



HAMPSTEAD PAROCHIAL
Church of England Primary School



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

Venue: 2A Holly Bush Vale, London, NW3 6TX
Date and Time: Monday, 11 June 2018, 5:30pm

Register of Attendance

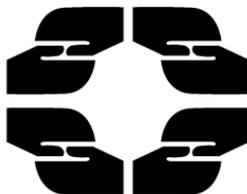
PRESENT	
Katy Theobald ('Chair')	Appointed by the London Diocesan Board for Schools <i>Chair of the Curriculum, Progress & Outcomes Committee</i>
Jenny Lupa ('Vice Chair')	Appointed by the Parochial Church Council of St John at Hampstead Church <i>Vice-Chair of the Curriculum, Progress & Outcomes Committee</i> <i>Chair of the Governing Body</i>
Tim Jervis ('TJ')	Elected Parent Governor <i>Vice-Chair of the Governing Body</i>
Anne Diack ('AD')	Appointed by the Hampstead Deanery Synod
Stephanie Morton ('SM')	Elected Staff Governor Assistant Headteacher of the School
Allan McLean ('Headteacher')	Appointed by virtue of office (Ex-Officio) <i>Headteacher of the School</i>
Andrew Parkinson ('AP')	Appointed by the Local Authority
IN ATTENDANCE	
Alice Riley ('AHT')	Assistant Headteacher of the School
Emma Inglis ('AHT')	Assistant Headteacher of the School
Mel Holmes ('SL PE')	Subject Leader for Physical Education <i>Year 5 Class Teacher</i>
LATE	
Ammar Ahmed ('Clerk')	The Clerk to the Governing Body <i>Joined the meeting at 5:37pm as noted within the minutes</i>
APOLOGIES SUBMITTED	
Reverend Jeremy Fletcher ('RJF')	Appointed by virtue of office (Ex-Officio) <i>Priest of St John at Hampstead Church</i>

Part one – Public minutes

Item	Item title and information	Delegatee	Deadline
033/ 17-18	Opening prayer	Chair	
33.1	The meeting, being quorate, was started by the Chair at 5:30pm by asking the Headteacher to offer the opening prayer.		
034	Welcome and introductions	Chair	
34.1	The Chair welcomed all governors to the meeting and held a round of introductions of the benefit of Mel Holmes, the Head of Physical Education, who was attending to deliver a presentation on Physical Education Department.		



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035	Apologies and the Governing Body's acceptance or rejection of any absences	Chair
35.1	The Chair informed the governors that apologies had been received from Reverend Jeremy Fletcher.	
35.2	The governors accepted the apologies.	
35.3	There were no further apologies or absences to note.	
036	Declaration of interests, pecuniary or otherwise, in relation to any item in the agenda	All members
36.1	No conflicts of interest were declared by the governors in relation to any item on the agenda.	
037	Approval of the minutes from the previous Full Governing Body meeting, held on Monday, 27 November 2018, and any matters arising not covered on the agenda for the meeting	Chair
37.1	The minutes from the previous Full Governing Body meeting were held to be an accurate and true representation, subject to the following amendments. The minutes were duly signed and dated by the Chair.	
37.2	<u>Amendments</u> (all amendments highlighted in red)	
37.3	There were no amendments to note.	
37.4	<u>Matters arising</u>	
37.5	There were no matters arising which had not been covered in the agenda for the meeting.	
038	Presentation on Physical Education provision at the School	SL PE
38.1	The SL PE delivered a short presentation on the Physical Education ('PE') curriculum at the School.	
38.2	The SL PE stated that this was her first year as the Subject Leader for PE. The SL PE stated that as a school, the children were very active in PE and that they take part regularly. The School has an active partnership with University College School, Hampstead ('UCS'), in academics and in PE. The School often joins UCS for summer school for PE and also joins the USC for swimming.	



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38.3 The School is also part of the Camden School Sports Association ('CSSA'), which the School buys into. The CSSA allows the School to participate in many different supports. The SL PE stated that the school has some issues with organisation as the CSSA releases the dates for its events close to the competition, which means that it is difficult to do forward planning.

