

Curriculum, Progress & Outcomes Committee Meeting

Hampstead Parochial Church of England Primary School
Holly Bush Vale, London, NW3 6TX

Monday, 6 November 2017
5:40pm

Attendees

Name	Initials	Category	Attendance
Jenny Lupa	JL	Foundation – PCC of St John at Hampstead	Present
Anne Diack	AD	Foundation – Hampstead Deanery Synod Representative	Present
Rev. Jeremy Fletcher	JF	Foundation – Priest of St John at Hampstead Church	Left at 6:15pm
Katy Theobald	KT	Foundation – London Diocesan Board for Schools	Apologies
Andrew Parkinson	AP	Local Authority	Absent
Tim Jervis	TJ	Parent Governor	Present
Allan McLean	HT	Headteacher	Present
Steph Morton	SM	Staff Governor	Apologies
Advisors/Others			
Jo Iwanicki	JI	Deputy Headteacher	Present
Emma Inglis	EI	Year 3 Teacher and Literacy Lead	Present
Ammar Ahmed	AA	Clerk	Present

Part one – Public minutes

Item	Item title and information	Delegatee	Deadline
001/ 17-18	Opening prayer	Clerk	
1.1	The meeting being quorate was started by Jenny Lupa at 5:40pm by asking Reverend Jeremy Fletcher to offer the opening prayer.		
002	Welcome and introductions	Clerk	
2.1	Jenny Lupa informed the governors that Katy Theobald had submitted her apologies and had requested JL to chair the meeting.		
2.2	JL informed the governors that she was happy to chair the meeting. JL proposed that the election for the Chair and the Vice Chair are postponed till the next Curriculum, Progress & Outcomes Committee meeting. The governors unanimously approved the proposal.	Clerk	To note
2.3	The governors also agreed that JL should chair the meeting. <i>(Clerk's note – All references to 'the Chair' in these minutes refer to JL.)</i>		



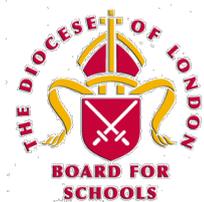
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003	Apologies and the Governing Body's acceptance or rejection of any absences	Chair	
3.1	The Clerk informed the governors that he had received apologies from Katy Theobald. The Headteacher informed the governors that Steph Morton was on maternity leave and had given her apologies.		
3.2	The governors accepted KT's and SM's apologies.		
3.3	The governors noted the absence of Andrew Parkinson.		
004	Declaration of interests, pecuniary or otherwise, in relation to any item in the agenda	All members	
4.1	No conflicts of interest were declared by the governors in relation to any item on the agenda, other than those already noted within the Register of Business Interests.		
005	Approval of the minutes from the previous Full Governing Body meeting, held on 03 July 2017, and any matters arising	Chair	
5.1	The minutes of the previous Full Governing Body meeting were approved as an accurate and true record of the meeting subject to the following amendments. The minutes were duly signed and dated.		
5.2	<u>Amendments</u> <i>(all amendments highlighted in red)</i>		
5.3	The Clerk informed the governors that the Chair had submitted amendments prior to the meeting which had been incorporated into the minutes presented for signing off.		
5.4	There were no other amendments to the minutes.		
5.5	<u>Matters arising</u>		
5.6	There were no matters arising. All actions had been noted as completed.		
006	Review of the Committee's Terms of Reference	Chair	
6.1	The governors reviewed the Committee's Terms of Reference and held them to be fit for purpose.		
6.2	The Committee forwarded the Terms of Reference to the Full Governing Body Meeting for ratification.	Clerk	27/11/17

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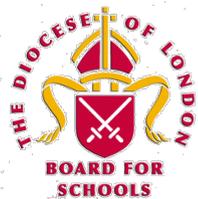


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007	Policies for review and approval	Chair	
7.1	<u>Admissions Policy</u>		
7.2	The governors were reminded by the Headteacher that this policy had been reviewed at the previous Full Governing Body meeting, where it had been discussed that it would be delegated to the Committee for approval after an explanatory note had been added to the beginning of the Policy stating that siblings will be prioritised.		
7.3	The governors approved the Policy and forwarded it to the Full Governing Body for ratification, subject to any further amendments by RN.	Clerk	27/11/17
7.4	<u>Teaching & Learning Policy</u>		
7.5	The governors reviewed the Teaching & Learning Policy. The Headteacher informed the governors that the Policy had been developed specifically for the School.		
7.6	The Deputy Headteacher informed the governors that initially the school held collaborative brainstorming exercises with the Senior Leadership Team (herein referred to as the “SLT”) to determine the basic foundation of the policy. Following this, the Deputy Headteacher reviewed the policies enacted and used by other local schools. The Policy was then subjected to a whole teaching staff review before being brought to the Committee.		
7.7	In response to a question from the governors on what the effect of the Policy is on a regular basis, the Deputy Headteacher stated that the Policy forms the foundation for Professional Development Meetings and creates a written record to reflect the School’s culture and ethos.		
7.8	The governors commended the hard work and the effort of the SLT in creating the Policy and requested the Headteacher to ensure that the Policy remains ‘alive’.		
7.9	The governors approved the Policy and forwarded it to the Full Governing Body for ratification, subject to some wording alterations by AD (to be sent via email).	Clerk	27/11/17

