

WESTGATE PRIMARY SCHOOL

MINUTES OF THE CURRICULUM (TEACHING, LEARNING, ASSESSMENT) COMMITTEE MEETING HELD ON WEDNESDAY 6TH FEBRUARY 2019

Present: Helen Carpenter, Jane O’Kane, Daniel Hackney, Anne Hodgson, Sarah Mumford

Minutes: Daniel Hackney

Item	Minutes	Action
1	Apologies: <ul style="list-style-type: none"> Rob Wilks (Sarah Mumford left at 18:40) 	
2	Minutes & Matters Arising: <ul style="list-style-type: none"> Minutes agreed at full Governing Body meeting. Matters arising were addressed through the main agenda for this meeting. 	
3	Policy Review: Environmental Education Policy <ul style="list-style-type: none"> HC explained that this policy had lapsed as school did not have an active Eco-Team. A new team as established in October 2018. The policy was ratified without amendment and will be reviewed annually. Eco-Schools Action Plan <ul style="list-style-type: none"> A governor commented on the simplicity and clarity of the plan. HC updated governors on the work of the new Eco-Team- see above. The children have completed an Eco-Schools environment audit and used their findings to inform their action plan. The Team has achieved Eco-Schools Bronze award and are working towards Silver at the moment. Curriculum, Learning & Teaching Policy <ul style="list-style-type: none"> SM brought to the committee’s attention recent information from Ofsted about changes to the focus of the new Ofsted inspection framework currently up for consultation. To thoroughly overhaul this policy, time needs to be allocated to work on this with staff. The head teacher confirmed that she therefore planned for curriculum to be a big focus in the SIP for 2019-20, at which point the policy wording and focus may change significantly as a result of staff’s work on this. The policy was ratified, to be reviewed in 12 months, with some minor corrections to errors of grammar. 	HC
4	SIP: Priority 1: To continue to raise writing standards across school <ul style="list-style-type: none"> Daniel Hackney had provided a summary report for governors and presented this report to the meeting. Sarah Mumford had joined Daniel in a Book Look recently. Work on structuring writing units has had positive impact and books show more coherence in the teaching sequence. Impact clearly evident in terms of presentation compared to 12 months ago and the care and effort with regard to the content and accuracy of children’s writing. Jane O’Kane and Susan Carson recently did a learning environment walk which evidenced clear progress in the way learning environments support children as writers, and identified some things to work on so that supports are more accessible for all pupils. EYFS writing- progress evident eg with tripod grip in Reception and with early phonics in Nursery. Using external projects as reasons to write- 500 words, Word Book Day, local Otley writing competition, school exhibition of poetry and artwork linked to ‘The Lost Words’. Priority 2: To research and develop the most effective ways to improve learning through feedback <ul style="list-style-type: none"> Helen Carpenter updated governors on the 2 staff meetings that have been held- the most recent one being earlier today. Teachers all have an appraisal objective 	DH

	<p>linked to researching and developing their approach to feedback in their own classroom.</p> <ul style="list-style-type: none"> • In today's staff meeting, teachers shared their learning so far, focusing on what they have been working on and its impact on pupil learning and teacher workload. • Helen also shared her own learning from a visit last term to a school in Oldham that has been developing whole class feedback. • Staff seem very positive about this work and the sense of professional agency it is fostering. • The Feedback Policy will be updated in the Summer term in light of this year's development work. <p>Priority 3: To further develop a broad and balanced curriculum through Artsmark</p> <ul style="list-style-type: none"> • Helen Carpenter shared the Statement of Commitment which has been accepted by Artsmark. A large part of the development focus within it is Art & Design, but Music is also a key part of our SoC. • Leeds Music Hub will reimburse the £500 fee to register for Artsmark because Music is a part of our plan. • Helen shared the Lost Words stimulus for the upcoming Art and Poetry exhibition that is planned for the end of the Spring Term. <p>Priority 4: To increase attainment at greater depth in mathematics across school</p> <ul style="list-style-type: none"> • Joanne Hattersley had shared a summary of her recent book look focusing on Greater Depth. It confirmed many strengths and some areas to continue to work on, as well as the need to gather information from other sources, eg through pupil discussion or lesson drop-ins. • A TRG is underway, focusing on reasoning in Y5: the evidence of the impact of this could be seen in the book look. 	HC
5	<p>Quality of Teaching/ Learning and Progress</p> <ul style="list-style-type: none"> • Evidence of consistently good teaching across school taken from book looks, review of assessment estimates and professional discussions in progress meetings. 	
	<p>Governor visits</p> <ul style="list-style-type: none"> • Jane O'Kane has visited and met with SENCo for an SEN Book Look on 01/02/19. The SENCo demonstrated exceptionally high levels of knowledge about every pupil and about SEN throughout the visit. • Evidence of excellent progress with presentation and writing more generally. • The SENCo shared how she is able to use school assessment and progress meeting records effectively to monitor the progress of SEN pupils. • 80% of children have met 2+ Learning Passport targets. Passports were updated in the week of the governor visit. • The SENCo is planning to purchase updated BSquared resources to take account of the removal of P levels when assessing and tracking SEN pupils attainment and progress, ready to implement in Sept 2019. • Interventions information: <ul style="list-style-type: none"> ○ Y2 Handwriting: all on track, intervention finished ○ Y2 Phonics catch up: 4 children Phase 5 ○ Y6 Phonics: 2 children ○ Y6 Write Away Together ○ Y1 Foundation Skills OH therapy programme to support writing ○ Y2 Dynamo Maths ○ Y2 Auditory memory • See also reference above to visits to look at Writing Environments and English Book Look. 	
6	<p>External Moderation of EYFS</p> <p>A very positive first meeting took place last term, in which the LA moderator commented on how well each child was known to the Reception teachers.</p> <p>Three Action Points emerged:</p> <ul style="list-style-type: none"> • Create opportunities to further develop writing outside. • Continue to develop fine motor skills, particularly for pencil grip and cursive letter formation. 	

	<ul style="list-style-type: none"> To increase parental engagement with observations through 'wow cards' and photographs shared with staff. 	
7	Governor Visits <ul style="list-style-type: none"> Art & Design focus- the Lost Words: HC to ask staff for possible dates Mathematics GDS- drop in to lessons next half term: HC to agree possible dates with staff Dates to be available for next full GB meeting 28/02/19 	HC
	Date & time of next meeting: Wednesday 15/05/2019 at 18:00	