**Clerk's note – The Clerk arrived and joined the meeting at 5:37pm.*

38.4 The SL PE provided an overview of the different sports and competitions the School has been a part of over the past academic year.

(a) September 2017 – The School participated in cross country. The school was unable to field a Year 6 team as the event dates were released quite late, which negatively affected the School's result. Despite this, the school finished 12 overall, with the Year 3 girls' team being praised specifically for achieving excellent results.

(b) October 2017 – The School participated in a tag rugby competition for Year 5 and 6 children in Camden. The School was aware of it in advance and the Sports Coach was able to deliver a few focused lessons on the sport to improve the team. The School subsequently won the competition and was able to represent the Camden at the London Youth Games in Crystal Palace.

(c) November 2017 – The School participated in a CSSA Year 5 / 6 Football competition, where it was able to field a girls' and a boys' team.

The SL PE found it more difficult to recruit for the girls' team and highlighted that the School should consider different strategies to make sports more attractive to girls.

The boys' team came fifth out of eleven entrants and the girls' team came eleventh out of eleven entrants. The SL PE also stated that the positions of the teams should be mitigated in light of the fact that Camden schools generally have very strong sports teams.

(d) December 2017 – The School participated in a CSSA Year 6 Basketball event. This was a mixed event (i.e. all entrants were mixed together) and there were excellent examples of sportsmanship, with pupils developing friendships with other children from different schools and also supporting their fellow pupils in other teams.

(e) January 2018 – The School has been developing its link with Globe Tennis Club (Belsize Park) and currently organises weekly sessions which are extremely well attended. The sessions started in January 2018 and have been ongoing. The children have the additional benefit to see adults play the sport as teaching assistants and parents get involved in the sessions.



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- (f) January 2018 – The School participated in Year 5 Athletics event organised by CSSA.

The SL PE informed the Committee that with this being the first year that the School has regularly been involved with CSSA it has often learnt better practices and become more aware of how different events are assessed and created.

The Athletics event utilised an equipment that the school did not have, but has now purchased. The SL PE stated that this form of exposure develops the insight of the children in to the world of sport and enriches the PE curriculum.

- (g) February 2018 – The School visited the Lord’s Cricket Ground (London) to observe a women’s T20 game. The SL PE stated that she hoped this would be an annual event and it was really useful to raise the profile of competitive sports among the girls at the school.

- (h) March 2018 – The School participated in Year 3 and 5 Dodgeball Event organised by the CSSA. The SL PE stated that this was another mixed event and the children really enjoyed it.

The governors stated that it is important for the school to continue to enter into non-competitive and competitive events as they build on different, but important, skills.

- (i) April 2018 – The School was involved in a Year 5 / 6 Tri-Golf event. The event was heavily subscribed and the School selected pupils based on their participation in other events throughout the year. The event was also geared towards those children with special educational needs and disabilities at the School.

- (j) May 2018 – The School participated in a Year 5 / 6 Boat Regatta organised at the Brent Reservoir. The event was extremely oversubscribed and the School used random selection to select pupils.

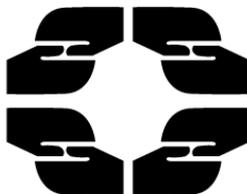
The event also involved a competition, in which the children had to race around a water track, in which the School came second overall. The pupils really enjoyed the event and the school hopes to do similar events in the future.

38.5

In response to a question from the governors regarding how pupils were selected for different events, the SL PE stated that for the competitions the School’s Sports Coach handpicked the participants. But the School wanted to ensure that all pupils had a chance to participate in events, so it also entered into non-competitive events and also kept a record of which pupils had participated to ensure that all children get the chance to be involved.