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008	Presentation by Emma Inglis on the Literacy Action Plan	EI	
8.1	The Headteacher informed the governors that Emma Inglis (herein referred to as “EI”) would be delivering a presentation on the Literacy Action Plan.		
8.2	EI introduced herself as the Senior Leadership Team member in charge of the Literacy Action Plan and the Year 3 class teacher.		
8.3	EI stated that it had been a School aspiration to create a whole school literacy action plan. The Headteacher, the Deputy Headteacher and EI had liaised with each other to create the structure of the new plan as the Teaching Template used in 2016-17 was thought to be too detailed.		
8.4	EI stated that the main issues with the previous Teaching Template centred on increased paperwork which meant that the teachers were having less impact in lessons. Under the new Literacy Action Plan, the School has focused on ensuring that the teachers are using ‘NoteBook’ for planning lessons and reduced the extra paperwork involved. As a result, the teachers are having more time to ensure that each lesson has a greater impact.		
8.5	The School has also created moderation groups to develop a more collegiate atmosphere through the School, where staff members are helping each other moderate and review work. An additional benefit from this system is that there is a clear and structured progress throughout the years.		
8.6	Moreover, the School is continuing to develop its relationships with other schools, resulting in an increased awareness of teaching techniques being used by others and sharing of best practices.		
8.7	<u>Spelling, Punctuation and Grammar Tests</u>		
8.8	EI stated that the School was now holding Spelling, Punctuation and Grammar Tests at the beginning of each Literacy lesson. These quizzes were designed to familiarise the students with test style questions and increase their bank of vocabulary. The School has set specific lessons to ensure that Years 2 and 6 met their curriculum targets.		

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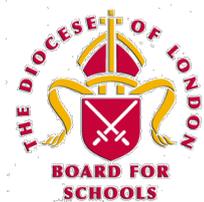


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8.9	<u>Scholastic Books Fair</u>		
8.10	EI stated that the School had recently held a Scholastic Book Fair and had raised the largest amount of money ever raised by a single form entry. The School now has a lot more texts for the students. The performance in the Fair reflects positively on the attitude of the students towards reading at the School.		
8.11	<u>Guided Reading</u>		
8.12	EI stated that the School holds regular Guided Reading activities with all students. In response to a question from the governors regarding what Guided Reading is, EI stated that the during Guided Reading students are divided into small groups and made to attempt different exercises, where the groups rotate to undertake the different sizes daily, where at least one group will read with the teacher every day.		
8.13	In response to a further question from the governors, EI stated that the reading can take place out loud or review based. The teacher makes an assessment on whether they wish to test the students' comprehension or their phonics.		
8.14	In response to a question from the governors regarding the type of practices used within Guided Reading, EI stated that the teachers will target their specific year group and the needs of the curriculum. The lower year groups focus more on reading out loud, whereas the elder groups focus on comprehension based activities. The teachers focus on the techniques more relevant to the Key Stage at which the student is working at. The Headteacher stated that this is an area that the School is working to improve even more and ensure that the teachers are properly trained to target the needs of the year group. <i>*Clerk's note – Reverend Jeremy Fletcher withdrew from the meeting at 6:15pm.</i>		
8.15	EI stated, in response to a question from the governors, that the moderation exercises, both held within the School and externally, provide effective monitoring and review of teaching practices. Further review of teaching practices is held during the Professional Development Meetings.		

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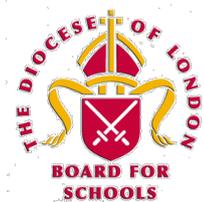


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8.16	The Headteacher informed the governors that the Professional Development Meetings happen in the form of a Staff Meeting every Monday, where staff members will either pick an area to develop or reflect on practices.		
8.17	EI stated that the School's Key Stage 1 (herein referred to as "KS1") Phonics is very strong along with the learning journey and performance in writing competitions.		
8.18	The School continues to work to improve the learning journey and wants to ensure that the strong performance at phonics in KS1 is channelled into Key Stage 2 (herein referred to as "KS2").		
8.19	Furthermore, EI informed the governors that the School is working to create a curriculum map for Literacy, which is a live document tailored to each year group. The Deputy Headteacher stated that this document bridges the national curriculum and the weekly plans. The curriculum map contains the key performance indicators which all students must reach.		
8.20	In response to a question from the governors regarding the texts used in the curriculum map, EI stated that the texts are based on core texts in the curriculum guidelines, the Hamilton's Trust or other sources.		
8.21	In response to a question from the governors regarding the key areas for further development, EI stated that the School continues to work on improving spelling and creating a clear learning journey. EI stated that learning journeys are really useful for developing a vast range of skills and implement the learning in different ways.		
8.22	The governors thanked EI on an extremely insightful presentation.		
009	School Improvement Plan progress (including quality of teaching, attendance and exclusion figures, review of examination and assessment results through a presentation on ASP and FFT data)	HT	
9.1	<u>Fischer Family Trust – Key Stage 2 data</u>		
9.2	The Headteacher presented the Fischer Family Trust (herein referred to as "FFT") data for KS2.		

