



Attendees

Name	Initials	Category of Governor/Advisor	Attendance
Katy Theobald	KT	Foundation – LDBS	Present
Jenny Lupa	JL	Foundation – PCC	Present
Stephanie Louise Morton	SM	Staff Governor	Present
Allan McLean	AM	Head Teacher	Present
Diana Young	DY	Foundation – PCC	Present
Tim Jervis	TJ	Parent Governor	Present
Advisors/Others			
Jo Iwanicki	Jl	Advisor – Deputy Head Teacher	Present
Ammar Ahmed	AA	Clerk	Present

Part One – Public Minutes

Item		Led by	When
001/ 16-17	Opening Prayer	Chair	
1.1	The Chair began the meeting at 17:33 by asking the Head Teacher to lead the prayer.		
002	Welcome and introductions	Chair	
2.1	The Chair welcomed all the attendees to the first Curriculum, Progress & Outcomes Committee meeting of the academic year.		
2.2	The Chair extended a warm welcome to Diana Young who was attending her first Curriculum, Progress & Outcomes Committee meeting.		
003	Apologies and the Governing Body's acceptance or rejection for any absences	Clerk	
3.1	There were no apologies to note as all members of the Committee were present.		
004	Election for the Chair of the Governing Body for the Academic Year 2016-17	Clerk	
4.1	The Clerk clarified the procedure for election in instances where no prior nominations had been received. The Clerk ensured that the meeting was properly quorate for the election, namely that more than half of the committee members were present. The Clerk clarified that the term of office for the Chair under the current Terms of Reference is one year.		



4.2	The Clerk explained that for the purposes of the election, all governors are able to nominate another governor, or self-nominate themselves, for the position of the Chair of the Curriculum, Progress & Outcomes Committee, unless they are employed by the School as teachers or as another member of staff. The nomination then needs to be seconded. Once all nominations are properly submitted, a secret ballot will be held to elect the Chair.			
4.3	For the election of the Chair of the Curriculum, Progress & Outcomes Committee, Tim Jervis nominated Katy Theobald . The nomination was seconded by Jenny Lupa . There being no other nominations, the nominee was unanimously elected as the Chair for the Resources Committee for a period of one-year as per the Committee's Terms of Reference.		Clerk	To note
A1	Katy Theobald was elected and installed as the Chair of the Curriculum, Progress & Outcomes of the Governing Body of Hampstead Parochial Church of England Primary School. The nominee was proposed by Tim Jervis , seconded by Jenny Lupa and unanimously elected.		Clerk	To note
005	Election for the Vice-Chair of the Governing Body for the Academic Year 2016-17		Clerk	
5.1	The Clerk explained that the procedure for electing a Vice-Chair is exactly the same as that of electing a Chair.			
5.2	The Committee agreed not to elect a Vice Chair due to its small size and instead opted to elect a Chair to lead the meeting on the occasion that Katy Theobald is unable to attend.		Clerk	To note
006	Review and approval of Committee Terms of Reference		Chair	
6.1	The Chair informed the governors that the Terms of Reference had been created and proposed at the last full Governing Body meeting of the Academic Year 2015-16. The governors scrutinised the Terms of Reference approving them and forwarded them to the full Governing Body meeting for ratification.		Clerk	28/11/16
A2	The Committee approved the Terms of Reference and forwarded them to the full Governing Body for ratification.		Clerk	28/11/16
007	Declaration of interests, pecuniary or otherwise, in any items appearing on the agenda		Clerk	
7.1	The governors did not declare any conflicts of interest, pecuniary or otherwise, in relation to the items on the agenda for the meeting, other than those already noted in the Register of Business Interests.			



