



CALDECOTE PRIMARY SCHOOL

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

Thursday 10th February 2022 at 6.30pm

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

Governors Present: Kate Duncombe (Chair) (KD)
Rebecca Snelling (Co-Headteacher) (RS)
Shweta Tripathi (ST)
Natalie Martin (NM)
Joanna Skiba-Szymanska (JS-S)

Governors Not Present: Emma Hall (EH)
Janet Taylor (JT)

Clerk: Katie Tween (KT)

Item	Notes	Action
1	Welcome and Apologies The Chair welcomed all to the meeting. No apologies had been received but EH and JT were not in attendance. The meeting was quorate.	
2	Declaration of Interests No declarations of interest were made to any items on the agenda.	
3	Action Points, Minutes of Last PCS Meeting (20.10.21) and Matters Arising. The draft minutes had been circulated in advance. The minutes were approved as a true record. Action: Chair to sign approved minutes and return a copy to school. The Chair listed the open actions: <i>KD agreed to make necessary changes to TOR, update and circulate to governors of this committee.</i>	KD

	<p>Action completed. One amendment had been made as it had been agreed that the agenda and papers would be circulated 7 days in advance of a meeting. The ToR will be put forward for ratification at the next FGB.</p> <p><i>One governor still to complete online assessment for understanding of KCSIE. KS to chase.</i></p> <p>Action completed: all governors had now completed this.</p> <p><i>JS-S to review the PE policy and ST to review the School Uniform policy. KD to review Preparation, Planning and Assessment (PPA) policy.</i></p> <p>Action completed: the PPA policy had been ratified at the PPF meeting.</p>	
4 5	<p>RAP Progress and Update</p> <p>Curriculum Update</p> <p>It was agreed to take these two items together.</p> <p>The RAP (Raising Achievement Plan) had been circulated in advance. RS updated governors on recent changes:</p> <p><u>Reading</u></p> <p>All books had now been sorted. The feedback from staff teaching phonics was really positive. The catch-up sessions were having an impact. There were still some tweaks going on and it had not all been smooth as it was a lot of change, but they were now starting to feel the benefits of it.</p> <p><u>Writing</u></p> <p>There was a writing working group of staff who met regularly. They were totally overhauling the school's approach to writing. The group had fed back to the staff meeting and explained they were looking at how much writing was expected, how work was edited and marked and at handwriting and spelling. The work had been delayed more than had been hoped due to staff shortages, but it was progressing.</p> <p><u>Daily Short Sessions</u></p> <p>These were up and running and were now being embedded. A weakness had been identified in times tables and a letter had been sent home about this. They had chosen the "Essential Spellings" programme.</p> <p><u>Curriculum</u></p> <p>The Art and DT curriculum had just been re-written and reviewed by the class teachers. They were in the process of auditing the resources. The KS2 History curriculum had been reviewed and KS1 was in progress.</p>	

	<p>The website had been updated with new pages for the core subjects. Action: Core subject link governors to look at the new webpages.</p> <p>The 11x11 curriculum had also been reviewed and amended. Teachers were making sure that children understood why they were doing what they were doing. This curriculum was what made Caldecote stand out so it was important to celebrate it and share it on the website.</p> <p><u>Diversity</u> NM had just been on some training and would be carrying out a whole-school audit in Spring 2. There would also be further training in the Equality Act.</p> <p>Governor Questions, Support and Challenge.</p> <p>Governors agreed that the 11x11 curriculum was unique to the school and good to promote on the website.</p> <p><i>Q./ Have you done pupil voice yet?</i> A./ No, it was on the RAP so would be done.</p> <p>Action: Monitoring visits to be booked in for after February half-term, for both RAP and Curriculum. Visit reports to then be written up and, once agreed, uploaded to the governor only section of the website.</p>	<p>All</p> <p>All</p>
6	<p>Impact of Covid on the Curriculum</p> <p>RS explained that there had been delays to some of the planned actions due to staff capacity. Pupil absence was also having an impact due to the additional staff time needed to provide remote learning. The priority was to keep the school open and fully operational.</p> <p>The 11x11 activities, trips and performances had not been able to happen as planned; they had made some adaptations but there had been an impact.</p> <p>Parental involvement had also been affected; the communications had all been virtual which had had an impact. Parental involvement was key so hoping that that could come back soon.</p> <p>Governor Questions, Support and Challenge.</p> <p><i>Q./ Was the tutoring programme still going ahead?</i> A./ Yes, there was a tutor who comes in to the school which was logged with the DfE.</p> <p><i>Q./ How much longer could that be sustained for?</i></p>	

