



Attendees

| Name | Initials | Category | Attendance |
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| Jenny Lupa | JL | Foundation – PCC of St John at Hampstead | Present |
| Anne Diack | AD | Foundation – Hampstead Deanery Synod Representative | Apologies |
| Rev. Jeremy Fletcher | JF | Foundation – Priest of St John at Hampstead Church | Present |
| Katy Theobald | KT | Foundation – London Diocesan Board for Schools | Present |
| Andrew Parkinson | AP | Local Authority | Apologies |
| Tim Jervis | TJ | Parent Governor | Present |
| Allan McLean | HT | Headteacher | Present |
| Steph Morton | SM | Staff Governor | Present |
| Advisors/Others | | | |
| Emma Inglis | AHT | Assistant Headteacher | Present |
| Alice Riley | AHT | Assistant Headteacher | Present |
| Sarah-Grace Farrer | SGF | Subject Leader – Religious Education | Withdrew at 6:10pm |
| Ammar Ahmed | AA | Clerk | Present |

Part one – Public minutes

| Item | Item title and information | Delegatee | Deadline |
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| 013/ 17-18 | Opening prayer | Clerk | |
| 13.1 | The meeting, being quorate, was started by the Clerk by requesting Father Jeremy Fletcher to offer the opening prayer at 5:30pm. | | |
| 014 | Welcome and introductions | Clerk | |
| 14.1 | The Clerk welcomed all governors to the meeting and held a short round of introductions for the benefit Alice Riley and Sarah-Grace Farrer, who were both attending their first governing body meeting. | | |
| 015 | Apologies and the Governing Body's acceptance or rejection of any absences | Clerk | |
| 15.1 | The Clerk informed the governors that he had received apologies from Andrew Parkinson and Anne Diack. The Committee accepted the apologies. | | |
| 15.2 | There were no other absences to note. | | |



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| 016 | Declaration of interests, pecuniary or otherwise, in relation to any item in the agenda | All members | |
| 16.1 | The Committee members did not declare any conflicts of interest in relation to any item on the agenda other than those already noted within the Governing Body's Register of Business Interests. | | |
| 017 | Elections for the Chair of the Curriculum, Progress & Outcomes Committee for the Academic Year 2017-18 | Clerk | |
| 17.1 | 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 of the Chair to be held, namely that at least three members of the Committee were present. | | |
| 17.2 | 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 Governing Body, 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 or a vote by show of hands will be held to elect the Chair. | | |
| 17.3 | The Clerk received a nomination for Katy Theobald , who was proposed by Tim Jervis and seconded by Jenny Lupa . There were no further nominations. | | |
| 17.4 | The Clerk held a vote, through which Katy Theobald was elected unanimously as the Chair of the Curriculum, Progress & Outcomes Committee for the academic year 2017-18. | Clerk | To note |
| 018 | Elections for the Vice-Chair of the Curriculum, Progress & Outcomes Committee for the Academic Year 2017-18 | Clerk | |
| 18.1 | The Clerk reiterated the procedure for election in instances where no prior nominations had been received. | | |
| 18.2 | 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 Vice-Chair of the Governing Body, unless they are employed by the School as teachers or as another member of staff. The nomination then | | |



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| | needs to be seconded. Once all nominations are properly submitted, a secret ballot or a vote by show of hands will be held to elect the Vice-Chair. | | |
| 18.3 | The Clerk received a nomination for Jenny Lupa , who was proposed by Tim Jervis and seconded by Katy Theobald . There were no further nominations. | | |
| 18.4 | The Clerk held a vote, through which Jenny Lupa was elected unanimously as the Vice-Chair of the Curriculum, Progress & Outcomes Committee for the academic year 2017-18. | Clerk | To note |
| 019 | Approval of the minutes from the previous Curriculum, Progress & Outcomes Committee meeting, held on 6 November 2017, and any matters arising not covered on the agenda for the meeting | Chair | |
| 19.1 | The governors reviewed the minutes from the previous Resources Committee meeting held on the 6 November 2017 and approved them to be an accurate and true record . | | |
| 19.2 | <u>Amendments (all amendments highlighted in red)</u> | | |
| 19.3 | Item 9.11 – The Headteacher, however, stated that the School had performed exceptionally , and was above the national average in all areas. | | |
| 19.4 | Item 9.13 – The Headteacher stated that the School had performed above expectations in Phonics, with a pass rate of 97% and an average test score of 37.7 out of 40. | | |
| 19.5 | There were no further amendments to note. | | |
| 19.6 | <u>Matters arising and review of the Actions List</u> | | |
| 19.7 | There were no matters arising or outstanding actions which required attention. | | |
| 020 | Presentation on Religious Education | SGF | |
| 20.1 | SGF delivered a presentation on Religious Education using Microsoft PowerPoint. | | |



