



CALDECOTE PRIMARY SCHOOL

Minutes of the Virtual Meeting of the Pupil, Curriculum & Safeguarding Committee

Wednesday 20th October 2021 at 6pm

Due to the Covid-19 pandemic the meeting was held virtually using Zoom.

Present: Kate Duncombe (Chair)
Karen Stanton (Co-Headteacher)
Shweta Tripathi
Natalie Martin
Joanna Skiba-Szymanska (new governor observing)

Apologies: Suzy Reed

Clerk: Vicky Miles

Reference

Action

1. Welcome to all and apologies for absence

KD as Chair formally opened the virtual meeting, extending a welcome to all present, as well as a special welcome to JS-S.

2. Declaration of interests relating to items on the agenda

None declared.

3. Approval of the Minutes of the Virtual Meeting of the committee held on the 29th April 2021

The minutes were approved by Governors as a true and accurate record of the meeting, the Chair will sign and handover at the next available point.

4. Matters Arising from the Minutes of the Virtual Meeting of the committee held on the 29th April 2021

Page 2 - Item 4: Keeping in Touch visit – report from adviser – Lisa Valla was circulated.

Page 2 - Item 4: Safeguarding and Child Protection Policy – reviewed by PS, can now be ratified and adopted.

Page 4 - Item 7: KS circulated the link for the online Safeguarding course.

Page 5 - Item 8: KS explained the host company do not allow schools to share their logins with non-employed personnel for the RSE resources.

Page 6 - Item 8: KS circulated parent survey results; included a sentence about teaching at age appropriate level as per suggestion by MAC; had a parent forum to share RSE curriculum details; the curriculum was taught very successfully in summer 2021.

Page 7 - KS circulated all policies to be reviewed.

Page 7 - VM circulated a list of statutory governors.

5. Elect Chair

KD elected as chair – unanimous vote, all agreed.

6. Terms of Reference for this Committee

KS and KD discussed amendments and changes, KD agreed to make necessary changes, update and circulate to governors of this committee.

KD

7. RAP Progress and Update

KS reported that this is quite an ambitious RAP, but something we can achieve providing everything stays as it is.

Governors need to be assigned to different areas in order to spread the workload.

Key areas: Reading - from Ofsted training it is clear that we have a 'gap' with decodable books, this is a requirement so we will have a big focus on Early reading and having books to match phonic stages; we are investing in Little Wandle a systematic synthetic phonics programme that will support our current practice and bring in consistency across KS1 and beyond

Writing: we used to do Talk 4 Writing, then adjusted to suit our needs, but over time new teachers have introduced other approaches; a working group has been put together to review our approach to writing
Diversity: are we reflecting the increasing diversity of our cohorts in their environments and our curriculum?

Curriculum: to ensure the Caldecote Learning Tree curriculum structure is being applied consistently across the school

Reviewing curriculum – as we teach the curriculum, issues arise to improve / adjust

'11 x 11': to review and get embedded

Subject Leadership: focus carried over from last year

JS-S has volunteered to support PS with governor lead for curriculum. Jay Surti and Mary-Ann Claridge to become governor lead for daily short sessions.

ST and Cristina Turner become governor leads with Diversity – both to arrange a meet with NM.

KD governor lead for reading and writing, KD to arrange a meeting with Rebecca Parrett and Laura Baggaley.

All governors to meet with staff, arrange a suitable time and send questions prior to the meeting. Meetings to be structured around the Governor meeting template (KD updating)

Question: Do the notes of the meeting get forwarded anywhere else?

KS replied that notes from the meeting are recorded on a form and then fed back at the next PCS meeting and, if needed, the FGB

PS and KD suggested that this can be shared within the governor area of the website.

ST reported that she had made contact with Denver Gladwell and a meeting has been set for 9th December.

NM suggested that times should be outside the school day and teachers would appreciate having the questions beforehand so they are able to prepare for the meeting.

8. Caldecote Curriculum Update

KS reported that school has been very busy with a big focus on the curriculum. We have looked at the Learning Tree and discussed what it means to us – how it structures our teaching day.

Targets for staff have been based around looking at their curriculum areas, how they will be implemented and what the impact is. We will be looking at how this all fits in with our overall intent – to build on the children's previous learning. All teachers will have dedicated time next half term to work on this.

9. Early Reading

KS reported that this is an area that is a very big focus with Ofsted (we are in our Ofsted window). KS explained that every primary school will have an early reading deep dive – we get good phonics scores 90% plus but as the DfE have raised the target the aim is now 95%. Last year we achieved 96%.

We have always used Letters & Sounds but DfE guidance now is that there should be a programme in place that ensures early reading is prioritized and that it is successful. Following research we have decided to go with Little Wandle as it is very similar to our current teaching and will ensure we comply as it provides decodable texts that match the phonic stages.

