

Kents Hill School
Curriculum Committee Meeting
Tuesday 6th October 2009

1. Present

Paul Wylie (chair), Helen Anderson, Peter Tye, Hayley Hughes, Val Forsey and Rachel Lloyd.

Apologies

None.

Dawn Filby's term as Governor has come to an end. We thanked her for all her hard work and contribution during her time on the committee. We welcomed our new Staff Governor, Miss Hayley Hughes who was elected on 30th September 09.

2. Declaration of interest

Helen Anderson, Hayley Hughes and Val Forsey are members of staff at the school.

3. Election of Chair

It was agreed that PW would remain as Chair.

4. Curriculum Committee Terms of Reference

The current TOR were reviewed - it was agreed that the wording should be changed from Child Protection to Safeguarding. PW should be designated as the trained Governor and HA designated as the trained Teacher. HH is also trained and will have responsibility in HA's absence. Remove the annual report reference and change the membership.

Action: VF to amend then circulate to committee for comments.

5. Policies for review in 2009 - Anti-bullying, Internet safety, CRB

Anti-bullying policy falls within our Behaviour Policy so it was felt that we should look at both in conjunction with each other. The use of restraint has been reviewed approx 18 months ago.

Internet safety - it was not felt that our children are really at an age where this is such an issue - we have fire walls built in with internet protection via 3tech at the Open University. All access is controlled through the MK Council, it is not open access. We have notices displayed at all computers stating the rules of use and we also seek parent's

permission for their child to use the internet under controlled supervision when they join the school.

CRB - we currently ask for a CRB for anyone who works at the school or who regularly volunteers (parents/students/governors etc.). Following the latest advice we need to consider whether we need to go further, e.g. should we adopt a policy whereby all parents helping on a trip would need CRB clearance? It was agreed that we will review the above policies, starting with CRB at the next meeting.

Action: VF to circulate the document so members can review before the next meeting. Also to produce a list of all parents currently CRB checked, at class level.

We will try and obtain a list of all key policies so we can decide and produce a formal grid showing which policies each committee should be responsible for - a review should usually take place every 3 years, although some, such as Safeguarding, would be more crucial than others.

6. Matters arising from the minutes of 8 June meeting

Minutes were agreed as true and a signed copy was provided for the file.

7. Hot meals update

Cygnets have taken over the hot meals in school and it is felt that meals have improved and that numbers are gradually increasing (currently stands at approx 22 per day). We have organised a tasting session for 19th October during parents' evening. It was agreed that the committee will monitor both uptake and quality of the meals in school.

Action: HA to put a reminder for parents in the next newsletter.

8. Attendance data review

HA stated that there has been an 0.8% improvement in attendance. We do not have the National figures yet to compare this improvement to as they are not due out until late October.

Action: VF to complete her analysis of authorised/unauthorised absence for 2008/2009 and circulate to the committee.

9. Developing a "learning outside of the classroom" policy

We don't currently have such a policy but will try and incorporate into the Teaching and Learning policy (HH will raise with CP). We will revisit this in the new year.

10. Admissions policy

HA stated that the details of admission criteria for Nursery are lifted from the MK Council Admissions booklet. We need to amend the timing relating to the intake of children at the end of the Autumn term, where spaces exist, from 3 weeks to 2 weeks before we break for Christmas.

Action: VF to amend and pass to Rachael Wearing to be circulated with the Full Governor's agenda, for ratification at the next meeting.

11. Parental involvement

It was agreed that we need to continue to look for opportunities for parents to be involved in school. THRASS has been well attended (26 at the most recent training) - all felt that another session would be valuable. A film show with popcorn was suggested. It was felt that we need to repeat the successful events and ask staff for suggestions as well as look at what other schools were doing.

Action: VF to canvass other schools to gain ideas.

Action: With respect to a film show, VF to check about a licence for showing DVDs in school.

12. Curriculum enrichment

HA stated that there had been a massive change, particularly in KS1. Year 1 had found it hard to settle and although staff tried to follow the new process for the first few weeks, some aspects have not worked. As a result they have adopted a more structured approach and although this is having a positive effect, teachers are not sure about the level of literacy and numeracy being achieved. That said, Foundation stage has settled in well, being more class based. There will be an update at the next meeting.

13. AOB

VF handed out a Governor Skills Audit document and requested that they are completed and passed back to her as soon as possible.

PW thanked HA for handling the transition whilst Lisa Dailey was on maternity leave.

14. Next meeting

Curriculum meeting is on 24th November at 6pm.

Dates for the rest of the year to be set at the next meeting-please bring diaries.