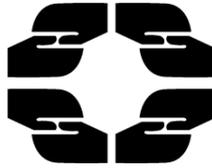




## Register of Attendance

<b>PRESENT</b>	
Allan McLean ('HT')	Headteacher <i>Appointed by virtue of office</i> <i>Expiration of Term in Office: Not applicable</i>
Tim Jervis ('TJ')	Parent Governor <i>Nominated and elected parent of a child at school</i> <i>Expiration of Term in Office: 30 April 2020</i>
Stephanie Morton ('SM')	Staff Governor <i>Nominated and elected member of school staff</i> <i>Expiration of Term in Office: 22 April 2019</i>
Katy Theobald ('KT')	Foundation Governor <i>Appointed by the London Diocesan Board for Schools</i> <i>Expiration of Term in Office: 31 December 2019</i>
Ciaran Foulkes ('CF')	Foundation Governor <i>Appointed by the Parochial Church Council of St John At Hampstead Church</i> <i>Expiration of Term in Office: 12 November 2021</i>
Anne Diack ('AD')	Foundation Governor <i>Appointed by the Hampstead Deanery Synod</i> <i>Expiration of Term in Office: 12 June 2020</i>
Rev Jeremy Fletcher ('RJF')	Incumbent of the St John At Hampstead Church <i>Appointed by virtue of office (Ex-Officio)</i> <i>Expiration of Term in Office: Not applicable</i>
<b>IN ATTENDANCE</b>	
Alice Riley ('AHT')	Assistant Headteacher
Emma Inglis ('AHT')	Assistant Headteacher
Jess Muller ('JM')	Information, Computing & Technology Subject Leader
Ammar Ahmed ('Clerk')	Clerk to the Governing Body
<b>APOLOGIES</b>	
Ammar Ahmed	Foundation Governor <i>Appointed by the London Diocesan Board for Schools</i> <i>Expiration of Term in Office: 13 January 2023</i>
Jenny Lupa ('JL')	Foundation Governor <i>Appointed by the Parochial Church Council of St John-at-Hampstead Church</i> <i>Expiration of Term in Office: 8 January 2021</i>
Andrew Parkinson ('AP')	Local Authority Governor <i>Appointed by Camden, Local Authority</i> <i>Expiration of Term in Office: 11 June 2021</i>

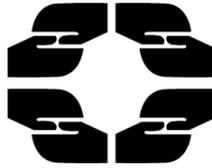


## Part one – Public minutes

### Item title and information

1. **Opening Prayer-** The meeting was opened in prayer by the Headteacher. The Vice Chair (AD) took the Chair for the first part of the meeting.
2. **Welcome and introductions-** The meeting welcomed Lyn Stanton, as the LDBS cover clerk for this meeting and introductions were made around the table.  
  
*Rev Jeremy (RJF) joined the meeting 17.35*
3. **Apologies and the Committee’s acceptance or rejection of any absences**
  - 3.1. Apologies had been received from JL, AP, and AA. The meeting was deemed quorate, and reminded that apologies were required to be accepted, by those members present. **All apologies were accepted** by those present.
  - 3.2. Following some discussion about committee membership, it was AGREED that TJ would approach AP to clarify his committee membership situation.  
  
**Action: TJ to clarify Committee membership with AP.**
4. **Declaration of interests, pecuniary or otherwise, in relation to any item in the agenda-** There were no declarations made in addition to those recorded in the annual register, against items on this agenda.
5. **Election of the Chair of the Committee for 2018-19.**
  - 5.1. Katy Theobald had been **proposed** by TJ at the last meeting, in her absence. There were **no further nominations**. **KT was elected unanimously** to be Committee Chair of the Curriculum, Progress & Outcomes (CPO) meeting for a period of one year.  
  
*KL took the Chair from this point (17.40)*
6. **Approval of the minutes from the previous Committee meeting, held on Monday, 12 November 2018, and any matters arising not on the agenda for the meeting**
  - 6.1. The minutes as submitted to the meeting **were agreed to be a true and accurate record** of accounts and were **signed and dated in the meeting** by the Chair
  - 6.2. **Governors noted the following actions arising-**

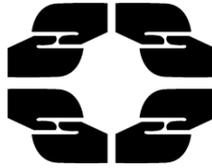
9.3a	HT to contact school council for feedback regarding Attendance Reward as an effective initiative- <i>Action Clerk to note-this action to be carried over to the next meeting</i>
10.5a	Dissemination of report – this action completed.
10.6a	The HT to liaise with the Curate regarding religious imagery- The HT reported that this had taken place and was in process.



