



WILLIAM STUKELEY CHURCH OF ENGLAND VA PRIMARY SCHOOL

**SCHOOL DEVELOPMENT COMMITTEE MEETING FINAL MINUTES
WEDNESDAY 31st JANUARY AT 5:30PM**

PART 1

Present: Mr I Braid (Chair), Mr T Emery, Miss T Handson, Mr R Nicholas, Revd. K Plant, Mr. R. West
Also present: Mrs J. Francis (Clerk to Governors - minutes),

World Culture Faculty Presentation by Ms. Townsend, Ms. Ward and Ms. Church.

Meeting started at 5:30pm

Prayer – Revd. K Plant

Agenda item	Issues	Agreed Action	Responsible
Presentation by the World Culture Faculty Group.		<p>Ruth Townsend Helen Ward and Clare Church gave governors a presentation of their faculty covering the areas of Religious studies geography, history, modern foreign languages and EAL.</p> <p>Religious studies. Q. What is the 4/6ths programme? A. A two year pre-set programme where we may teach 2/6ths each year or we may mix it up. Q. How do teachers find the programme? A. It is interesting and promotes good discussion. It is not intended to be easy but enables the children to question things. Q. There are a range of different interpretations of Christianity or indeed other religions. How do you communicate this to children? A. For example, the story of the prodigal son is given a different name in different countries. What we ask the children to do is unpick the issue. Q. The Koran is difficult to understand. How is this being relayed to the children?</p>	

<p><i>Meeting started at 6.14 pm</i></p>		<p>A. We are purchasing Koran story books which are specially adapted for children.</p> <p>EAL. Q. How many children are EAL and how many are in reception? A. We currently have 46 EAL children on the roll and 12 are in reception.</p> <p>MFL. Q. Why French rather than say Spanish? A. We had to consider resources and our current teacher's experience. Q. Can we make links with the Academy? A. This is currently being looked at.</p> <p>Geography and History. Q. How much does the resource you are currently using cost? A. £150 Q. Do you have to follow it step by step? A. They are adaptable but basically you work from a question. Staff highlighted the lack of training available in these areas. Mr. West who has a degree in physical geography said he was happy to help in what way he could.</p>	
<p>1. Apologies</p>		<p>Apologies were received from Mrs. K Thorpe and Mr. Cuthbertson.</p>	
<p>2. Declaration of Interest</p>		<p>There were no declarations of interest in any items on the agenda.</p>	
<p>3. Minutes of the meeting held on 11th October 2017</p>		<p>Minutes approved by governors and signed as a true record by Mr I Braid.</p>	
<p>4. Matters arising from these minutes</p>		<p>Q. Is the Science week going ahead? A. Yes. Q. What has been done to help the problems relating to multiplication? A. This has been incorporated into the timetable and homework throughout the school. We still have concerns but the work for example with year 6 is starting to make a difference. Chanting times tables is one method adopted.</p>	

		Prevent Training – Mr West has contacted Special Branch and will shortly come back with a date. Mr. Nicholas is now a Home Office approved trainer and will undertake if necessary.	
5. Notes from Head Teacher	<p><i>SEF</i></p> <p><i>Cluster meeting</i></p> <p><i>Inset day</i></p> <p><i>Attachment and Trauma course</i></p> <p><i>Capital fund projects</i></p>	<p>The latest SEF was distributed to Governors via email. Mr. Emery said that it would be reviewed as and when new data becomes available.</p> <p>Q. Are TA's subject to a management performance process? A. They are and it went well. TA's valued the process.</p> <p>Q. Page 7 – are there concerns in relation to 23.1% of children being SEN and do governors need to look at it? A. A course of action was agreed</p> <p>Q. Page 16 – are we meeting attendance targets? A. Mr. Emery confirmed that the school is just about on target.</p> <p>The governors thanked Mr. Emery and the staff for all the work that had gone into producing the SEF.</p> <p>The next cluster group meeting will consider SEN provision and the new data protection rules that come into force in May 2018. Mr. Emery said that with the help of an SEN consultant they will talk about the issues including the inconsistency of provision and the lack of a national budget for SEN.</p> <p>Mr. Emery confirmed that the next Inset half day on March 29th will consider spiritual, moral, social and cultural aspects. Q. Can a governor sit in? A. As many governors who want to come, would be welcome.</p> <p>Mr. Emery said that it was an interesting day and that Diane would come back to undertake a question and answer session.</p> <p>Mr. Emery made SDC aware of upcoming capital fund projects that had been discussed fully at FSB. They included: Removal of trees (approx. cost £3000); new blinds for the hall (£1700); a Trim Trail (£13K); playground markings; carpets; partition in Swans class; adult toilets refurbishment; and a new</p>	<p>Mr. Braid to look at the data with Mr Nicholas.</p> <p>Mr. Emery to arrange a presentation on SEN</p>

	<i>Governors in playground etc.</i>	<p>front gate (£1400). New lights had been installed, although some may need changing.</p> <p>Mr. Emery said that he was looking at a POD (display) for outside that parents and children could see. However he accepted that it was a luxury with costs of £8000 per annum and a minimum 3 year contract. Governors expressed some concerns including keeping it up to date.</p> <p>Q. Will it include advertising?</p> <p>A. No. However, we may use it to promote things like healthy life styles.</p> <p>Governors agreed that they needed some kind of identification when in the playground etc. Hi vis jackets with governor written on or a fleece were two suggestions put forward.</p>	
6. Steering Group Updates		<p>Quality of teaching – Mrs Dack and Mrs Thorpe had emailed notes.</p> <p>Achievement and Standards – met with Mr. Cuthbertson and discussed Target Tracking.</p> <p>Leadership – update from Mrs McGinn.</p>	Mr. West to complete a report.
7. Policies	<p><i>Marking and Feedback Policy</i></p> <p><i>Admission Policy for 2019 intake</i></p>	<p>Mr. Emery said that the policy was designed to progress the children. He confirmed that in-depth marking was not always necessary and that sometimes verbal feedback works just as well.</p> <p>Q. If teachers adopt different ways of marking, does it confuse children?</p> <p>A. No. With verbal feedback teacher's will record they have undertaken it but recording everything that is said is not necessary.</p> <p>Governors agreed that it would be good to look at this as an activity at the next Governor's day.</p> <p>The policy was proposed by Mr. Nicholas, seconded by Mr. Braid and approved by all governors.</p> <p>Proposed by Mr. Braid, seconded by Mr West and agreed by all governors.</p>	Mr Nicholas to include.

	<p><i>Confidentiality</i></p> <p><i>Asthma</i></p>	<p>The policy was agreed subject to amendment (Proposed by Mr. West, seconded by Revd. Plant).It was noted that the new data regulations which come into force may have an impact.</p> <p>Proposed by Mr Nicholas, seconded by Revd. Plant and agreed with the amendments. The policy must now be reviewed by FSB before being signed off.</p>	<p>Mr. Emery to amend.</p>
--	--	--	----------------------------

The meeting closed at 7.25pm

Signed: _____ Chair of Committee

Date: _____