008	Approval of the minutes from the previous full Governing Body meeting (held on 20th of June 2016) and any matters arising not covered on the agenda for the meeting	Chair	
8.1	The Committee approved and the Chair duly signed the minutes of the previous meeting as an accurate and true record of the meeting, subject to the following amendments.		
8.2	<u>Amendments</u> – All amendments are highlighted in ‘red’		
8.3	The governors requested the Clerk to note corrections made to the names of the “attende ^e s”. The following names to be corrected, “Jenny Lupa ^a ”, Steph Close”, and “Tim Jervis”.		
8.4	Item 6.4 – “The School had also reviewed the Reasoning and Mastery document to ensure that all students are being encouraged to reason and that the current high-attaining students are challenged.”		
8.5	Item 6.5 – “The Head Teacher also informed the governors that the School has entered students from Year 5 and 6 into a Mathematics Competition at the Imperial College of London. ”		
8.6	Item 6.7 – “The School has provided the staff with extra teaching on how to ensure that there is are consistent mathematics calculations being practiced in the entire School to ensure there is consistent learning.”		
8.7	Item 7.4 – “In particular, the School realises that it has not been able to stretch the more-able students and has acted by increasing the teaching resources available for students.”		
8.8	Furthermore, the governors agreed that all future references to the School Development Plan and the School Improvement Plan should be harmonised to “School Improvement Plan”.		
8.9	<u>Matters arising not covered on the agenda for the meeting</u>		
8.10	In response to a question from the governors regarding Item 6.6, the Head Teacher stated that “evaluation marker” refers to internal tracking data.		
009	Committee work plan	Chair	
9.1	The Committee work plan had been disseminated to all governors with the agenda prior to the meeting. The governors approved the Committee work plan and forwarded the Work Plan to the full Governing Body for ratification.	Clerk	28/11/16
A3	The Committee approved the Committee Work Planner and forwarded them to the full Governing Body for ratification.	Clerk	28/11/16



010	Analysis of Exams and Assessment Results, including FFT Dashboard and RAISE Online	AM	
10.1	The Head Teacher explained that 2015-16 was the first academic year where students were assessed without levels. The School subscribes to two data analysers, Fischer Family Trust Aspire (herein referred to as "FFT") and RaiseOnline. The Head Teacher recommended the governors to remain be mindful that RaiseOnline analyses data by focusing on groups, which in a small school like Hampstead Parochial Primary School, can result in extremely skewed results.		
10.2	In response to a question from the governors, the Head Teacher stated that he had delivered a presentation to the parents outlining the main headlines highlighted by the FFT and RaiseOnline. The governors felt it was important for the School to share its excellent results with its stakeholders.		
10.3	<u>OFSTED Inspection Dashboard</u>		
10.4	The Head Teacher stated that the data shows 2015 floor standards, which were calculated a year earlier. In 2014-15, the School did not meet floor standards in three out of four curriculum areas. However, this year the School has performed extremely well in all areas.		
10.5	<u>FFT Analyses</u>		
10.6	The Head Teacher stated that overall the School attainment in Key Stage 1 (herein referred to as "KS1") and Key Stage 2 (herein referred to as "KS2") was significantly above the national average. The Head Teacher invited questions from the governors regarding the information contained within the FFT reports.		
10.7	The governors inquired why the FFT analysis had identified middle attainers as a low performing group in KS1. The Head Teacher explained that it is likely that the students identified had been predicted to make much greater progress than they had. The Head Teacher stated that he would investigate this issue further and report at the next Curriculum, Progress & Outcomes Committee meeting.	AM	27/02/17
10.8	In response to a question from the governors the Head Teacher stated that he is most interested in key over figures. The Head Teacher pointed out that 86% of students at the School had exceeded expectations (the School ranked in the top 3% of all national Schools), which is significantly above the national average of 60%. Furthermore, 17% of the students at the School achieved higher standard (the School ranked in the top 16% of all national Schools), which is in line with the national average. The Head Teacher summarised the		