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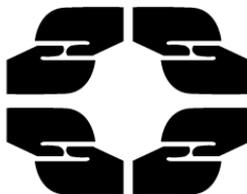
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38.6	<p>In response to a question regarding preparation from competitions, the SL PE stated that the CSSA were very poor at releasing dates for events in advance, which negatively impacted the School's performance. However, after participating in different events this year, the School was in a stronger position to prepare for the same events next year and had also invested in specialist equipment, in the event it did not have it already. The result is that the School's performance in the events should improve next year.</p>
38.7	<p>The SL PE also informed the Committee that the School had invited Daniel Lewis, a triple jumper for Great Britain and Jamaica, to deliver a school assembly to raise the profile of sports in general. The School will also be hosting its annual summer Sports' Day, where it would have a full day of events for Key Stage 2 and a half day of events for Key Stage 1. The School is hoping that the Parent-Teacher Association ('PTA') will also get involved.</p>
38.8	<p>The SL PE is currently working on improving the School's links with UCS to organise a swimming gala and also wants to increase interaction with other schools in Camden to organise more inter-school matches, especially in preparation for sports competitions. The SL PE stated that other objectives for next year revolved on how to increase the participation of different groups in sports and have more inter-house PE competitions.</p>
38.9	<p>In response to a question from the Committee regarding whether the school had increase the number of events it participates in, the SL PE and the Headteacher stated that though it was possible in theory, the impact of missing class time was always a concern and it was important for the School to strike the right balance between academics and sports. The Headteacher stated that with CSSA releasing competition dates so late, it created a lot of timing and organisational issues for the School.</p>
38.10	<p>In response to a question from the Committee regarding teacher(s) versus pupil(s) events, the SL PE stated that it sounded like an interesting idea and would have to explore it further.</p>
38.11	<p>In response to a question from the Committee regarding developing a "Growth Mind-set", the SL PE stated that the School was developing teachers' and pupils' awareness of it through Personal, Social, Health & Citizen Education lessons.</p>
38.12	<p>In response to a question from the Committee regarding the participation of Key Stage 1 pupils in sports, the Headteacher and the SL PE stated that most event were tailored to Key Stage 2. However the School stated that it should organise more formal events between the School and St Luke's to create events for Key Stage 1.</p>
38.13	<p>The Committee thanked the SL PE on an extremely informative and interesting report on the PE curriculum.</p> <p><i>*Clerk's note – Mel Homes exited and left the meeting a 5:50pm</i></p>



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039	Pupil Progress Data – Autumn and Spring Term	Headteacher
39.1	The Headteacher circulated Target Tracker data reports for all years and for the pupil premium ('PP') pupils in each year at the school.	
39.2	<u>Year 1 Data & Year 1 Pupil Premium Data</u>	
39.3	The governors were informed that there were no areas of concern in Year 1.	
39.4	<u>Year 2 Data & Year 2 Pupil Premium Data</u>	
39.5	In response to a question from the governors regarding why there were 14 pupils 'at risk' of not meeting expected progress in mathematics, the Headteacher stated that the cohort's results were expected as the profile of the cohort was significantly different to the national average. However, the Headteacher agreed to investigate the matter further, by reviewing the year-end assessment data, and report back at the next Committee meeting.	
39.6	<u>Year 3 Data & Year 3 Pupil Premium Data</u>	
39.7	In response to a question from the governors regarding why all pupils had been classified as 'other' for their end of Key Stage 1 writing results, the Headteacher stated that the Key Stage 1 writing is teacher assessed, which creates reporting challenges.	
39.8	The Headteacher and the Assistant Headteachers agreed to investigate whether there could be some method by which to apply standardisation criteria to the Key Stage 1 writing results.	
39.9	The governors were informed that Year 3 is a large cohort which results in a greater range of abilities present among the pupils and brings the school's pupils' progress closer to the average for a Camden school. In response to a question from the governors regarding whether both classes in Year 3 had equal number of pupils at different progress levels, the AHT stated that this was the case. The AHT stated that both Year 3 classes were very similar in terms of ability of pupils and progress made by pupils. In response to a question regarding whether the school mixes / transfers the pupils between the two classes, the Headteacher stated that the school refrains from doing this.	
39.10	The governors requested the school to present data for both Year 3 classes separately in the future.	
39.11	The AHT and the Headteacher stated that the two Year 3 teachers work in collaboration to ensure that the curriculum being taught is at the same pace across both classes, however, the school is exploring the option of differentiating pupils by ability for mathematics.	



