

The minutes of the Curriculum meeting of the Governing Body of Guildhall Feoffment Community Primary School held at the school on 26<sup>th</sup> November 2024 at 2pm.

Present:	Ros King (RK) Chair Kristian Lee (KL) Andy Mathews (AM) Headteacher Rachel Pryor (RP) left 15.08 Tiffer Robinson (TR) arrived 14.18 Colin Smith (CS) left 15.54 Sumathi Sundram (SS) arrived 14.36 Ben Tanner (BT) Fiona-Catherine Thompson (FCT) arrived 14.55 Henry Petchey (HP) Pupil Governor 2pm to 2.20pm
In attendance	Toby Cunningham (Governance Professional)

## **CURRICULUM**

### **1 Welcome and Apologies for Absence**

1.1 Apologies were received from Lara Knights (LK), Megan Rich (MR) Shan K Don (SKD)

Sumathi Sundrum (SS) and Fiona-Catherine Thompson (FCT) both gave their apologies in advance for lateness in attending

Emma Rees was not in attendance.

1.2 Governors consented to these absences

### **2 Pecuniary and Other Interests**

2.1 There were no declarations of any pecuniary or other interests with regard to items on the agenda.

2.3 RK reminded governors of their responsibilities to complete the compliance requirements and sign them off on Governor Hub.

### **3 Chair's Action/Update**

3.1 The chair had taken no actions.

3.2 RK advised that she had authorised the reimbursement for the purchase of sand for netball posts with AM.

### **4 Report by the Pupil Governor on the activities of the School Council**

HP advised school council discussed improving the lunchtime for children as result the school has put on sports coaches, outdoor regulation stations, more games and the Council has suggested some new clubs for next term. Pupils discussed how the sports coach will be used and how they didn't like the wooden cutlery and Mr Mathews was working to resolve this. After much discussion it has been agreed to have a school pet and the school will raise funds for a fish tank. There will be new food waste bins in the school and the pupils need to be good at using them correctly. Pupils discussed the need for a worry box and a celebration box in each classroom and Mr Matthews has asked us to think about oracy in lessons and the new science curriculum.

#### **Governors asked how many pupils were in school council and why the pupils thought they needed a worry and a celebrations box in each class.**

HP advised that there were about 20 pupils on the council. Pupils wanted a box to put their worries and concerns in but also wanted to celebrate what was good in their class and what they liked.

RK thanked HP for the report and was pleased to see the school was acting on the issues raised at the council.

### **5 Minutes**

5.1 Chair **confirmed** the minutes of the meeting held on 24<sup>th</sup> September (copy on GH)

5.2 Matters arising from the minutes not already on the agenda

Agenda Item	Action	By Whom	By When	Status
9.1	This year's staff survey to be both on-line and on paper	AM	June	Completed

11.1	AM to provide details of the type of pastoral issues pupils faced	AM	November	Open
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## **6 Governing Body Membership and Organisation**

6.1 Governors welcomed Stephanie Ward as a new parent Governor.

6.2 There were no vacancies to fill.

## **7 Educational Performance and School Improvement**

7.1 Headteacher's Report - to receive and consider the written report of the Headteacher to include 8.2-8.7 below (*copy on GH*)

### Staffing Update

AM advised that Miss Vickers had left and was being replaced internally until after Christmas. He had appointed Mr Munston in a combined relief mid-day supervisor and minor caretaking role to assist SLT in some tasks

### IT and Systems update

AM advised that the Local Authority had replaced SIMS as the counties management information system with Arbor, the process of moving data had begun, and the new system offered improved functionality.

### **Governors raised concerns regarding the ability of the wi-fi system to support a cloud-based system and if there was back-up in case of an emergency.**

AM advised that at the moment all staff had access to hardwired internet and the new supplier Croft was currently working through the schools IT provision and would be submitting a bid for the annual support contract.

KL noted the need to update policies to the new MIS supplier.

AM advised that he would do these as necessary. He advised that he expected the costs of IT support to grow significantly in next year's budget and advised governors that it was likely that the new contract would trigger the procurement policy.

### Premises Update

RK advised that the LA were still unsure of the ownership of the buildings for the proposed solar panel installation. Discussion is ongoing.

AM advised that the FSA report had been completed and he was working on the remedial actions. He advised that the report recommended that the evacuation chair support trolley was serviced externally bi-annually. AM advised that he was satisfied that this was not required and there was a process in place for monthly internal checks

### Website update

AM advised that the school curricula to date for all subjects had been uploaded onto the website.

RK advised that governors should check their subject curriculum prior to conducting monitoring visits. RK informed governors that she had asked SW to review website from parents' perspective – AM to advise when SW should start this work.

#### Safeguarding

A governor noted that the pupil governor had mentioned some fighting in the playground. AM advised that one-off squabbles happened from time to time, but he was satisfied that these didn't relate to incidents of bullying or harassment. These incidents were recorded by the class teacher but would be recorded on Arbor when in place

BT asked if Arbor produced better data?

AM advised that it did and there were a number of additional modules in the package and they would explore these once they have embedded the basic functionality.

#### Progress Data

AM noted the data showed how many pupils were reaching expected or greater depth and that some results were currently slightly worse this year than last. He advised that current Y3 and Y5 were weaker cohorts. Reading and Writing combined were above national average, KS2 SATS above national average, but not consistently. He advised that the school continued to improve curriculum and teaching quality, and he expected the data to improve over time.

As reported in the summer FCT advised that EY staff had felt the weighting for their year was harsh, but pupils were still making good progress.