	<p>achievements of the School having outstanding expected progress and very good higher standard.</p>		
10.9	<p>In response to a question from the governors, the Head Teacher stated that there were four students that had not exceeded expectations. The Head Teacher explained that the grading for students was extremely limited, as the teachers were only able to grade the students as having achieved standard expectation or exceeded expectations. This meant that the teachers were limited in the manner in which they could analyse the student’s progress. Specifically, the Head Teacher stated that there were significant personal issues affecting the four students that had not exceeded expectations.</p>		
10.10	<p>In response to a question from the governors, the Head Teacher highlighted that a progress score of +1.99 for disadvantaged students is still above the national average. However, the School wants to close the gap between the non-disadvantaged students (that made a progress of +4.57) and the disadvantaged students. The School will be investigating potential plans to reduce the gap and will report on them at the next Committee meeting.</p>	AM	27/02/17
10.11	<p>In response to a question from the governors, the Head Teacher stated that the writing assessment in KS2 is graded during the course of the year. Therefore, it is not a scaled score assessment, rather it is based on individual teacher’s judgment. The School has been trying to use a more uniform method to assess students. This may have resulted in the Local Authority (herein referred to as “the LA”) upgrading the Schools results, as it found that the School on the whole was being a little bit harsh in its grading.</p>		
10.12	<p>As the School has worked hard on making teacher assessments more uniform, the School has been able to create conformity in teacher grading styles and methods. This has allowed the School to create several sample grading papers to provide guidance to new teachers and ensure that there is consistency in the assessment grading process.</p>		
10.13	<p>In response to a question from the governors, the Head Teacher clarified that the School’s KS1 and EYFS teachers have been advised to undertake Phonics training to tackle the stagnant trend that is reflected in the analyses. However, the Head Teacher clarified that the School remains in a strong position and continues to outperform the national average. The Head Teacher highlighted that the national average has been steadily increasing, rather than the School’s results decreasing, which is resulting in closing the gap between the School’s results and the national average.</p>		
10.14	<p>The Staff Governor stated that due to a slight change in her commitments at the School, she has been able to identify areas for improvements and assist the Head Teacher in ensuring the School continues to develop and improve.</p>		



	The Head Teacher stated that the change in staff governor's commitments were related to a reduction in her 'teaching time' which has allowed her to focus on her Senior Leadership duties more effectively.		
10.15	The governors agreed to delegate the task of identifying methods of improving Mathematics at EYFS and KS1 to TJ and SM. This was in response to a query from the governors regarding the use of "Singapore Mathematics" in EYFS and KS1.		
10.16	In response to a suggestion from the governors, the Head Teacher agreed to organise a training session for governors on interpreting data.	AM	To note
10.17	The governors commended the excellent results obtained by the School and acknowledged that there were very few areas for improvement as a result.		
A4	The Head Teacher agreed to investigate why the 'middle attainers' had been highlighted in the FFT analysis as a low performing group.	AM	27/02/17
A5	The School to report on plans to reduce the gap between disadvantaged students and non-disadvantaged students.	AM	27/02/17
A6	The Head Teacher to organise a training session for the governors on interpreting data.	AM	To note
011	Reception Baseline	AM	
11.1	The Head Teacher presented the data on Reception baseline to the governors at the meeting.		
11.2	The Head Teacher informed the Committee that Mathematics was behind the expected level as the School has only covered the first term's syllabus. In response to a question from the governors, the Head Teacher stated that the primary reason the results for Reading and Writing are higher than Mathematics is because students cover those areas of the curriculum extra-curricular activities and at home.		
11.3	In response to a question from the governors, the Head Teacher stated that there are very few parents that do not promote reading at home. The School has a clear strategy in place to identify such students and organises one to one sessions for them.		
11.4	In response to a question from the governors, the Head Teacher stated that the School has very few parent volunteers for reading. In response to a suggestion from the governors, the Head Teacher confirmed that the School would be very willing to accommodate governors to come in and read to students.		
11.5	In response to a question the Head Teacher stated the School was very confident to know that all students leaving at the end of KS2 had the ability to		