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39.12	<u>Year 4 Data & Year 4 Pupil Premium Data</u>		
39.13	The governors noted that the Year 4 Data demonstrated that it was a very strong year in terms of academics.		
39.14	<u>Year 5 Data & Year 5 Pupil Premium Data</u>		
39.15	The Headteacher highlighted that Year 5 was a year which had a lot of pupil mobility that means that the year group has seven pupils without prior assessments.		
39.16	In response to a question from the governors regarding whether there was a reason for more PP pupils to be struggling in reading and writing as opposed to mathematics, the Headteacher stated that he would need to investigate this and will report at the next Committee meeting.		
39.17	<u>Year 6 Data & Year 6 Pupil Premium Data</u>		
39.18	The Headteacher stated that the School feels that the pupils in Year 6 should have met the targets set by the School. The School will receive the results from Key Stage 2 examinations on the 6 July 2018, which will be presented to the Committee at its Autumn Term meeting.		
39.19	<u>General Pupil Progress Discussion</u>		
39.20	The Headteacher stated that the School has adopted a school-wide approach to improving outcomes by using resources more efficiently and all teachers now ensure that there is focus on different groups in their lessons and that the curriculum is differentiated to focus on the entire spectrum, including less able and more able pupils.		
39.21	Additionally, the School is looking to increase the amount of collaboration between class teachers as a cohort moves from one year to another. The School hopes that this will allow better lesson planning and more focused teaching.		
39.22	The governors requested the Headteacher to provide a short cover sheet in the future, when presenting progress data, outlining the key areas that the governors should focus upon.		
39.5a	<i>The Headteacher to investigate and report on whether there are any underlying reasons why 14 pupils are 'at risk' of not making expected progress in Year 2.</i>	<i>HT</i>	<i>2018-19</i>
39.8a	<i>The Headteacher and the Assistant Headteacher to investigate whether Key Stage 1 Writing data can be standardised into numerical form.</i>	<i>HT + AHT</i>	<i>2018-19</i>



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39.10a	<i>The School to provide separate data for both Year 3 classes.</i>	<i>HT</i>	<i>ASAP</i>
39.16a	<i>The Headteacher to investigate why there more pupil premium students not performing as well in reading and writing than mathematics in Year 5.</i>	<i>HT</i>	<i>2018-19</i>
39.22a	<i>The School to provide a short cover sheet when presenting pupil progress data informing governors of key areas to focus on.</i>	<i>HT</i>	<i>To note</i>
040	Review of Early Years Foundation Stage Data	Headteacher	
40.1	The Headteacher presented the data for Early Years Foundation Stage ('EYFS'). The Headteacher stated that 80% of the cohort should achieve age expected goals by the end of the EYFS. The remaining 20% are pupils with special educational needs.		
40.2	The Headteacher stated that the School was aware of a downward trend in the overall progress made by pupils in EYFS, with 83% of pupils meeting age expected goals in 2017, 86% meeting the goals in 2016 and 90% meeting the goals in 2015. However, the Headteacher remained confident that this was due to better assessment and moderation techniques being used by staff in EYFS. The Headteacher also stated that the School remained above the national average for percentage of pupils meeting age expected goals.		
041	Headteacher's update on Curriculum Developments	Headteacher	
41.1	The Headteacher presented a short update on the curriculum developments at the School and informed the governors that the School had held a fashion day, received a presentation on e-safety from Google, organised a pupil led assembly on healthy eating, interviewed and selected mentors from UCS to support children academically, held a mathematics workshop to help parents support their children, and organised the residential trip for Year 5 pupils and organised Year 6 trips to theatre to see the School of Rock and the Lion King.		
41.2	In response to a question from the governors regarding the e-safety session delivered by Google, the Headteacher stated that this was a one-off event. Normally, each class leads its own e-safety event on an annual basis.		
41.3	The Headteacher also circulated the reports from the External Advisors that had visited the School. The Headteacher reminded the governors that these reports had been shared at the previous Full Governing Body meeting and had been included into the agenda pack for information only.		



