



GOVERNING BODY AVONDALE PRIMARY SCHOOL DARWEN

SPRING TERM MEETING

MINUTES OF THE MEETING OF THE CURRICULUM COMMITTEE
HELD AT THE SCHOOL ON WEDNESDAY 10 FEBRUARY 2016 AT 2PM

PRESENT: Mrs K Morgan (Chair)
Mrs S Blackshaw
Mr J Bentley
Mrs J Grimshaw
Mrs S Pickup
Mrs D Davies
Mrs E Walpole
Mr S Plowes (Headteacher)
Mrs V Brown (Deputy Headteacher)
Mrs J Taylor (Assistant Headteacher / Clerk)

1. APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Mrs C Southworth and Mrs E Lowe

2. DECLARATION OF INTEREST

There were no declarations of interest.

3. TOUR OF THE SCHOOL

KM took the governors on a tour of the school and introduced new governors to curriculum group leaders.

4. GOVERNORS' ACTION PLAN

KM shared with governors the post Ofsted Governor Action Plan. She explained that this would be developed further following the external review of governance.

Governors agreed with the proposed actions in the plan.

Governors discussed ways governor contribution in school could be evidenced and reported. All governors agreed it was important to raise the profile of the governing body with parents and its impact in school. Governors discussed the idea of an annual impact statement being completed by each governor. A discussion took place about how and when this information would be shared with parents. A summary report was agreed to be produced about governor involvement.

VB reminded all governors that they were always welcome to join our Friday whole school celebration and present our Pupil of the Week certificates. This would be a really effective

ACTION

way to raise governor profile with pupils.

The following actions were agreed –

- A pro-forma will be devised for governors to complete their impact statement. This pro-forma will be added to the Governor section on the learning platform.
- A governor update will be added to the half termly newsletter (next newsletter is due out 8th April).
- Sarah Pickup agreed to co-ordinate the governor information and email it to school by 4th April.
- Governors are to email Sarah with any information by 1st April 2016 (sarah.pickup@blackburn.gov.uk)
- JB will inform parents about the key areas for development (via newsletter) once the review of governance has been completed and we have received the findings.
- Photos of governors to be displayed within school. Photos for display will be taken at the end of the next full governors meeting 01.03.16

ACTION

Sarah
Pickup

All
Governors

John
Bentley

Karen
Morgan

5. SCHOOL DEVELOPMENT PLAN

VB advised the governors that the SDP was now linked to the post Ofsted plan. She explained that the key areas linked with the findings from our Ofsted. There are several key areas for development and a full copy of the plan will be shared at the next FGB meeting. VB outlined the areas for development which linked to Quality of Teaching and Assessment. She explained that we began implementing this plan in January, and as such there has not been sufficient time to monitor impact yet.

VB noted the following:

- Lesson observations will be completed for all teaching staff after half term. These will be conducted jointly with middle leaders – as this was an area for development.
- SB asked VB to clarify who the middle leaders were in school. VB explained Allison Pickup was English Lead, supported by Katie Nuttall - our reading specialist, Lindsay Joyce and Emma Johnson lead in Maths, Stacey Duckett leads on Behaviour & PSHE, Karen Morgan leads in Pupil Premium and Knowledge of the World curriculum group, Kim Ritson & Sarah Stowe lead SEN provision.
- EW asked if governors could shadow lesson observations as they had previously. VB confirmed they could but reminded governors that their role would be to observe the monitoring process and not to make judgements. Once dates have been confirmed by staff these could be circulated to the curriculum committee.
- VB explained that an area for development was internal consistencies. In light of this an internal consistency document has been started. 10 priority areas were identified by SP & VB and these have been delivered to staff. This document will continue to be added to by various stakeholders.
- Middle leaders now have regular timetabled release time to monitor and develop their subject areas.
- Subject leaders' files have been developed
- All middle leaders now attend an extended SLT meeting, which takes place every month. This is an excellent opportunity to discuss pupil data and next steps, share action plans, and ensure key messages are shared and discussed with all middle leaders.

<ul style="list-style-type: none"> • VB explained the role of SLE (Specialist Leader of Education). At Avondale we have 2 SLEs – Vicky Brown for Leadership & Management / Stacey Duckett for Behaviour Management. • Governors asked if our school had ever utilised the expertise of an SLE. VB explained that we did last academic year - an SLE for Year 2 was used to support and help improve outcomes in year 2 and that this involvement was effective. • Marking Policy – feedback marking helps pupils to be aware of their next steps for learning. Fix-It time is now timetabled 3 X weekly to give pupils time to respond and improve. 	ACTION
<p>6. CURRICULUM DISCUSSION</p> <p>KM distributed document – Roles & Responsibilities of Curriculum Committee.</p> <p>An overview of the 4 curriculum groups was distributed to governors. Governors are welcome to email group leaders directly to arrange visits.</p> <p>Governors must document evidence of visits to school – a pro-forma will be made available on the school website.</p> <p>Policy & Protocol for Governor Visits was distributed.</p> <p>The following actions were agreed-</p> <ul style="list-style-type: none"> • Governors will meet with group leaders to discuss action plans and next steps. • Governors will complete agreed documentation following visit. • Governors to feedback about visits at the next curriculum meeting – Chair to add item to next agenda. • Governors will review the Policy & Protocol for Governor Visits and it will be discussed in more detail at FGB. John Bentley to add this to the agenda for the next FGB meeting. 	<p>Jenny Grimshaw</p> <p>KM-Chair</p> <p>John Bentley</p>
<p>7. POLICIES</p> <p>The following policies were reviewed & agreed by the committee</p> <ul style="list-style-type: none"> • English • SEND and Inclusion Policy • EYFS Policy • Safeguarding & Child Protection • Medicines in School • Curriculum Policy • Feedback & Response • Assessment, Recording & Reporting Policy <p>Governors were asked to note that an amendment has been made to the Medicines in School policy following a governor query. We now have a separate fridge for medicine, which is locked and located in the main office. Medicines are now administered from the main office and the temperature of the fridge is checked daily.</p> <p>Governors agreed that safeguarding will be a regular item on the FGB agenda.</p>	<p>John Bentley</p>

ACTION

Samantha
Blackshaw

Samantha Blackshaw (Link governors) agreed to keep a governor training log. She will organise training linked to our specific needs.

8. DATE AND TIME OF NEXT MEETING

The next meeting is scheduled for

Wednesday 16 March 2016 at 5.00pm

The Chair thanked everyone for their attendance and contributions and closed the meeting at 4.00pm