	A./ Lots of tutoring had been done in autumn, slightly less was happening now – they were hoping to carry it on to the end of the year. There was no suggestion that that funding would be given again but there was still lots to catch up on; there was no quick fix.	
7	<p>Governor Audit: Ofsted Readiness</p> <p>The Chair informed governors about the recent governance review that had been carried out. There was a list of actions that needed to be done to ensure governance was as effective as possible. Lots of actions had been completed by the Co-Chairs but one area that had been identified was the need for improved evidence of strategic questions and challenge within meetings.</p> <p>Action: The Clerk to share examples of strategic questions.</p> <p>The Chair also discussed training courses; everyone had done Safeguarding training and it was also recommended that everyone do Prevent training. The Co-Chairs would be meeting with everyone to discuss and plan individual training needs.</p> <p>RS added that overall it had been a positive meeting and thanked all governors especially PS and KD; lots of strengths had been identified and the areas for development were already known about and being actioned.</p>	KT
8	<p>Safeguarding</p> <p>RS provided an update:</p> <ul style="list-style-type: none"> • PS had carried out a safeguarding visit and this would be reported on at the FGB. • The Prevent policy had been updated and was going to FGB for approval. • New staff members had had their induction. • It was Online Safety Day this week at school; this takes place every year. Online safety was embedded within the computing curriculum but it was good to have a focused day. • KS had completed safeguarding Ofsted inspector training and was confident that the school was secure in its safeguarding practice. • A safeguarding question had been added on to the governor visit report forms. • There was a growing concern about peer-on-peer abuse across local schools, especially secondary schools. A working party had been set up with Heads across the area to see what could be done to address that. The aim was to create a network wide policy and approach and RS was part of this working party. 	

9	<p>Early Reading</p> <p>The Chair reminded all governors that this would be a standing item on the agenda to ensure that early reading and writing was monitored effectively.</p> <p>Governor Questions, Support and Challenge.</p> <p><i>Q./ You mentioned in the RAP update that the introduction of the new phonics scheme had not been completely smooth – please could you elaborate?</i></p> <p>A./ It had been a big change to adapt to. A key member of staff had been on long-term absence so it had been hard to manage without someone driving it. It had also had to be tweaked and that had to be communicated to parents. However, it was now on track.</p> <p><i>Q./ Would early assessments indicate it was working?</i></p> <p>A./ Yes. TAs and teachers were spending intensive time 1:1 and it was having an impact. There was a script that had to be followed. It was working after only 5 or 6 weeks and some of the early issues around book changes had been ironed out.</p> <p><i>Q./ What about e-books?</i></p> <p>A./ Yes, these were nearly ready – each child will have a named folder with all resources needed including an online log in.</p> <p><i>Q./ What about children who can't access them at home?</i></p> <p>A./ We have devices available that can be shared with families if needed, but parents have all been surveyed and the understanding is that everyone has access.</p> <p><i>Q./ What about if there is not good uptake?</i></p> <p>A./ The hope and expectation is that there will be good uptake; feedback from other local schools who have used them has been good.</p> <p><i>Q./ Is the intention over time to move to mostly e-books?</i></p> <p>A./ No – the e-books are there to supplement in the early years. The importance of holding and reading an actual book is fully understood and there were no plans to stop using real books.</p> <p>It was agreed that the data should be reviewed at the next PCS. It had been a big investment both financially and in terms of staff training so everyone was keen to ensure that it was a success.</p>	
10	<p>Website</p> <p>This was also a standing item. The Chair reminded all that PS had emailed everyone asking them to check specific sections of the website for compliance.</p>	

	Action: JS-S to complete her check of the website and report back to PS by 11.02.22.	JS-S
11	<p>Policies</p> <p>The following policies had been reviewed in advance of the meeting by governors and were all recommended for ratification.</p> <p>British Values</p> <p>Food – Healthy Schools</p> <p>Early Years</p> <p>Teaching and Learning</p> <p>PE Policy</p> <p>School Uniform</p> <p>Governors ratified all policies listed.</p> <p>Policies to be reviewed Governors agreed to review the following policies in advance of the next meeting:</p> <p>Drugs Education – JS-S Physical Intervention – ST Privacy Notice (Pupils) – ST Assessment – KD Presentation of Work – JSS</p> <p>It was agreed that the school would send the policies the following day and that the deadline for providing feedback to the school was 11/03/22.</p>	JS-S ST KD
12	<p>Other Matters Appropriate to the School and Governing Body</p> <p>School Bus The Head reminded all to log in to the School Bus and to use it; she explained that it was a good resource and that governors could be reassured that it was updated regularly and could therefore be relied upon as a valid source.</p> <p>The meeting closed at 7pm. The next meeting will be held on 15th June.</p>	

Actions

Item	Action	Responsible
3	Chair to sign the approved minutes and return a copy to the school.	KD
4/5	Core subject link governors to look at the new webpages.	All
4/5	Monitoring visits to be booked in for after February half-term, for both RAP and Curriculum. Visit reports to then be written up and, once agreed, uploaded to the governor only section of the website.	All
7	The Clerk to share examples of strategic questions.	KT
10	JS-S to complete check of the website and report back to PS by 11/02/22.	JS-S
11	Policies to be reviewed as allocated, with feedback provided to the school by 11/03/22.	JS-S, KD, ST