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042	Partnership work with St Luke's and other schools	Headteacher
42.1	The Headteacher stated that the school continues to work closely with St Luke's and has, so far, held a joint inset day, training for staff, and getting to know the staff event. The School's Business Manager also works for half a day at St Luke's.	
42.2	In response to a question from the governors regarding whether the School was planning to hold joint curriculum days with St Luke's, the Headteacher stated that there were no plans at the moment, but that this is something that the School will explore in the future.	
42.3	The governors also recommended the School to ensure that St Luke's is added into the School's Mentoring Group, which is a consortium of Camden schools that join together to moderate assessment marking practices.	
42.4	In response to a question from the governors regarding the collaboration of class teachers between the two schools, the Headteacher stated that the AHT had been leading on this particular area and had created a pro forma to complete when visiting the other school. The Headteacher stated that as the partnership develops, he hopes that the visits will become more constructive and standardised. Currently, all teachers and teaching assistants across the schools had met their counterparts informally and observed lessons.	
043	Review of attendance and exclusions data	Headteacher
43.1	The Headteacher presented the attendance and exclusions data.	
43.2	In response to a question from the governors regarding why the attendance of pupils in Reception was 94.53%, the Headteacher stated that the statutory obligation to attend school doesn't apply till the child turns 5 years old, which means that parents are likely to make use of this and this negatively impacts attendance.	
43.3	In response to a question from the governors regarding why the attendance of pupils in Year 6 was 94.57%, the Headteacher stated that the majority of absences could be accounted for by two children who had significant family and social issues.	
43.4	The total attendance for the school, as of 11 June 2018, was 96.21%. The School's target for attendance is 96.5%.	
43.5	The Headteacher stated that he expects the summer term to improve overall attendance slightly as it's traditionally the term with the best attendance.	
43.6	In response to a question from the governors regarding whether the School follows up on persistent absenteeism, the Headteacher stated that the School's administrative team is extremely aware of the protocols and chases up all pupil lateness and absence promptly.	



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044	Policies for approval and ratification	Headteacher	
44.1	The Behaviour Policy, Education Visits Policy and the External Visitors Policy had been circulated prior to the meeting and all governors had been requested to upload any amendments or corrections to the Governors Hub. The Clerk reported that no specific amendments had been uploaded in relation to the policies onto the Governors Hub.		
44.2	The governors did not raise any specific amendments at the meeting in relation to the policies.		
44.3	The Committee unanimously approved the Behaviour Policy, the Education Visits Policy and the External Visits Policy and forwarded them to the Full Governing Body for ratification.		
44.3a	<i>The Committee unanimously approved the Behaviour Policy, the Education Visits Policy and the External Visits Policy and forwarded them to the Full Governing Body for ratification.</i>	<i>Clerk</i>	<i>To note</i>
045	Items for the next agenda	All members	
45.1	No specific items were raised by the Committee for inclusion into the next agenda other than those already included in the Year Planner.		
046	Any other business for consideration	All members	
46.1	There was no further business for consideration.		
047	Any confidential matters for consideration	All members	
47.1	There were no confidential matters for consideration.		
048	Self-reflection and impact	All members	
48.1	The governors felt that a cover sheet for pupil progress data would greatly target their questioning and ability to hold the School's leadership team to account. This was highlighted as an action point above.		
48.2	The governors also felt that all Committee members should endeavour to arrive prior to the meeting starts, rather than for the start of the meeting, so that the meeting can start promptly.		
48.3	The governors also stated that all Committee members should reflect on whether a particular question had been asked before and whether it would add value to the discussion to ensure that the leadership team is appropriately challenged and held accountable.		



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049	Committee meeting dates for 2018-19	All members
49.1	The Clerk had circulated draft meeting dates for the next academic year as follows: (1) 12 November 2018 (half term 22-26 October) (2) 11 February 2019 (half term 18-22 February) (3) 20 May 2019 (half term 27-31 May)	
49.2	The Chair requested governors to consider the dates and report at the Full Governing Body meeting if they were not feasible.	

The meeting finished at 7:40pm.

Approval of the minutes by the 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 **Monday, 11 June 2018** at Hampstead Parochial Church of England Primary School, 2A Holly Bush Vale, London, NW3 6TX at 5:30pm.

Signed: _____

Date: _____

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