

EYNESBURY CHURCH OF ENGLAND PRIMARY SCHOOL MINUTES OF THE POLICY AND CURRICULUM COMMITTEE MEETING Held at the school on 30th November, 2016 at 7.40 p.m.	
<u>Present:</u> Barbara Churms (BC), Mandy King (MK), Sharie Neale (SN), Debbie Noonan (DN) (joined 7.45pm), Eileen Raggatt (ER) (chair), Kate George (KG), Sue Lea (SL) <u>In attendance:</u> Tracey Crawshaw (Camclerk), Caroline Truman (CT) Associate.	
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).	
2. Notices of General Business: None	
3 .Senior Leadership Report None.	
4. Subject Overview: The monitoring cycle is annexed to the minutes. D Noonan joined the meeting. CT outlined the monitoring cycle and the following items were discussed by governors: <ul style="list-style-type: none"> • Members of staff who are not part of the Senior Leadership Team (SLT) are being invited to attend a learning walk, one member of staff has joined the Head teacher so far. Governors enquired how the member of staff responded to the experience. The member of staff found it a positive experience. Only two members of staff will undertake a learning walk at one time to ensure teachers are not flooded with people in the classroom. Other members of staff will be given opportunity during the year to attend a learning walk. Governors enquired regarding the information shared with members of staff after the learning walks. The Head teacher writes a summary of the outcomes of the learning walks and feeds this back to staff at staff meetings including common themes and strengths. If individual feedback is required the Head teacher will feedback that individually. • A book scrutiny planned for this week has been delayed until next week with a literacy focus. • M King will be dropping into Literacy lessons next term to get an insight into teaching and as a personal learning opportunity. • The monitoring plan is a working document and will be updated frequently. 	
5. Declaration of Pecuniary Interest: None declared.	
6. Correspondence: None	
7. Minutes of Last Meeting 12th October, 2016: The minutes were agreed as a true record and were signed by the chair.	
8. Matters arising from Minutes not otherwise covered on the agenda: None	
9. Actions from previous meetings:	
Action 97.1	The SEN policy on the website is to be updated to statutory requirements and the SEND report needs to be fuller. The SEN policy is on the school website and is to be agreed at this meeting. Closed. The SEND report needs to be fuller - still ongoing The school website information is not up to date with the wrong staff information on the Who's Who page. M King will speak with S Ambrose in the office to ensure the information is updated. Action: 103:1.
	MK HR/NC

