



## CALDECOTE PRIMARY SCHOOL

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

**Wednesday 4th March 2020 at 8am**

**Present:** Kate Duncombe (Chair)  
Karen Stanton (Head Teacher)  
Pippa Smith  
Suzy Reed  
Mary-Ann Claridge (MaC)  
Natalie Martin  
Rebecca Snelling

**Apologies:** None

**Clerk:** Vicky Miles

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Reference

Action

**1. Welcome to all and apologies for absence**

KD as Chair formally opened the meeting, extending a welcome to all present.

**2. Declaration of interests relating to items on the agenda**

None declared.

**3. Approval of the Minutes of the Meeting held on 26<sup>th</sup> September 2020**

The minutes were approved by Members as a true and accurate record of the meeting and signed as such by the Chair.

**4. Matters arising from the Minutes of the Meeting of the held on 26<sup>th</sup> September 2020**

Page 2 – item 4: Yellow Zig Zag lines was added to the agenda under AOB at the PPF meeting on the 2nd October 2019.

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Page 3 – item 6: KS looked at the curriculum ideas from the Historical Association and passed ideas onto the History Subject Lead.

Page 4 – item 9: STARZ has been removed from the British Value statement.

Page 5 – item 9: Governing Body Effectiveness was added to the agenda.

Page 5 – item 9: Pecuniary Interest forms returned.

## 5. **RAP – Progress and Update**

The RAP was circulated at the last FGB. KS reported that:

- **Writing:** to improve boys' writing, a unit of work has been planned for this term and then it will be reviewed for impact; writing moderation has been followed up and shared with staff.
- **Maths:** RS reported that Times Table Rock Stars has now been embedded within school. Daily arithmetic sessions also embedded and timetabled across the school. Next steps are to identify gaps and find out what staff are doing to address this, monitoring to take place shortly. Times tables' assessment – RS considering writing own assessment.  
**Maths:** girls to achieve as highly as boys, KS reported that: Some girl only groups have taken place; it has been effective for confidence but not being transferred to mixed groups.

To a question, KS explained that the class is not being split into boys and girls yet as there is, no research to suggest it has a positive impact.

**Mastery:** Denver Owens and Meghan Turner are working with the Maths Hub project, they are cascading the learning across the school.

To a question, KS explained that at a recent Heads meeting boys writing has come up and girls' maths came up, one head had said that it would have been the same 25 years ago. KS added that it links with work we have done as a staff on our gender bias.

- **Caldecote Curriculum:**  
KS reported that the Caldecote Curriculum is coming on well; all year group curriculums are written. Subject curriculums written.

To a question, KS explained that after Ofsted we reviewed the Maths and English curriculum and the Foundation curriculum was always going to be reviewed to make sure all objectives were covered and that it showed progression, the aim was to ensure that by the end of KS2 all children

would have covered all points. This is a way of making sure all teachers know what needs to be covered in each school year.

KS added that they are pleased with how the Foundation curriculum looks although there is still some cross-referencing to be completed.

KS explained that together with RS, they attended a curriculum day at Reach Academy in Feltham. They had developed their Foundation curriculum and their documents are very good, they will provide good support for the school and teachers. Their resources are good quality and not expensive.

To a question, KS explained that the topics will remain the same and the resources will tie in. As long as the key points are being taught, as these must be covered.

Rachel Lione and Tracey Purser identified changes that need to be made in computing to enable children to achieve.

- **Subject Leadership:** Next steps identified for Subject Leaders to cross check for;
  - Coverage
  - Progression
  - Knowledge build-up that 'sticks'
  - Year group curriculums
  - Subject whole school overviews
  - Reach Feltham resources
  - Character Education

Subject leaders have been given dedicated time to develop their curriculum and take ownership of their subject across school.

Jan Stone is visiting to look in depth at some curriculum areas and give guidance where needed.

To a question, KS explained that all curriculum policies would have to be reviewed so that they are in-line with the Foundation curriculum. The hope is that it will be ready for September. There will need to be a review programme that links policies with curriculum areas so there is ongoing reflection of current practice and pedagogy.

**Mental Health:** there have been two external support sessions from the NHS Emotional Health and Wellbeing Service which are supporting staff with both strategies to keep own good mental health and to support children. VM & Gillian Wicks are working with focused children to apply their YMCA training. Gillian Wicks has produced an Anxiety leaflet to support parents of children with anxiety.

A Mental Health day has been planned for the 4th June; a talk for parents from Blue Smile and a day of workshops with the children.

**Relationships Education:** KS explained that together with the Triad schools they are developing a policy; a pupil and parent survey has been conducted; recently joined the PSHE Association, which has excellent resources and excellent guidance on developing a RSE policy and lessons; KS booked on a workshop run by the Cambs service.