12.6a	Valentines ball- It was confirmed that St Luke's had been made aware of the event, however no formal invite had been extended.
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**7. Presentation from the I.C.T Department- Jess Muller (JM) ICT lead presented.**

- 7.1. Governors were updated about investment- Recently the school had upgraded to a new digital suite of Apple computers, and plans were in place for a second set of iPads to be procured. Discussion was on-going to ensure best use of this additional resource.
- 7.2. **In response to a question from the governors** about screens used in class, it was confirmed that the school had a mix of projection screens and smart screens and there were plans to update the projection screens to the newer format. **A governor asked a follow up question** concerning funding for improvements in IT? It was confirmed by the school that PTA funding had been made available, and the impact of the newer style of Smart screens was noted- faster access times and improved visibility were commented upon.
- 7.3. Developing the curriculum- JM had held a review with the Camden IT Lead, and had improved and refined the resources for teachers, whilst retaining the overall 'coding theme'. The updated resources had been shared with staff who also received one full day of training to upskill.
- 7.4. All classes were making use of the Camden Learning Centre. In response to a question from the governors about costs, the Headteacher explained that the support from the IT lead and access to the CLC was included in the package of support from Camden, costing £2.5k pa- the school was being very effective in utilising this resource.
- 7.5. E safety- Governors noted that the school was being proactive in encouraging parents to sign up to e safety agreements and promoting e safety for pupils.
- 7.6. Areas of development were noted to be-
- Further developing the media suite, improving displays and streamlining out older devices.
  - Improving use of iPads in school, including building staff confidence with apps.
  - Increased use of Purple Mash and Espresso programmes.
  - Developing Reception computer area
  - Parent communications around improved e safety
- 7.7. BETT fair- had been attended by the School's Senior Leadership Team; talks were noted to have been beneficial. A point was raised about the relative benefits of collaboration using one device between two pupils and this was considered- the Headteacher noting that using a device one on one allows children to work at their own pace and to self-select challenge.
- 7.8. JM reported that focusing teachers to upskill on three computer apps had seen immediate impact in classes with improved usage. **In response to a question** from governors about how the school coped with disparity between pupils who did not have access at home? JM replied that in general there was little difference seen in class, most homes having Wi-Fi access. In addition, it was felt that Apple devices offered a more intuitive way to learn and pupils with little home access to similar technology were quick to pick it up.



7.9. A governor asked what were the objectives for ICT at the school?

- The school noted the Computing curriculum, building skills and confidence, and improved creative uses across the curriculum.
- Another governor noted that the improved use of Espresso coding gave a solid foundation for the next steps and coding could be prioritised.
- The Headteacher added that, in addition to impact on staff, pupils had access to produce creative content with higher qualitative outcomes (use of Garage Band for example, gave pupils an impressive result for little technical musical skill), thus improving motivation, in turn building confidence.

7.10. Governors noted that it was important to keep a strategic view of how IT was used within the school, the 30 iPads were being heavily used currently.

The Chair suggested an action for this high cost area-

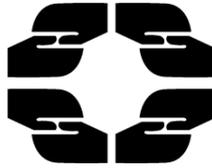
**Action: The IT lead to develop a list of objectives to be delivered through use of ICT, including associated metrics for tracking impact on pupil learning, and strategies for delivering them.**

