB:		
<ul style="list-style-type: none"> ER undertook a website audit and the Head teacher has already updated the website to reflect the actions. The Sex and Relationships policy will be agreed at the Full Governing Body meeting. Ninety-three parents completed the Parent View survey and dealing with bullying has been highlighted as an area. The school does not have a problem with bullying and the issue is with perception of bullying and this will be addressed. The terms of Reference were updated to reflect the delegation of policies to the 		

Signed Copy

committee is outlined on the Schools Policy Master List.	
14. Next meeting: Tuesday 23rd January 2018, Wednesday 7 March 2018, Wednesday 9 May 2018 and Wednesday 13 June 2018. The meeting closed at 9.05pm	

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

History and Geography Action Plan 2017-2018:

Success Criteria	Milestones
Ensure that what is required to be taught in National Curriculum is covered. (Hist and Geog)	Use objectives tracking grids to check in Autumn 1.
Resources - audit of maps (Geog)	Check that staff have access to maps that help achieve the objectives they have to cover. If not look at sourcing additional maps. Speak to staff at start of Spring Term to see what they have been able to use so far and what else they might need this academic year.
Monitoring - Observe Lessons/ Book Scrutiny.	CT to observe a range of Hist/Geog lessons to assess strengths/areas for development. This will be as part of blink monitoring in the Spring Term. CT to look in topic books to see how much Hist/Geog is recorded. Are pupils covering what is planned? (End Spring term to ensure almost 2 full terms of work in books) Evidence recorded on perspective.
Assessment is up to date and passed onto the next teacher.	Ensure at the end of each term staff are assessing pupils against the end of year objectives. Check: start of Spring/ Start of Summer/ End of Summer. July 2018: check info is in cohort files ready to be passed on to the next class teacher.