



CALDECOTE PRIMARY SCHOOL

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

Thursday 29th April 2021 at 6pm

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

Present: Kate Duncombe (Chair)
Karen Stanton (Co-Headteacher)
Rebecca Snelling (Co-Headteacher)
Suzy Reed
Mary-Ann Claridge (MaC)
Jay Surti
Shweta Tripathi
Natalie Martin

Apologies: None

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 both JS and ST.

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 8th October 2020

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 8th October 2020

Page 2 - Item 4: The Home School Agreement was completed and sent to MaC.

Page 2 - Item 4: -Transition Policy – returned by MaC.

Page 3 - Item 6: RS sent unnamed data from 1st lockdown to governors.

Question: Is anymore data available yet?

RS explained that assessments have taken place and the list of which children need support had been updated. RS added that the annual monitoring visit took place and the data has not yet been verified with the local advisor. Once the report is complete it will be circulated to governors.

RS

Page 5 - Item 8: Safeguarding and Child Protection – not heard from Kevin Vanterpool, KS to email KD to review if Kevin not replied by Wednesday.

KS

5. Recovery, Development and Improvement Plan

KS reported that the updated plan was circulated on the 26th March. The Senior Leadership Team are currently reviewing all areas and summarising any outstanding actions as well as reviewing to see if any areas are now superseded by the latest lockdown. The plan will be updated and circulated before half term. As this is a long document, a summary to condense everything will be made available in due course.

KS explained that as the school is now in its Ofsted window, Lisa Valla the local authority advisor carried out the annual monitoring visit, to make sure we are in a secure place. The headlines:

- Overall very impressed with where we are as a school
- A secure understanding of where children are and plans to identify gaps are in place
- Teaching and learning is back on track after initial settling in period; teachers understand they have autonomy to respond to needs of class to adapt timetable to ensure mental and emotional wellbeing is established
- Behaviour: we are proactive in tackling behaviour where it falls below expectations; involve pupils, parents and external agencies if needed
- Strength is the personal development – 11x11 curriculum & wider opportunities and how we track these
- Safeguarding is also a strength; processes in place to ensure safeguarding in wider sense
- Some areas to focus on:

- Develop subject leadership for all subjects
- Broaden diversity and cultural links in the curriculum and environment, Lisa offered some good tips.
- Celebrate our strengths: 11 x11 curriculum, behaviour, how well we know school, how proactive we are in identifying weaker areas

KS added that the website had a couple of areas that needed tightening. The report will be circulated when it arrives.

KD added that Lisa was very positive about staff and governors, a few tweaks to be made but overall was very pleased.

Question: When will the development plan be circulated?

KS said that information is being gathered and the hope is to circulate for half term.

Question: Is there anything that needs doing for the governance section?

KS replied yes. Governors to review this.

Question: Who updated the plan in March?

KS replied herself and RS.

KD to review governor section and share document with KS/RS

KD

6. Caldecote Curriculum Update

RS reported that the Caldecote Curriculum was finalised and the plan had been to trial it for the year, then tweak if needed. Due to Covid that has not been possible. Teachers are currently looking at what has not been taught and are responding to what children need. The plan now is to use the curriculum document to cross reference; what we expected to teach, what has been covered and identify what has been missed. This will give a clear picture of everything missed in all subjects.

RS informed the committee that parent consultations took place via zoom. RS added that there had been a phase of recovery, all systems are now back up and running, including monitoring but still taking workload and the wellbeing of staff into account while all covid measures remain in place.

Question: What would you expect from the governors? What would you like us to do?

RS explained it would be good for all governors to ensure they have a good understanding of the recovery document as this is still the driver, as discussed above. It is expected that in Autumn term, governors will be able to meet with class teachers/subject leaders for monitoring visits

again. We assume we will be using the RAP again, but this depends on covid.

7. Safeguarding

NM reported that logging concerns continues to be via 'My Concern'. The safeguarding leads meet up regularly and monitor the logs as they are made. There is an increase in on-line safety concerns – this is being raised with staff and parents – staff are teaching additional online safety sessions and raising expectations and it will continue as high profile. KS added that she was due to attend a sexual harassment awareness session but the information and login details did not arrive – the focus was to be around secondary and young adults.

Question: Did everyone complete the safeguarding course on-line? KS replied no not everyone. KS to send out the link to all that have not yet completed and also to both JS and ST.

Question: How do concerns manifest? And how do you identify a concern?

NM explained that it can be in a variety of ways, it could be a comment made by a child, unusual behaviour noticed by a member of staff, or a mark on a child. All staff are trained on how to identify these things, the on-line safeguarding course will give governors a better understanding of this.

8. RSE

KS reported that measures were put in place in September 2019 as the new Relationships and Sex Education (RSE) and health education statutory requirements meant schools should start teaching from September 2020. The following has already taken place:

- worked with triad schools (Barnabas Oley and Monkfield Park) to plan an approach to get stakeholders' views and agreed to work on a syllabus
- a parents survey to gain their views and had pupils interviews with selected groups
- already had a robust SRE policy and teaching programme so this is just including the aspects of the new guidance
- have followed guidance from DfE, The Local Authority, PSHE service and the PSHE Association
- Purchased new online resources (Growing Up with Yasmine & Tom) from the Family Planning Association (FPA) as we felt the Channel 4 videos were outdated and we are replacing some books
- The policy and teaching overview broadly reflects the majority of parental opinion.