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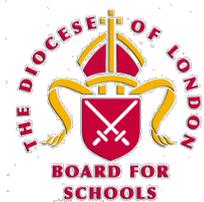


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9.3	<p>The FFT data for KS2 had been circulated with the agenda prior to the meeting. The Headteacher informed the governors that the School had performed exceptionally well and provided an overview of the headline figures.</p>		
9.4	<p>The School was ranked within the top 6% of the schools in the entire country in terms of Reading and Mathematics attainment with a scaled score of 108.6 (with the national average at 104.1). The School had ranked within the top 4% of the schools in the entire country in terms of the percentage of students reaching the expected standard with 89% in Reading, Writing and Mathematics Combined. The Headteacher stated that there were only three students who had not reached the expected standard and one of those students had joined late last year and may be excluded from the results.</p>		
9.5	<p>The School ranked within the top 9% of the schools in the entire country in terms of Reading and Mathematics progress with an average scaled score of +3.4. The School ranked within the top 8% of schools in the entire country in terms of percentage of students making the expected progress with 20% in Reading, Writing and Mathematics Combined.</p>		
9.6	<p>The Headteacher stated that there were no groups which were lower performing for progress.</p>		
9.7	<p>The Headteacher further pointed out that 32% of students had attained the higher standard in Reading, Writing and Mathematics Combined. In response to a question from the governors regarding whether this was expected, the Headteacher stated that this result was not expected but reflected the hard work of the teaching staff and the effort of the students at the School.</p>		
9.8	<p>The Headteacher also pointed out that the Writing result had improved significantly due to an increased awareness of moderation techniques. The Headteacher alerted the governors that the School had identified Reading as an area for improvement. However, the Headteacher mentioned that the School's results for Reading were still significantly above the national average.</p>		

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9.9	<u>Analysing School Performance – Key Stage 1</u>		
9.10	The Headteacher stated that FFT had not yet released analysis of the KS1 results, but that Analysing School Performance had released performance data for KS1 on 6 November 2017. The Headteacher stated that the School had not yet reviewed the data as it had been released on the day of the meeting.		
9.11	The Headteacher, however, stated that the School had performance really well, and was above the national average in all areas.		
9.12	In response to a question from the governors regarding the performance of the bulge Year 2 class, the Headteacher stated that there had been a difference in the results from the two classes. The School has contemplated whether the students will benefit if they are mixed, but there were several factors to consider. The School will continue to monitor the progress and attainment made by students and if it feels that shifting a student from one Year 2 class to another might be beneficial, it may do so.		
9.13	The Headteacher stated that the School had performed really well in Phonics, with a pass rate of 97% and an average test score of 37.7 out of 40. The Headteacher stated that there was only one student that had not passed and had failed by a very small margin.		
9.14	In response to a question from the governors regarding tracking against data from previous years, the Headteacher stated that he would need to investigate how that would be done on ASP.		
9.15	In response to a question from the governors regarding the downward trend in Early Years Foundation Stage (herein referred to as “EYFS”), the Headteacher stated that the School was investigating the downward trend and had concluded that it was most likely due to cohort differences as the provision of teaching and learning is excellent.		
9.16	The governors commended the Headteacher, the SLT, the wider teaching staff and support staff for all their hard work in achieving the results.		



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010	Items for the next agenda	All members	
10.1	The Clerk was requested to include the following three items into the agenda for the next meeting. <ul style="list-style-type: none">• Attendance figures• Internal Progress Data• Complaints Policy		
011	Confidential matters for consideration	All members	
11.1	The governors noted that there were no confidential matters for discussion.		
012	The remaining meeting dates for the meeting of the Curriculum, Progress & Outcomes Committee for the academic year 2017-18		
12.1	The Committee meetings will be convened on the following dates: <ul style="list-style-type: none">• 21 February 2018• 11 June 2018		
12.2	All meetings to commence at 5:30pm.		

The meeting finished at 7:35pm.

APPROVAL OF MINUTES BY CHAIR OF THE CURRICULUM, PROGRESS & OUTCOMES 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 **6 November 2017** at Hampstead Parochial Church of England Primary School, Holly Bush Vale, London, NW3 6TX at 5:40pm.

Signed: _____

Date: _____

Name:

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