The Triad will draw up policy and scheme for each school reflective of the parental feedback making sure that it is fit for purpose. This will be developed with parents. This will be in place from September as it is statutory from September 2020.

To a question, KS explained that some parents have agreed to be on a focus group. It was suggested that a governor should be involved. KD volunteered to offer support.

KD

Staff will need training and we will need to review resources, as at present what we have is out of date.

KS added that the vast majority of parents agree that the content of the revised curriculum is appropriate for their children and support the school teaching it.

**Website:** new website will be launched in next few weeks.

## 6. Attendance Policy

RS reported that following an attendance forum with the local authority it was advised that discretion was used for exceptional circumstances. We have since tightened up on a few things. Attendance policy to be ratified, KD agreed to do this.

KD

To a question, KS explained that the school does have facilities to be able to send work home, but the guidance states that work shouldn't be sent home if children are ill.

To a further question, KS explained that in relation to self-isolation, local authority guidance will be followed whether or not work will be sent home. If they say we should send work home, that is what we will do. No decision will be made to close the school unless we are informed to do so, updates are happening every 2-3 days, information has been passed onto parents.

KS added that soap dispensers are filled every day and checks are carried out to ensure younger children are washing their hands.

## 7. Caldecote Curriculum Update

This has been covered in the RAP progress and Update.

## **8. Safeguarding**

KS reported that safeguarding is constantly under review. There is a new County ICT system starting 'Liquid Logic'; RS & NM attended a training session. RS explained that it is like MyConcern and doesn't change the way referrals are made. Due to a glitch in the new system logins have not yet been provided.

KS has recently attended a meeting re: MASH referrals; keeping up to date with all information / newsletters etc.

KS added that a review of MyConcern has been booked for May with LA Safeguarding officer.

## **9. Monitoring and Assessment**

KS reported that the Senior Leadership Team and other staff had conducted learning walks – the idea is that all staff get to see learning. This was followed with a conversation around what could be better. Currently in the process of collating and sharing feedback then following up some specific action points.

To a question, KS explained that all staff were involved including Teaching Assistants.

To a further question, KS explained that during the learning walks you have the opportunity to ask the children what they are learning and whether they know what their next steps are. They are useful as you can get as much in 10 minutes as you can from a lesson observation and they are supportive as all staff get to see and learn from the good practice going on across the school.

KS added that Target Tracker is currently being updated by teachers in preparation for parent consultations; no new / unknown concerns have been flagged by teachers.

## **10. Governing Body Effectiveness**

KS reported that together with KV they met with Anne-Marie Cooper for a review of the governing body and all was okay.

After a brief discussion a suggestion was made that gender in maths and writing be discussed at the next FGB meeting – VM to add to agenda.

VM

Governors suggested that Governing Body Effectiveness be removed as an item on the agenda – VM to remove.

VM

KS added that Our School's Aims has been changed to Our Vision as the aims are our vision.

To a question on the School Strategic Plan, MaC agreed to put together a first draft of the Strategic Plan.

MaC

To a further question on the school self evaluation, KS explained that the feedback that has been received so far has been added in; waiting for all governors to feedback. KS added that it is a 'live' document, it is reviewed by staff, whenever anything changes – it is constantly updated to give an accurate account of the school. It is hoped that Governors will also contribute so we have a complete picture.

## 11. Website

KD emailed all governors with website plan, written a draft and asked all governors to complete by Friday 13<sup>th</sup> March. KS reported that the website will be launched in the next few weeks; it has taken a lot of work to prepare. New images/photographs will be added at a later date. Photographs of governors can be taken at the next FGB.

KD added that the Governor Impact Statement from the sample school was an amazing example, although, it needs to be made personal to Caldecote. KD to Liase with Kevin Vanterpool.

KD, KV

Governors Impact Statement to be added as an item on the PPF Agenda.

VM

## 12. Policies for Review and Approval

### To be ratified:

- PCS Terms of Reference - KD reviewed
- RE - SR reviewed

### To be reviewed:

- Behaviour: plan to review this with staff – governors will be invited to contribute; then take to parent forum.
- Disability Equality - SR
- Home School Agreement - MaC
- Attendance - KD

KS to email Home School Agreements policy to MaC.

KS

**13. Other Matters relevant to the Committee**

KD asked that governors make sure they have all booked in this terms governor visits with teachers. SR added that visit took place in January. MaC to take on Year 4 and Geography on a temporary basis. RS to contact Renu Martingale to ask if she will take be maths link. KD added that it is important for all governors to meet with staff to discuss subject leadership.

MaC  
RS

**14. Dates for future meetings of this Committee**

Tuesday 19<sup>th</sup> May 2020 at 8am

There being no further business the meeting closed at 9:22am.

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

Chair