



Campsbourne Primary School

Curriculum & Standards Committee Meeting Minutes
Held on Wednesday 8th May 2024 at 6:30pm, via Zoom

Membership:

Position	Name	Initial	Term End Date
Headteacher	Jonathan Smith	HT	Ex officio
Parent Governors (1)	Raj Kotecha	RK	12/12/2027
Staff Governor (1)	Tim Ershan*	TE	27/09/2027
Co-opted Governors (4)	Ayça Onkal	AO	08/06/2025
	Rani Tebbit (Chair)	RT	05/01/2027
	Gemma Hall*	GH	27/03/2027
	Barney Angliss*	BA	12/12/2027
Associate Member	Natasha Crabbe	NC	21/10/2024
Cover Clerk	Mel Sealy-Pearson		

*Denotes absence

1. WELCOME, INTRODUCTIONS AND APOLOGIES

The Chair welcomed all to the meeting. Apologies were received and accepted from GH and BA. TE was noted as absent. The meeting was quorate.

The Chair also welcomed Morgan Currie, SENDCo to the meeting.

2. DECLARATIONS OF INTEREST, PECUNIARY OR OTHERWISE IN RESPECT OF ITEMS ON THE AGENDA

There were no declarations of interest to declare in respect of the agenda items.

3. MINUTES AND MATTERS ARISING FROM PREVIOUS MEETING - 20 MARCH 2024

3.1 Minutes from the Previous Meeting

Governors **agreed** the minutes were an accurate reflection of the meeting held. The Chair will sign them in due course.

3.2 Matters Arising

Item No.	Action	Assigned to:
2	Children to be more aware of key individuals they can talk to about a concern. To be introduced in September. Completed.	JS
5.3	Review of equality objectives Completed – on agenda	JS, BA, AO
6.2	Invite Morgan to next committee meeting. Completed.	RT
9	Positive Handling Policy (Spring 2024) - check whether there is a statement for parents on the website, as referenced on page 13. Completed.	JS
	Early Years Policy & Home School Agreement to be updated following comments from RK. Completed.	RK, JS
	All relevant policies should refer to "Relationships and Behaviour Policy".	JS

4. SEND UPDATE (FOCUS ON SEND HUB AND SEND PUPIL VOICE)

4.1 SEND Hub Update

MC gave a general update on the SEND Hub highlights:

The SEN hub is in progress however, it does not yet have a name. Consultation on this is taking place.

The Hub currently consists of seven children with four support staff. This includes a HLTA who is trained in Early Years and was an Early Years advisor in different boroughs. All staff in the SEN hub are trained in attention autism.

The children are settling in and some achievements have been made with mark making and tabletop activities.

All of the children are attending some afternoon classes and parents receive regular day-to-day communication. Some homework and reading books have been issued.

Parents have also been generous with providing resources for the space.

There are plans to join Tapestry, which would provide opportunities to share learning and give regular reviews.

Baseline assessments for all children will be completed. There will be updates every assessment cycle so that next steps are informed and can update parents on progress.

MC and a HLTA visited a hub in another school. Staff there confirmed that developing a hub takes time. All round, it is a positive start and Campsbourne are on the right track.

Q: Are all the children in the hub infants?

A: No, there is a mix of Reception, Year 1 and Year 2.

Q: Is there any indication that special school is the right place for these children?

A: It is different for each child.

Q: Is there flexibility for the children that come to the hub to go back to mainstream?

A: The idea is to eventually have a hybrid model. At the moment, a morning structure with a sensory circuit and an emotional check-in is in place. Children go to play and lunch with the rest of the school. Some of the children stay with the rest of the school for the afternoon and some come back to the hub to do targeted work.

Q: Is the funding ringfenced and secured?

A: Yes. All of the children in the hub have EHCPs. It is funded through these.

4.2 Pupil Voice

MC talked about some of the themes that arose from pupil voice:

All SEN children enjoyed coming to school and making new friends.