<p>11.6</p> <p>11.7</p> <p>11.8</p>	<p>read and write. The Head Teacher also informed the governors that the two students that had arrived at the School midway through KS2 had also made excellent progress at learning English. The parents for the two students are extremely supportive and work collaboratively with the School to help the children improve and develop their English.</p> <p><u>Comparison of Pupil Premium students with non-Pupil Premium Students</u></p> <p>In response to a question from the governors, the Head Teacher stated that the School continues to support Pupil Premium students (herein referred to as “the PP students”) and reduce the gap between the PP students and non-PP students.</p> <p>There is currently a clear difference between PP students and non-PP students. However, the School is aware that several PP students at the School have complicated personal issues which also affect them. The School has developed a strategy to support and assist PP students. Finally, the Head Teacher stated that as there the statutory requirements for PP students are lot clearer in 2016-17, the School has had the opportunity to develop more systematic and efficient strategies to support its PP students.</p>		
<p>012</p>	<p>School Improvement Plan</p>	<p>AM</p>	
<p>12.1</p> <p>12.2</p> <p>12.3</p> <p>12.4</p>	<p>The updates School Improvement Plan (herein referred to as “the SIP”) had been circulated with the agenda prior to the meeting. The Head Teacher started his presentation by explaining the abbreviations for the benefit of the governors.</p> <p>In response to a question from the governors, the Head Teacher stated that the School will be installing a Parents’ Sign-In sheet to monitor attendance at workshops for parents of students requiring extra support.</p> <p>In response to a question from the governors, the Head Teacher stated that the School’s curriculum has ‘topic themes’, but conceded that Mathematics and English do not always fit into the topic themes. The School is aware of this and employs the use of Mathematics and English dedicated teaching sessions to ensure that students cover all topics appropriately. Furthermore, to develop an interest in the two subjects, where they do not fit into topic themes, the School organises ‘theme days’ to ensure that students continuously receive an enriched curriculum.</p> <p>In response to a question from the governors, the Head Teacher stated that the School is currently developing a strategy to ensure it introduces the new Religious Education Scheme of Work developed by the Diocese efficiently. DY stated that she had met with the Religious Education subject leader and had discussed this proposal. DY commended the School on its proactive and</p>		



	rigorous approach to ensuring that the new Scheme of Work is implemented properly.		
12.5	The Head Teacher also informed the governors that the School is continuously engaging with its staff to ensure that teachers continue to develop their leadership skills. One of the measures adopted by the School include attaching a teaching assistant to each subject leader, this allows the subject leader to manage the skill set of the teaching assistant to ensure that all subjects are adequately supported, while also developing their management and leadership capabilities.		
12.6	The Head Teacher stated that the School will continue to develop and assess its progress against the outcomes in the SIP. The governors commended the clear, detailed and inclusive nature of the SIP and the applauded the School for taking measures to secure its continued success.		
12.7	The Head Teacher also pointed out that the School has taken multiple initiatives to further improve the success of its students by ensuring that the curriculum is widened and deepened to enrich the student’s experience further.		
12.8	The Head Teacher explored the possibility of arranging an “Away Day” for the governors and the staff to discuss and develop the vision and ethos of the School. The governors agreed that this was worth considering in greater depth next term.	AM, Chair	To note
A7	The Chair and the Head Teacher to ensure that the governors consider arranging an “Away Day” to develop the Vision and Ethos of the School.	AM KT	To note
013	Policies for ratification	AM	
13.1	The Head Teacher informed the governors that there were three for review and approval.		
13.2	<u>Admissions Policy</u>		
13.3	This is not changed from last year and the School has no changes suggested. The governors approved the policy and forwarded it to the full Governing Body for ratification.	Clerk	28/11/16
13.4	<u>Attendance & Exclusions Policy</u>		
13.5	The School agreed to circulate the policy via email post-meeting. The governors agreed that they would provide all suggestions for improvement via email prior to the full Governing Body. This would allow the policy to be ratified at the full Governing Body meeting.	AM Clerk	28/11/16