KS suggested governors login to the website and look at the resources, KS to share schools login details with governors.

KS added that this will help the children understand relationships and get them into the idea that whatever family they come from is excepted. A lot of what is covered is the same as before, when the children start secondary they have the knowledge and confidence to deal with it. KS explained that this hasn't been shared fully with staff yet, PCS committee first, then wider governors as everyone needs to be on board with it. KS reported that the parents survey results were overwhelming in favour for the school to teach it.

Question: Are there any parents that might be sensitive to same sex relationships?

KS replied that there would be some and this is due to cultural beliefs, their children are in the younger year groups, so it would not arise for them for some years. The plan is to have an evening with parents to share what each year group will be taught and be clear that it will be age appropriate.

Question: Do you think staff are confident teaching with the materials they have?

KS replied that a session with staff will take place and we will ask them to be honest, and we may possibly ask the PSHE service for support with training as needed. Most staff have taught a lot of the content before under the old syllabus.

Question: Is there any information relating to consent and rights over own bodies? It wasn't obvious when reviewing overview.

KS explained that this is in year 7 and is part of the PSHE curriculum rights and responsibilities, which is threaded throughout and included as part of the 'appropriate touching' objectives.

Question: How do you decided what is age appropriate?

KS explained that this is guided by statutory guidance and based on a huge amount of research. It was decided that it was important for Year 5 to understand about the mechanics of the body and Year 6 around the other areas including emotions and hormones, as they are more mature and ready.

MaC: Couldn't see a sentence about teaching at age appropriate level in the policy. KS agreed it would be a good idea to add into the policy.

Question: Do we have a governor linked to PSHE?

KS replied that there is no governor link at present. KD suggested this would be a good idea, possibly Renu Martingale who is Mental Health governor.

Question: Is the new guidance coming into play this half term?

KS explained that originally September 2020 was the start date set out by the government, but due to Covid this was pushed to September 2021, although the PSHE Association are saying that is it this term. The surveys are complete, so we are ahead of the game. The policy needs to be fit for purpose.

Question: Is this something that is needed quite quickly?

KS explained that ratification from the governors was needed along with resources and then we will share it with parents and staff, the hope is to be ready for next half term.

Question: What is the plan for catch up with missed RSE learning?

KS explained that anything that has been missed will be covered.

Question: Has RSE teaching started?

KS replied only what is covered under the science curriculum as all other aspects need to be shared first.

KD, KS

It was decided that a date would be set by KD and KS/RS for a parent forum.

KS to incorporate comment about teaching at age appropriate level to the policy.

KS

9. NPQH – Spelling Project

RS reported that in 2018 an objective on the RAP was to improve spelling across the school. A huge amount of work went into this with daily spelling sessions, new resources and termly assessments. Overall, grammar punctuation and spelling (GPS) improved in KS2 SATs, but spelling was still low in comparison to other sections of the tests. Phonics scores in KS1 are high, but focus on reading and not written words. One thing, identified from monitoring over time, is that children are not spelling words correctly in their writing. Part of the NPQH is to create a change programme, the aim will be to implement a spelling approach across the school. The aim is to ensure children can communicate effectively in the written form and spelling isn't a barrier to composition of writing. This term we will be trialling different approaches and get a plan ready for September, then review in the Autumn term and again longer term to ensure sustainability.

Question: How will you assess whether or not it is successful?

RS explained that baseline assessments have been carried out and will be compared to new data at the end of autumn term.

Question: What does the acronym NPQH stand for?

RS replied National Professional Qualification for Headship.

KD added that there are quite a few acronyms used, Pippa Smith and KD are preparing a document for new governors and will add known used acronyms.

10. Policies for Review and Approval

Policies to be ratified:

British Values - SR
Transition - MaC

KS explained the policy review process for new governors.

Policies to be reviewed:

PCS terms of committee - KD
Administration of medicines - KD
Anti bullying - SR
Educational visits - MaC
Food – healthy schools - ST
Physical activities – JS
Guidance & Feedback - MaC
Handwriting - in the process of reviewing

KS to email policies to governors.

KS

Question: How do we feedback?

KS explained that this could be via email or telephone; do not be afraid to ask questions. SR suggested looking at other school's policies and look on the government website for support.

Question: When is feedback needed?

KS explained that the policies would need to be ratified by the next meeting and added that it is good practice to do review them fairly soon.

11. Other Matters relevant to the Committee

Question: Is there a list of statutory governors?
VM to source information.

VM

KD reminded governors to regularly check emails, and ensure they are read and if asked to perform a job, do this promptly as this is good practise and we are now in the Ofsted window.

KD apologised for going over time.

12. Date of Future Virtual Meeting of this Committee

No date set, will set all committee meeting dates at the next full FGB meeting.

There being no further business, the meeting closed at 7:22pm.

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