100% said "there is something they find interesting and enjoy in class".

Children feel they're getting better and they were all proud of something.

SEN children across the Key Stages find parts of the learning tricky sometimes.

100% of children who took a voice listed a variety of things they like to do when they find things tricky.

Key Stage 2 children said they were confident in asking for help and found it easy to do so however, the younger children didn't feel as confident. MC looking into actioning this.

100% of children said they do have an adult in school that they can go to when needed.

The Chair thanked MC for sharing her feedback and wished luck for the future.

Q: Did the pupil voice involve ECHP, and K SEND children?

A: Yes.

Q: How many participated

A: 12 SEND K children across the Key Stages and eight EHCP children.

Q: Does this get shared with staff?

A: Yes.

Q: Is this done on an annual basis?

A: Yes.

Morgan Currie left the meeting at 19:12.

5. CURRICULUM & STANDARDS COMMITTEE ADMINISTRATION

5.1 Appointment of Pupil Premium Governor

Governors discussed the appointment of a Pupil Premium Governor. The Chair acknowledged the size of the board and challenge in recruiting for link roles.

6. HEADTEACHER'S ITEMS

6.1 SDP Progress Report

The Head Teacher gave a verbal overview of the [Infant School SEF](#) and [Junior School SEF](#) documents.

Curriculum development – Five twilight trainings for White Rose maths have been booked for next term, with each focusing on a different area. Training on adaptive teaching is scheduled for 24 February 2025.

Behaviour and attitudes - The Head Teacher met with Tracy from the Anchor Project to discuss implementation of the learning behaviours, which will be launched in September 2024.

Staff wellbeing – The Head Teacher spoke to Wendy Fitt about a wellbeing programme delivered by Creative Education. HT is due to do a Senior Mental Health Lead refresher course in June. The school is eligible to receive funding for wellbeing, which will pay for the course and a wellbeing award.

Personal development – A number of staff will be undertaking training such as CPD of the SATs. Josh Mattocks is doing the Teach Computing training and Ashley Mhone will be trialling Safeskills in Year 6.

Q: Do you implement building links with climate change in the science curriculum for every year group?

A: Climate change is linked in some year groups and depends on what the children are learning e.g. Year 2 learn about recycling and different materials.

Q: Are the zones of regulation linked to embedding learning behaviours?

A: No, this is linked to the resilience wheel, which is part of the Anchor Project.

6.2 Professional Development Focus for 2024/2025 and links with SDP

See item 6.1.

6.3 SEF - New Format

The Head Teacher explained to Governors how a SEF should be formulated - populated over time and multiple people contribute information to it. The new format now has greater input from staff and includes three-year trend data. The SEF should encompass information gained from monitoring, pupil voice, learning walks and Governor visits.

RK commented that she likes the format of the SEF and finds it easy to read.

AO also felt the SEF was useful and transparent.

Governors felt that the SEF should benefit the school rather than be written for Ofsted.

Q: Is this a live document?

A: Yes, we are always adding to it.

Q: If Governors want to see SEF on a particular day, how would they access it?

A: They would need to email the Head Teacher for the most up to date version.

Q: Is the 2024-25 SEF still being updated?

A: Yes.

6.4 Pupil Premium Strategy 2024-27, Infants and Juniors

The Head Teacher gave a verbal overview of the Pupil Premium strategy documents – [Infants](#) and [Juniors](#). He informed Governors that it is a three-year plan and this is not yet complete because financial information has not been obtained however, the strategy has not changed much. The next stage would be to add financial figures, which won't be available until June.

A Governor **requested** that the document clearly states "as required by the Pupil Premium policy" if it is put on the website.

Q: Would the pastoral team lead on building closer links with parents?

A: Yes.

Q: Does this need to be signed off by Govs?

A: Yes, at FGB.

6.5 *Global Quality Collective*

The Head Teacher gave a verbal overview of the [GEC 2023 Explainer](#) document.