There are 7 elements that we need to have in place:

- Prioritise reading: we have always made this a priority in early years which translates into good reading in scores at the end of Key Stages
- Develop a love reading throughout school
- Have a robust SSP
- Books should be decodable for early readers
- Interventions in place to support those at risk
- Start early in Reception – from day 1

Rebecca Parrett introduced the Caldecote Reading Spine which ensures pupils have access to a broad spectrum of texts and genres by the end of Year 6.

KS added that all books must be decodable for children. Research has shown that children make better progress if they can decode the books and are not presented with books that have unfamiliar phonemes / words. Parents often want books that ‘challenge’ their children so we will need to share this new approach with parents. Children will still have other books that they can share with parents. Staff report that children become much more confident and positive about reading when they are able to decode books rather than struggling with unknown words.

The scheme also provides interventions for the children that don’t make expected progress.

KS explained that phonics teaching should start in Reception as research has shown that the earlier children are exposed to learning phonics the more secure their progress. There will be a lot of work and training involved to get Little Wandle implemented. We will also need to plan how to communicate the change to parents. We are excited by this positive change and plan to start with the training and implementation after half term.

10. Subject Leadership

KS reported that this is a development focus on the RAP that is carried over from last year. Governors will meet with their Subject Leaders this half-term; some subject leaders are positive and strong while others are less experienced and are being supported by colleagues.

KS explained that NM and DG had a mock deep dive with our school adviser and fed back to other staff. A course has been sourced for the History subject lead who is an RQT and is new to subject leadership. All staff and colleagues will support one another. NM added that due to

Covid we were unable to develop our subject leadership last year so we are keen to ensure we focus on this and use our in-house experience to develop our expertise and confidence.

11. Safeguarding

KS reported that the Single Central Register is now fully electronic and will make upkeep much more efficient and robust.

Most staff have read and completed the online assessment for the Keeping Children Safe In Education (KCSIE) update.

One outstanding governor still to complete, KS to chase.

The three Designated Safeguarding Leads (KS, Rebecca Snelling & NM) ensure everything is kept up to date – NM attended a CPIN meeting recently.

KS

12. Website

KS thanked governors for checking areas of the website and raising a few points. The School's Self-Evaluation (SSE) has had a 'quick' update just as an interim measure.

We are in the process of re-doing the Pupil Premium template to use one provided by the DfE – this should be uploaded by end of the week. Please can everyone regularly check website and let us know if you see anything that is out of date or that needs amending. All governors agreed.

Question: Do many people use the website?

KS replied mainly new people and Ofsted use it as a desktop analysis prior to a visit.

13. Policies for Review and Approval

Policies to be ratified:

Safeguarding: Pippa checked

Admin of Medicines: Kate checked

Guidance & Feedback

Educational Visits – MAC suggested changes in April, sent back and waiting to hear back from MAC. Both ratified post meeting.

Small amendments made to PE & School uniform policies; earrings not to be worn for any PE or sport – suggested that this is ratified now and then shared.

JS-S explained that some mothers are very worried about the earrings policy and feel that if earrings are removed the children are open to infections. KS explained that the legacy of it is that the school will not

take responsibility for a child doing high-impact PE sessions with earrings in as per the LA guidance.

Question: Have any accidents involving earrings happened?

KS replied that an earlobe had been torn a while back. The directive was that earrings can be taped but any subsequent guidance is that a protrusion at the back of the ear can cause potential damage to the nerve that runs down behind the ear. All PE leaders have been told by Ian Roberts, LA Lead for PE, that they are not to take undue risks with children, he was very clear – nothing in the ear. JS-S to review the PE policy and ST to review the School Uniform Policy.

JS-S, ST

New policy recommended by EPM: Preparation, Planning and Assessment (PPA) based on standard one – KD to review.

KD

SMSC Policy outstanding since April, still waiting to hear from Jay Surti, this is now very overdue. Pippa Smith recommended ratifying now as waiting until the next meeting will mean this will be nearly year overdue.
3.11.21 post-meeting communication with Jay Surti who has agreed to recommend the SMSC policy be ratified by the PCS post-meeting.

Policies to be reviewed by 19th November:

British Values – JS-S
Food – Healthy Schools - ST
Early Years - ST
Teaching & Learning – JS-S

Handwriting – this is now overdue but we are reviewing this as part of the RAP so will hold this in abeyance.

14. Other Matters relevant to the Committee

JS-S officially on PCS committee

15. Date of Future Virtual Meeting of this Committee

9th February 2022.

There being no further business, the meeting closed at 7:02pm.

Signed as a true record.....Date.....

Chair