*JM was thanked and left the meeting 18.10*

8. Curriculum Review The Headteacher drew governors' attention to-

- 8.1. The wide curriculum offer in place, this is reflected in the weekly newsletter. **In response to a question** from governors about teacher involvement in the newsletter, staff members explained that they were keen to share what they had been doing within their classes with the school community- and it was easy to do so and did not add to the workload.
- 8.2. Chess- the school had come first in a recent Google hosted tournament, and the school chess club had qualified for the national schools semi-finals.
- 8.3. Sports events and competitions had been included in the weekly newsletter, which Governors noted.
- 8.4. Music- The school choir had performed for the school, and governors noted the forthcoming Royal Albert Hall event and Camden festival. An event was planned to be held at St Christopher's school, whereby children would be involved in a composing workshop and performing Swan Lake with a full orchestra. **In response to a question** from governors about music availability at the school, it was confirmed that peripatetic teaching was brought into the school. There was a waiting list for Piano tuition, and all pupils were learning Ukulele in Reception and Year 5.
- 8.5. Another governor suggested, given the enormous investment in music at the school, that opportunities could be developed with the local Church, as it had close links with formal professional performances that were held in the building? The Headteacher agreed that this could be developed, taking into consideration the informal style of music taught at the school, and building more formal links with musicians who play at the church.

**Action: Headteacher to review Church/school music opportunities**



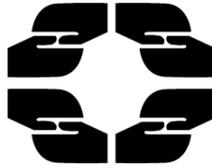
9. **Committee Equality Objectives-** Governors noted the seven key principles and would address these in the impact item later in the meeting.

10. **Pupil Voice –**

- 10.1. The Headteacher reported that the school council would meet weekly and had a democratic structure with formal roles. Recent discussions included the LDBS service, a trip to the debating chamber, and looking at charities.
- 10.2. Library project- It was noted that the development of the Library was ongoing- books had been selected and catalogued and was now ready for a timetable to be produced for class and pupil access.
- 10.3. Artworks on the wall were planned with some discussion about this- book characters and pictures were possible, subject to pupil voice, and use of quotes were considered. **In response to a suggestion** by a governor use of a screen to display quotes would ensure more flexibility and would be considered.

11. **Autumn Term – Pupil Progress**

- 11.1. The AHT presented. The data pack was tabled, and this reflected years 1-6 for the Autumn term; Assessment meetings had since taken place to analyse.
  - Children would start the year as 1b and it was expected that they would make 6 steps maximum a year. benchmarked against Early Years Foundation Stage learning goals, and by subjective teacher assessments. Data was triangulated with learning walks around school.
  - Reporting for SEND pupils was noted to be reported differently within target tracker.
- 11.2. **In response to a question** from a Governor relating to SEND pupil attainment across subjects it was explained that pupils varied in this, and SEND pupils had individualized targets. Some SEND pupils addressed on p levels, would have serious learning difficulties. **The governor further queried** could this could be explained by environmental issues? Staff did not see a trend in those pupils, and there were a number of outside agencies that addressed some issues around speech and language that impacted pupils.
- 11.3. **Another governor raised a question** about those More Able? The AHT explaining that these pupils were still required to make their expected progress, to ensure value added.
- 11.4. Reception- Governors noted that there were currently 5 pupils exceeding, from Reception with 4 more on track to be w+ at the end of the year. One child in maths was seen not to be making expected progress and would be identified.
- 11.5. Year 1- Governors noted that one pupil was currently being assessed for SEN funding.
- 11.6. Year 3- Writing - seven pupils were not making expected progress, however this was explained to relate to that cohort and the teacher was working to improve their performance. 2 pupils were on the SEND register, and 3 EAL, one awaiting dyslexia screening. 7 pupils working at 3b would require targeted support, and the Teaching Assistant was running intervention groups to support.
- 11.7. **A governor asked** about those who were Disadvantaged (Pupil Premium)? It was reported that there was a positive picture throughout the school for Disadvantaged pupils and it was seen that there were increasing numbers higher up the school- with 6 Disadvantaged pupils currently in year 6.



11.8. Year 4 Maths- one pupil had complex needs, and the school was working to look at how best to reflect progress within target tracker. **In response to a question from a governor** about maths data- 5 pupils were seen to be working at 4b? The Headteacher acknowledged this, but noted that there was a spread within that 4b range with some on the cusp of moving up. Action plans for the group had been discussed and further tracking would take place to ensure pupils were on target.

11.9. Governors further discussed SEND pupils- **In response to a question** regarding a system the school could purchase to improve tracking, the AHT had produced a bespoke system. The SEND link governor (CF) had met with the AHT and agreed a format that was clear and ragged. **Another governor asked** about the number of SEND pupils at the school currently? It was confirmed that there were 26 on the register, and of those 15 pupils were estimated to require a different form of tracking to accurately measure progress being made. Governors thanked the AHT for the initiative and asked that the SEND ragging list be updated and circulated.