This was looked into and the cost is circa £500-1000. The Head Teacher thinks this could be useful for the school to explore in the future; it would assist with auditing the provision and help to create an action plan to ensure the school is fully inclusive.

Q: Is this a UK based resource?

A: Yes.

7. REVIEW OF EQUALITY OBJECTIVES

BA, AO and the Head Teacher took the lead on this and reviewed the document. BA worked on the latest draft and AO prepared a tabulated comparison of past and present objectives.

Governors discussed the objectives and the Head Teacher explained that they align with the Pupil Premium strategy in terms of objectives chosen.

The Chair felt this was a good starting point for discussions and significant progress has been made. She commented that attendance is a key area for the school and is one of the three objectives.

RK felt that this should be a standing item on the agenda and regularly monitored by the Equality Link Governor.

AO felt a four-year cycle is too long and suggested an annual update.

The Chair will feed back comments separately and aims to get this signed off and agreed at the FGB in July.

The Chair also noted that an Equality Link Governor needs to be appointed.

Q: Are these objectives similar to the last one or completely new?

A: They are similar.

Q: How serious is attendance that it needs to be a standalone objective?

A: It's been a national emergency since Covid and an issue at Campsbourne, especially the Juniors.

Q: How is the school planning to create a greater sense of belonging for disadvantaged pupils?

A: Looking at the children who have poor attendance and trying to address issues on a case by case basis.

ACTION (7): Chair to send review of equality objectives to Governors and put on FGB agenda for approval/sign off.

8. LINK VISIT UPDATES

AO conducted a link visit with Tracey Baptiste on writing this half term and felt it was positive. AO has put a report of her visit on Governor Hub.

Highlights:

Three different year groups were visited and whilst all children were engaged, some children were not writing or engaging well.

AO noted that teachers signified their need for extra training and there is good communication between LPs and teachers.

AO requested an updated list of Governors' areas of responsibility for the next FGB.

9. GOVERNOR TRAINING UPDATES

There were no training updates to report.

10. POLICIES

With the exception of the CPD Policy and Lesson Observation Policy, which will be discussed at the upcoming SLT meeting on 13 May, Governors **agreed** the following policies in principle, subject to a review of comments from Governors:

- Statutory Pupil Premium Policy
- Fasting Policy
- Assessment for Learning Policy
- Teaching and Learning Policy
- CPD Policy
- Relationships and Sex Education Policy
- Collective Worship and Assembly Policy
- Missing Children and Collection Policy
- Homework Policy
- Feedback Policy
- Placement of children outside their chronological year group
- Transition Policy
- Lesson Observation Policy

ACTION (10): The Chair to ask absent Governors to send comments on policies to the Head Teacher.

11. DATE AND TIME OF NEXT MEETING

New meeting dates will be confirmed at the FGB meeting.

12. ANY OTHER BUSINESS

12.1 Governor Recruitment

The Chair discussed recruiting for a Pupil Premium and Equalities Link Governor.

12.2 Governor Newsletter

RK will be working on the newsletter and asked Governors and the Head Teacher for items to include so that parents could be updated.

12.3 New Reception Cohort/New Parents

NC suggested a Governors presence at the opening meetings.

Q: When will the newsletter be published?

A: After the half term and before the summer fair.

ACTION (12.2): Pupil Premium Governor and Equality Link Governor to be identified before the FGB in July.

ACTION (12.3): NC to email dates of parent open meetings to the Chair.

The Chair thanked all for attending. The meeting ended at 20:18.

Signed Date

Chair

Action Table

Item	Action	Assigned to:
7	Send review of equality objectives to Governors and put on FGB agenda for approval/sign off.	Chair/Clerk
10	Ask absent Governors to send comments on policies to the Head Teacher.	Chair

12.2	Pupil Premium Governor and Equality Link Governor to be identified before the FGB in July.	Clerk
12.3	Email dates of parent open meetings to the Chair.	NC