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| 20.2 | SGF stated that the Religious Education (herein referred to as 'RE') Department had created a new curriculum map, where two thirds of the curriculum is based on Christianity and a third focuses on world faiths. | | |
| 20.3 | The new curriculum also contains emphasis on the writing style of the pupils with the School now using the same standard for writing and presentation as English. The new curriculum has created more cross curricular links with other subjects, such as collaborative art projects and consistent assessment guidelines with English. | | |
| 20.4 | Another area of development for the RE Department was to create a greater emphasis on prayer and reflection, which has been achieved through creation of reflection areas, prayer and reflection time before lunch and a timetable to ensure regular use of the prayer space. | | |
| 20.5 | SGF stated that she wanted to further develop the Departments school trips and visits to different places of religious significance. | | |
| 20.6 | SGF stated that new grading guidelines were being introduced, which had not yet been implemented, but she had already started to adjust the current grading guidelines to resemble the new changes. The School had been working with its partner school, St Luke's, and the London Diocesan Board for Schools to create a new assessment grid. | | |
| 20.7 | In response to a question from the governors regarding the 'Question Time' arranged by the Department on Liturgy, SGF stated that the interactive event had been arranged in collaboration with RJF and explored the structure of liturgy. | | |
| 20.8 | In response to a question from the governors regarding how questions from pupils from other faiths were addressed, SGF stated that the School has noticed a trend with the frequency of questions being asked on this matter. The highest number of questions are asked at the beginning of the academic year and then usually during Years 3 and 4. The School has trained all its teaching staff to answer these questions appropriately and all concerns are addressed in a constructive and positive manner. | | |



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| 20.9 | In response to a question from the governors regarding the assessment guidance, SGF stated that the School's teachers are thorough and diligent in their marking and following the assessment guidance. The School also utilises qualitative resources and offers the staff the chance to undertake further training. | | |
| 20.10 | In response to a suggestion from the governors regarding whether the collective worship sessions could be linked to the religious education curriculum, the Headteacher and SGF stated that it would pose significant challenges. Instead, the School links the collective worship sessions to the six core Christian values of the School. | | |
| 20.11 | The governors thanked SGF on an informative and detailed presentation. <i>* Clerk's note – SGF withdrew from the meeting at 6:10pm.</i> | | |
| 021 | Internal progress data update and Key Stage 1 2017 outcome summary | HT | |
| 21.1 | <u>Key Stage 1</u> | | |
| 21.2 | Internal progress data reports and the Key Stage 1 outcome summary had been circulated with the agenda prior to the meeting. | | |
| 21.3 | The Headteacher informed the governors that the School had 58 children in Key Stage 1 and of those 88% had achieved the expected level of attainment in reading (compared to 93% last year), 84% in writing (compared to 86%) and 91% in mathematics (compared to 93% last year). | | |
| 21.4 | The percentage of students working at greater depth was 29% in reading (compared to 34% last year), 24% in writing (compared to 24% last year) and 33% in mathematics (compared to 31% last year). | | |
| 21.5 | The Headteacher informed the governors that based on the data from OFSTED Dashboard, the School's attainment in writing and mathematics was in the top 10% of all schools nationally. | | |



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| 21.6 | <p>In response to a question from the governors regarding the progress made by the students, the Headteacher stated that 88% of students had made expected progress in reading (compared to a national average of 76%) and 91% of students had made expected progress in mathematics (compared to a national average of 75%).</p> | | |
| 21.7 | <p><u>Reception Data</u></p> | | |
| 21.8 | <p>The Headteacher informed the governors that the data was positive for Reception. In response to a question regarding the frequency at which data was collected in the class, the Headteacher stated that the students showed development on a day-by-day basis and therefore the class teacher collects data daily.</p> | | |
| 21.9 | <p>The Headteacher stated that the teaching for Reception is extremely adaptive to the constantly evolving requirements of the pupils and the daily data collection assists the teachers in achieving this.</p> | | |
| 21.10 | <p>In response to a question from the governors regarding pupil premium data, the Headteacher stated that he would need to conduct further investigation before he can report on pupil premium data in Reception.</p> | HT | 11/06/18 |
| 21.11 | <p>In response to a question from the governors regarding the number of special educational needs (herein referred to as 'SEN') students in Reception, the Headteacher stated that there were two pupils who needed to be formally assessed.</p> | | |
| 21.12 | <p><u>Target tracker data</u></p> | | |
| 21.13 | <p>The Target tracker data had been circulated with the agenda prior to the meeting. The Headteacher invited questions from the governors.</p> | | |
| 21.14 | <p>In response to a question from the governors regarding whether there was any correlation between a pupil receiving free school meal and attainment, the Headteacher stated that there was a positive correlation, in that pupils receiving free school meals were more likely to have lower attainment. The Headteacher stated that the School is aware of this correlation and puts into place remedial prevention strategies from the</p> | | |