**Action: AHT to circulate SEND ragging list to all**

11.10. **A governor asked** staff if they had been surprised at any of the assessment results? Staff agreed that pupil learning was not linear and in some cases this happened, and for EAL this was often noted as soon as the pupil's language barrier was overcome.

11.11. The CoG congratulated the staff on the use of the target tracker and the accuracy of the data, giving useful information.

**12. Attendance and Exclusions Data-** a paper was tabled regarding the exclusion data, through which the governors noted that there had been no exclusions at the school since the start of the academic year.

12.1. The Headteacher presented the current headline attendance figures-

- 96.1% attendance in Reception, the Headteacher highlighted that the attendance figures had been impacted by two pupils who had been absent due to illnesses.
- Total 96.88%, with an aim to reach 97%.

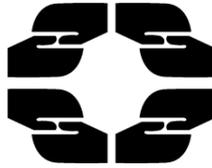
Governors noted one child with attendance issues, was now no longer at the school.

12.2. **In response to a question** from governors regarding absences, it was noted that Year 5 unauthorised absences were higher than other classes, at 12 out of 22? On analysis this was thought to be due to three pupils taking term time holiday that had not been authorised. Letters were issued periodically to remind parents, and rewards and assemblies were in place. The Office staff were closely monitoring attendance.

12.3. The AHT explained a sticker system for blank pages in books that were then seen by parents at parent evening that clearly reflected the impact on a child's learning of absence from class. Governors were pleased to note an improving trend at the school.

### 13. Policies for approval

Governors had been requested to raise any amendments or comments via the GovernorHub prior to the meeting.



13.1. Early Years Foundation Stage Policy **Approved** (no changes)

13.2. Sex & Relationship Education Policy Governors noted that there were changes expected with new guidelines for September 2020, and were made aware that the Church of England had responded robustly. **The policy was approved for one year, with plans to review during Autumn 2019.**

*Action Clerk for Policy review schedule*

13.3. Special Educational Needs & Disability Policy, The AHT would edit changes, with the policy **recommended to go to the next Full Governing Board**

13.4. Supporting pupils with Medical Conditions Track changes were noted- there was a query raised concerning the insurance policy, and this was **recommended to the FGB subject to clarification.**

*Action Headteacher to clarify, Clerk to add to FGB agenda*

13.5. Home School Agreement Governors suggested that the ‘Learning for Life’ strap line could be included, and governors were requested to review and forward comments to the school. It was noted that an improvement would be to include a place for the child to sign, and this had been included in the past- governors agreed this to be a good idea.

*Action all to review, Clerk to add to next agenda*

#### **14. Partnership with St Luke’s – The Headteacher updated the meeting.**

14.1. Improved links were on-going, a joint football match was to take place between the schools. Teaching Assistants were grouped in Triads with St Luke’s, and plans at how to facilitate group work, share best practice and shared training opportunities were being further enhanced by senior leaders. Recent collaboration included-

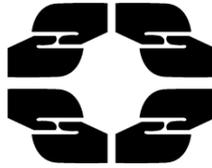
- Early years reception teacher had visited to view provision
- Writing assessment- shared assessment planned, shared moderation across the schools.
- NQT from Hampstead was to visit St Luke’s.
- Joint SEND Teaching Assistant training was planned.

14.2. A Governor asked how links were being embedded? Staff explained this was an on-going natural process and was improved now that St Luke’s was within the local cluster. A recent senior staff meeting from St Luke’s, had been held off site at Hampstead Parochial. Teachers had made contacts across the schools and this was expected to further develop proactively from staff.

#### **15. Reporting of any training courses or related professional development courses attended by the Governors-** not noted at this meeting.

15.1. Link governor visits to the school were discussed-

- Ciaran Foulkes – had visited to discuss tracking for SEND pupils
- Robert- had visited and had taken a Literacy tour early January



- The Committee Chair- reported briefly on her recent trip abroad funded by the Winston Churchill Memorial Trust, and had visited Australia, New Zealand and Singapore to view future-focused and innovative practices.

Governors were interested to hear about the ‘additional skills and competencies’ being considered within the education sector and practicalities such as how to address a competency. The Chair would share feedback more thoroughly at a later date.