Action102.1	CM to check the appendix for reporting racist incidents to the LA. The information was already provided in the policy. Closed.			
<p>10. Standards</p> <p>E Raggatt had hoped to attend RAISEonline training but it was full. Governors enquired if the data is comparable for 2016 with 2015 due to the changes in assessment levels. The data can be compared to expected levels of achievement.</p> <p>The Senior Leadership Team (SLT) has received data from the teachers on the first half term and the analysis will be available in the first week of January. The assessment levels are still being developed, but are currently Below, Emerging, Developing, Secure and Mastery. Governors asked if moderation has taken place this academic year. M King advised governors that moderation has taken place across the year groups; this is both internally and externally with other school for Writing. It was noted that a child in year 5 for example cannot be a secure Year 5 for expectations until the end of Year 5 as they will not have been taught the entire curriculum. The SLT are considering setting end of term expectations and note if the children are secure in them at the end of the relevant term. Governors enquired if the children still have targets in their books. They currently have end of year expectations but not termly expectations. A project with the St Neots Schools Forum has been looking at the Year 4 expected standards for Writing. The end of Year 2 and end of Year 6 expectations are already known, but the project is developing expected standards for the end of Year 4.</p>				
<p>11. Policy Reviews:</p> <ol style="list-style-type: none"> 1. Computing (HR). The policy was reviewed in January. The Head teacher is currently reviewing the policy and it will be brought to the next meeting. 2. SEN (NC). The policy was agreed by governors and signed by the chair. A sentence was added regarding pupils within the school will supporting children with educational needs to achieve their goals. A link was added to the Anti-bullying policy. 3. Anti-bullying (CT). The policy was agreed by governors and signed by the chair. C Truman has enquired with the PHSE service regarding an updated policy but has not received a response and will chase them. Action 103:2. 				
<p>12. Review of Policy Matrix</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>Next meeting</p> <p>Senior Management Reports: Assessment (CT/HR)</p> <p>Curriculum Subject Reports: Sex and Relationships (J P-M)</p> <p>Policy reviews: Computing (HR) Assessment and Marking (CT) Science (LW) Communications (CT/MK) Monitoring (CT/MK)</p> </td> <td style="width: 50%; vertical-align: top;"> <p>Second meeting</p> <p>Senior Management Reports: None</p> <p>Curriculum Subject Reports: Foundation Stage/EYFS (LP/JB) PE (AH)</p> <p>Policy Reviews Maths (KC) Out of Hours Activities (CT/MK) Governor visits (governors)</p> </td> </tr> </table>			<p>Next meeting</p> <p>Senior Management Reports: Assessment (CT/HR)</p> <p>Curriculum Subject Reports: Sex and Relationships (J P-M)</p> <p>Policy reviews: Computing (HR) Assessment and Marking (CT) Science (LW) Communications (CT/MK) Monitoring (CT/MK)</p>	<p>Second meeting</p> <p>Senior Management Reports: None</p> <p>Curriculum Subject Reports: Foundation Stage/EYFS (LP/JB) PE (AH)</p> <p>Policy Reviews Maths (KC) Out of Hours Activities (CT/MK) Governor visits (governors)</p>
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<p>13. AOB: Governors enquired if there was an updated on the progress of the kitchen in the Toasties Room. It was agreed an update would be given at the next meeting. Action 103:3 (MK/CT)</p>				
<p>14. Next meeting: Tuesday 24 January 2017, Wednesday 8 2017, Tuesday 2 May 2017, Wednesday 14 June 2016.</p> <p>The meeting closed at 8:30pm</p>				

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



Eynesbury C of E Primary School Monitoring Cycle – 2016/2017

Term	Monitoring Type	Notes
Autumn 1	<ul style="list-style-type: none"> Formal Observations of every staff member as part of Performance Management. (HR/CT/MK) Learning walks – minimum of one/fortnight. (HR + others) 	<p>Learning walks: 6.9.16 – (HR) 8.9.16 – (HR) (Two in same week so all staff seen) 21.9.16 –KS2 Focus (HR/MK) 28.9.16 (HR/CT) 13.10.16 – (HR/LP)</p> <p>Learning walks key strengths and areas for thought have been fed back to staff through diary dates e-mails.</p>
Autumn 2	<ul style="list-style-type: none"> Learning walks – minimum of one/fortnight. (HR + others) Book Scrutiny – focus on writing (MK) 	<p>Learning Walks: 1.11.16 – HR and KC (Maths Focus) 7.11.16 – HR with Margaret Leverett – LA advisor (pm) 18.11.16 – HR and Andrew Underwood. 21.11.16 – Ely Diosece Regional Advisor and HR 23.11.16 – HR and NC (SENCo)</p> <p>Learning walks key strengths and areas for thought have been fed back to staff through diary dates e-mails.</p> <p>BK scrutiny in final weeks of term, so follow up planned for beginning 2nd half Spring Term.</p>
Spring 1	<ul style="list-style-type: none"> Lesson Obs – Maths Focus (HR/KC) Maths Planning Scrutiny (HR/KC) Learning walks – minimum of one/fortnight. (HR + others) 	
Spring 2	<ul style="list-style-type: none"> Learning walks – minimum of one/fortnight. (HR + others) Follow up Book Scrutiny with individuals as required – focus on writing (MK) 	
Summer 1	<ul style="list-style-type: none"> Lesson obs – focus to be determined, linked to whole school need/focus. Book Scrutiny (MK/CT) Learning walks – minimum of one/fortnight. (HR + others) 	

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Summer 2	<ul style="list-style-type: none">• Learning walks – minimum of one/fortnight. (HR + others)• Other monitoring will be reactive to needs of school.	
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