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| | moment the pupil joins the School in an attempt to minimise the impact on attainment. | | |
| 21.15 | In response to a question from the governors regarding the progress made by pupils in Year 3, the Headteacher stated that 70% of the students were making accelerated progress and 17% of the students were making expected progress. | | |
| 21.16 | The Headteacher requested the governors to email him with any extra questions that they may have regarding the data reports. | | |
| 022 | Review of the School Improvement Plan | HT | |
| 22.1 | The Headteacher stated that the School Improvement Priorities were covered under multiple agenda items across both Committees and the Full Governing Body at every meeting. | | |
| 22.2 | The Headteacher stated that the overall the School is making good progress in achieving its priorities. There were no specific questions raised from governors. | | |
| 023 | Reports from external advisors | HT | |
| 23.1 | Reports from Mary Thorne, the LDBS Advisor, and Helen Riddings, the Local Authority Advisor, had been circulated with the agenda prior to the meeting. | | |
| 23.2 | The governors noted that both reports were extremely positive and displayed evidence that the teachers at the School used good teaching techniques. The reports also complimented the School on being able to utilise its funds efficiently to maximise the learning experience for its pupils. | | |
| 23.3 | The AHTs stated that the visits had been extremely informative for the Senior Leadership Team as they were able to observe teaching across the school. The insights afforded by the advisors allowed the new Senior Leadership Team to gain an appreciation of the priorities of an Ofsted inspector and how to develop their practices and those of others to help support them in growing and developing. | | |



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| 024 | Staff continuing professional development update | HT | |
| 24.1 | The Headteacher informed the governors that all the staff at the School were actively attending professional development courses and training. The Headteacher stated that the middle leaders at the School had been undertaking specific middle leadership training and further specialist training for specific subjects. | | |
| 24.2 | The Headteacher stated that he had received detailed reports from staff members regarding the training that they had undertaken. | | |
| 025 | Attendance data for students | HT | |
| 25.1 | The Headteacher was requested by the governors to email the attendance report by email following the meeting. | HT | ASAP |
| 25.2 | The report tabled at the meeting demonstrated that the attendance at the School was good. | | |
| 25.3 | In response to a question from the governors regarding the areas of concern to the Headteacher, the Headteacher stated that there were minor issues affecting Year 6, but generally the School had a positive picture in terms of attendance. | | |
| 026 | Policies for review and approval | HT | |
| 26.1 | There were six policies for review and approval, which had been circulated with the agenda prior to the meeting. The policies were all approved subject to the amendments submitted by the governors via Governors' Hub prior to the meeting. | Clerk/HT | To note |
| 26.2 | Complaints Policy – approved and forwarded to the Full Governing Body for ratification. | | |
| 26.3 | Collective Worship Policy – approved and forwarded to the Full Governing Body for ratification. | | |
| 26.4 | Religious Education Policy – approved and forwarded to the Full Governing Body for ratification. | | |