- The CoG noted that Friday class assemblies were a good time for governors to visit.

**Action: Chair to schedule a suitable forum for feedback**

**Action: Link governor grid to be shared to facilitate visit arrangements**

## 16. Upcoming meetings and items to be considered

### 16.1. Full Governing Body Meeting (18 March 2019)

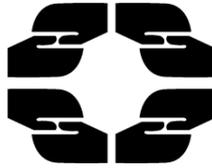
- Headteacher’s Report
- External School Review Report
- Finance Report
- Ratification of policies approved by the Committees
- SIAMS Self-Evaluation Form Targets
- Review of partnership with St Luke’s
- Training Courses attended by Governors
- Self-Reflection

### 16.2. Resources Committee Meeting (30 April 2019)

- Approve Budget 2018-19
- Indicative Budget 2019-20
- Service Level Agreements 2019-20
- Benchmarking Data
- Staffing Costs / Structure 2019-20
- Pupil Premium & Sports Funding Report
- Parent Survey Report
- Data Protection Policy
- Freedom of Information Policy
- Capability Procedures
- Disciplinary & Grievance Procedures
- Whistleblowing Policy
- Training Courses attended by Governors
- Review of partnership with St Luke’s
- Self-Reflection

### 16.3. Curriculum, Progress & Outcomes Committee Meeting (20 May 2019)

- Spring Term – Pupil Progress Data
- Review of Staffing Structure (Quality of Teaching & Learning)
- Set Academic Targets
- Attendance and Exclusions Data
- Educational Visits Policy



- External Visitors Policy
- Review of partnership with St Luke's
- Training Courses attended by Governors
- Self-Reflection

#### 17. Any other business

- 17.1. The Headteacher had attended a Church of England National Conference with the AHT (EI) and had listened to a speech by Damian Hinds, about the importance of developing resilience and character.
- 17.2. Governors were pleased to note a letter, received from the DfE congratulating the school for being in the top 3% of schools Nationally for Progress and top 0.1% for Attainment.

#### 18. Self-reflection and impact-

- 18.1. Governors noted the Committee objectives for 2018-19, and reviewed the impact of this meeting in conjunction with the objectives-
- 18.2. All learners are of equal value/ we have the highest expectations of all our children- Governors had discussed pupil progress across all groups for years 1-6 and analysed trends, ensuring equitability of provision.  
The RSE policy was discussed and Governors were mindful of the proposed changes.
- 18.3. We recognize, respect and value difference and understand that diversity is a strength/ We work to raise standards for all pupils, but especially for the most vulnerable - SEND and Disadvantaged pupil had been discussed and improvements in how to record and review progress made.
- 18.4. We foster positive attitudes and relationships/ We foster a shared sense of belonging - Building closer links with Cluster schools and St Luke's was on-going.
- 18.5. We observe good equalities practices for our staff- Discussed at the last meeting.

**Action: Governors requested that the Clerk include Continued Professional development for staff to be included as an item on the next FGB agenda (18 March 19).**

#### 19. Meeting schedule for the Academic Year 2018-19

##### Full Governing Body Meetings:

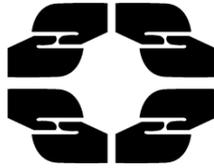
- 17 September 2018 at 6:00pm
- 03 December 2018 at 6:00pm
- 18 March 2019 at 6:00pm
- 01 July 2019 at 6:00pm

##### Resources Committee Meetings:

- 16 October 2018 at 8:00am
- 29 January 2019 at 5:30pm
- 30 April 2019 at 5:30pm

Curriculum, Progress & Outcomes Committee Meetings:

*Educating for life in all its fullness*



**CURRICULUM, PROGRESS & OUTCOMES  
COMMITTEE MEETING – PART 1**

Hampstead Parochial  
Church of England Primary School

**Venue:** 2A Holly Bush Vale, London, NW3 6TX  
**Date and Time:** Monday, 11 February 2019 at 5:30pm

- 12 November 2018 at 5:30pm
- 11 February 2019 at 5:30pm
- 20 May 2019 at 5:30pm

*There being no further business the meeting finished at 7:00pm.*

**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 Committee meeting, which took place on **Monday, 11 February 2019** 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