13.6	<u>Whole School Food Policy</u>			
13.7	The governors approved this policy and forwarded it to the full Governing Body for ratification, subject to the following amendments.		Clerk	28/11/16
13.8	Amendments – The governors requested the School to ensure that there are no spelling and grammar mistakes within the document. The governors also stated that the policy pages should be numbered. The governors also suggested that the policy should cover ‘nut allergies’. The School agreed to review and implement the suggested changes.			
13.9	The Head Teacher also pointed out to the governors that the School has created a new web-page on its website, which contains further information regarding healthier foods, alternatives to common junk foods and more information on the School’s Food Policy.			
A4	The governors approved the Admissions Policy and forwarded it to the full Governing Body for ratification.		Clerk	28/11/16
A5	The School to circulate the Attendance & Exclusions policy to all Committee members after the meeting. The governors to provide any suggestions via email. The School to implement any amendments and ensure that the policy is forwarded to the full Governing Body meeting for approval and ratification.		AM Clerk	28/11/16
A6	The governors approved the Whole School Foods Policy and forwarded it to the full Governing Body for ratification.		Clerk	28/11/16
014	Any other business for consideration		All	
14.1	The Chair of Governors informed the governors that the PTA Evening dates need to be confirmed. The Chair of Governors also mentioned that the School required further volunteers for the December’s Christmas Fair.			
14.2	<u>Quality of Teaching</u>			
14.3	A document regarding the Quality of Teaching was circulated at the meeting. The School requested the governors to respond with questions after the meeting. The Head Teacher stated that the Quality of Teaching document was created after all the appraisals with the staff had been completed. The Head Teacher confirmed that all staff had met their targets. Furthermore, the Head Teacher stated that all staff at the School were teaching at Level 1 (Outstanding) or 2 (Good). Finally, the School has not identified any areas of concern, but will be ensuring to embed the good practices in all staff members.		Chair	To note



14.4	<u>Letter from Camden</u>		
14.5	The Head Teacher stated that the letter received from the Local Authority was extremely positive for the School. This letter will be shared with the wider parent body once it has been reviewed and finalised, as the School is currently chasing up a few amendments it lodged with the Local Authority. The Chair agreed to liaise with the Head Teacher to follow up the amendments with the Local Authority.		
015	Items for the next agenda	All	
15.1	There were no extra items for next meeting except those already included in the Committee Work Planner.		
15.2	The Head Teacher clarified that there will be a presentation on Special Educational Needs Department by Anna Swan.		
15.3	The Head Teacher also pointed out that a presentation on the Religious Education will be delivered by Lucy Parmenter at the June meeting of the Committee.		
15.4	The Chair requested the governors to submit their Link-Visit reports after conducting and completing their visits.		
017	Dates for the remaining meetings of the Resources Committee	To note	
17.1	The Curriculum, Progress & Outcomes Committee will meet on the following dates in the academic year 2016-17: <ul style="list-style-type: none"> • 27th of February 2017 • 19th of June 2017 		
17.2	All meetings held at 17:30m unless otherwise specified.		

The meeting finished at 19:45.



Minutes of the **Curriculum, Progress & Outcomes Committee Meeting**
of Hampstead Parochial Church of England Primary School
held at the School, Holly Bush Vale, London, NW3 6TX
at 17:30 on **Tuesday, 14th of November 2016**

APPROVAL OF MINUTES BY CHAIR OF RESOURCES COMMITTEE

I, Chair of the Curriculum, Progress & Outcomes Committee, approve these minutes as an accurate representation of the Curriculum, Progress & Outcomes Committee Meeting, which took place on **14th of November 2016** at Hampstead Parochial Church of England Primary School, Holly Bush Vale, London, NW3 6TX at 17:30.

Signed: _____

Date: _____

Katy Theobald

Chair of the **Curriculum, Progress & Outcomes Committee**,
Hampstead Parochial Church of England Primary School