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| 26.5 | Early Years Foundation Stage Policy – approved and forwarded to the Full Governing Body for ratification, subject to the amendment noted in Item 26.6.. | | |
| 26.6 | In response to a specific question raised by the governor in relation to including a provision within the Policy to narrow the gap between different groups of pupils, the AHT stated that she would draft an appropriate provision to include. | AHT | ASAP |
| 26.7 | Supporting Pupils at School with Medical Conditions Policy – approved and forwarded to the Full Governing Body for ratification. | | |
| 26.8 | Relationships and Sex Education Policy – approved and forwarded to the Full Governing Body for ratification. | | |
| 027 | Reporting of any link visits made by governors or any training undertaken by governors | All members | |
| 27.1 | <p>The following governors reported making a visit to the School:</p> <p>27.1.1 – Jenny Lupa informed the governors that she had held her regular Friday meeting with the Headteacher where they reviewed matters being brought to the consideration for the Committee and some of the challenges being faced by the School.</p> <p>27.1.2 – Tim Jervis informed the governors that he wanted to conduct his link governor visit for Mathematics, the Headteacher advised him to liaise with the AHT.</p> <p>27.1.3 – Katy Theobald conducted her link visit to the PSHCE department for which the written report will follow.</p> <p>27.1.4 – Katy Theobald attended and observed an e-safety training session organised for the children at the School. The governor reported that the session was delivered in an age-appropriate manner. KT reported that the pupils at the School were mindful of the dangers of the internet and requested the School to provide further training on e-safety prior to the transition to secondary education.</p> | | |



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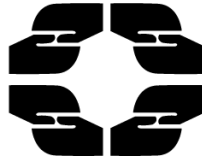
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| 028 | Items for the next agenda | All members | |
| 28.1 | There were no specific items for the agenda for next meeting. | | |
| 029 | Any other business for consideration | All members | |
| 29.1 | <u>Update on partnership with St Luke's Primary School</u> | | |
| 29.2 | The Headteacher informed the governors that Ms Iwanicki, the Deputy Headteacher of the School who had been appointed as the Head of School for St Luke's Primary School as part of the partnership, had settled into her new role. | | |
| 29.3 | The Headteacher spends 0.5 days per week at St Luke's and conducts his functions via email on the other days. The impact of the partnership has been extremely positive so far and the parents of St Luke's are happy. | | |
| 29.4 | The Headteacher stated that the School may have to revise the role of the School's Business Manager following the partnership. | | |
| 29.5 | In response to a question from the governors regarding the awareness of the parents of the positive impacts of the partnership, the Headteacher stated that the School would include a short digest on the impact of the partnership at the end of each term in the School Newsletter, whereby the parents would be able to see the positive and excellent collaboration between the staff at the two schools and the multitude of learning and development opportunities that are being created as a result. | | |
| 29.6 | <u>Healthy Schools results</u> | | |
| 29.7 | The Headteacher stated that the Healthy Schools results had come in and the School had analysed them. The School data had revealed that the Reception class was the healthiest in the borough but that there is a dip by the time the pupils reach Year 6. | | |
| 29.8 | The governors explored the different reasons that might contribute to the dip in healthiness. The Headteacher stated that the School had increased its emphasis on raising awareness of healthy eating and exercise. The School was | | |



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| | continuing to develop further strategies to ensure that the dip is reversed. | | |
| 29.9 | <u>Apologies for next meeting</u> | | |
| 29.10 | Rev Jeremy Fletcher submitted his apologies for not being able to attend the next Committee meeting due to a clashing Committee. The Committee accepted his apologies in advance. | | |
| 030 | Self-reflection and impact | All members | |
| 30.1 | The governors stated that the ability to review the data had been extremely important and it enables the governors to ensure that the School continues to perform and that there are no issues. Analysis of the data also allows the governors to perform their key function of holding the Senior Leadership Team to account. | | |
| 30.2 | The governors also stated that the policies approved at the meeting had considerable strategic impact and were extremely important for the School. | | |
| 30.3 | The governors also commended the School on devolving leadership responsibilities onto three AHTs which meant that there were more leaders at the School. The governors also commended the proactive nature with which the staff were undertaking leadership training and engaging in self-reflection, which would help them improve further. The AHT noted that it was positive to see how the data that teachers contributed to producing was used for governance and to see the focus of governors on ensuring that pupil premium pupils are performing as well as other at the school. | | |
| 031 | Confidential matters for consideration | All members | |
| 31.1 | There were no confidential matters for consideration at the meeting. | | |



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| 032 | The remaining meeting dates for the meetings of the Curriculum, Progress & Outcomes Committee of the Full Governing Body of the Hampstead Parochial Church of England Primary School for the academic year 2017-18 | All members | To note |
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| 32.1 | <p>The Curriculum, Progress & Outcomes Committee meetings will be convened on the following dates:</p> <ul style="list-style-type: none"> • 11 June 2018 <p>All meetings to commence at 5:30pm.</p> | | |

The meeting finished at 7:40pm.

APPROVAL OF THE 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 **21 February 2018** at Hampstead Parochial Church of England Primary School, 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