#### SEF Report NOV 24

AM talked through the report and the grading. Overall progress was being made with several areas moving into 'good'. He highlighted that EYs, attitude and behaviour had all moved into 'good'.

KL asked about how the scores advance in Behaviour, what data was used.

AM advised that it was not data driven, but rather through observations, and pupil feedback. He advised that this is how Ofsted would measure behaviour comparing the report with what they experienced in the school during an inspection.

RK urged Governors to review the SEF before attending a monitoring visit and be prepared to ask questions on themes outside their link or subject area of responsibility.

AM reinforced this and advised governors that he and FCT welcomes challenging questions and governors could email them on any matter and they would respond

## 7.2 School Development and Improvement Plan – To review any changes and updates since September meeting (*copy circulated separately*)

Covered in HT report

### 7.3 Attendance

AM advised that the attendance for the school was good but there was one pupil, a transfer from another school, that was dragging the numbers down. The school were working closely with the family and agencies to improve this.

RK what did you do to increase the individual pupil attendance?

AM advised that the priority was to build a relationship with the family, legal action had been taken and an attendance officer had been involved. This led to a temporary improvement.

### 8 Performance Data – To receive a report of the school performance data

AM presented attainment for last year across school.

SW asked why there were such variations in years.

AM advised that different cohorts had different strengths and challenges. Y3, 4 and 5 were most affected by COVID, Y3 and 5 had a higher number of SEND pupils and generally higher academic variability.

**BT asked why if attendance was so good in the SEF it was marked as a four not a three, likewise he noted academic outcomes were excellent why weren't these graded as three?**

AM advised that in attendance there was still enough variability to say that the school is not outstanding in this area. Again, for outcomes, some areas have improved greatly but it is not consistent, and he gave the example that multiplication was slightly below NA and therefore not yet outstanding.

### 9.1 Pupil Premium - to review the impact of the pupil premium and agree a strategy for 2024/25 Deferred to December

### 9.2 Primary PE and Sports Premium - to review the impact of the Primary PE and Sports Premium and agree a strategy for 2024/25 Deferred to December

### 10.1 Performance management

RK advised that AM had his review and RK was waiting for the report form the external support.

AM advised that all staff would have had their performance reviews completed by Christmas.

## **11 Safeguarding, Wellbeing and Health & Safety**

11.1 RK advised the LK had conducted a monitoring visit to examine the schools processes and procedures on 'Safer Recruitment'

RK asked that any governors who hadn't signed off their KCSiE declaration on GH should make sure they had read the documents and sign as soon as possible.

## **12 Compliance**

12.1 Governors approved the following school policies

Positive Behaviour Policy

Positive Parental Behaviour Policy

ECT Induction Policy

SEND policy

## **13 Governors' Monitoring**

13.1 To receive any reports from governors who have carried out a monitoring visit or other monitoring activity.

- Computing
- ECT report
- SEN report

## **Presentation Sally Reynolds English Lead presentation on Writing 2024-25**

SR summarised the writing policy for 2024-25.

SR emphasised that writing was linked with reading and spelling. It did not just relate to English but in all subjects where writing was used. She advised that the Writing deep dive week had revealed some interesting results with pupils advising that although they preferred to write fiction, writing in a subject area mean that they had specific knowledge and knew what they were going to write about.

Staff were focusing on writing across the curriculum, using a variety of interventions and working towards success criteria, thinking about oracy and different audiences. Writing has been monitored through lesson observations and book reviews.

FCT advised that progress in EYs with phonics was giving pupils a stronger foundation in English.

#### 14 **Governor Training and Development**

14.1 Governors discussed the governing body's requirements for training and development in line with School Improvement and Development Plan priorities.

#### 15 **Governor Headlines and The Knowledge**

There was nothing to be raised with Governors

#### 16 **Reflection on the Meeting**

RK noted the importance of assessing writing across all the subjects and asked governors to review writing when conducting monitoring visits

Governors found the discussion around the scoring of SEF and the interrogation of the data and assessment very useful

AM urged FGB to study the breakdown analysis for PP and SEND outcomes and progress and ask questions about the lower attaining 20%. This would be taken up in the January Curriculum meeting of the FGB

17 **Dates of Future Meetings** – The next meeting would be a Resources meeting to be held on the 9<sup>th</sup> of December 2024 at 6pm

Governors agreed to move afternoon start times from 2pm to 3.30pm

<b>21 Jan 2025</b>	3.30pm	<b>FGB Curriculum:</b> to review autumn term assessment data
<b>25 March 2025</b>	6pm	<b>FGB Resources:</b> to set the budget for financial year 2025-6
<b>29 April 2025</b>	3.30pm	<b>FGB Curriculum:</b> to review spring term assessment data and approve 3yr budget plan
<b>10 June 2025</b>	6pm	<b>FGB Curriculum:</b> to include SDP and Governor Monitoring reports; PP; Sports Premium; SEND

**15 July  
2025**

4.30pm

**FGB- Ethos;** tea with staff at 3.45pm; meeting starts at 4.30pm:  
review of the year and preparing for next year. SEF for School and  
Governors

**Meeting closed 4pm**

**Signed**

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**Dated**

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Agenda Item	Action	By Whom	By When	Status
11.1	AM to provide details of the type of pastoral issues pupils faced	AM	November	Ongoing
	This meeting			
7.1	SW to review website	SW	January	Open
16	Governors to focus on PP, SEND and lowest 20% at Jan Curriculum mtg	ALL	January	Open