



Markeaton Primary School, Bromley Street, Derby DE22 1HL

**MINUTES**  
**Curriculum Meeting**  
**Thursday 25<sup>th</sup> May 2023 at 4.30pm via Teams**

<u>Item</u>	<u>Topic</u>	<u>ACTIONS</u>
14/23	<p><b><u>Present</u></b></p> <p>Laura Fox-Lee, Chair (LFL), Laura Martin (LM), Ian Johnson, Headteacher (IJ), Harsha Ramesh (HR),</p> <p><b>Clerk:</b> Billie Welford</p> <p><b><u>Apologies for Absence:</u></b> Louise Wilber, Claire Connor, Emma Balfour</p>	
15/23	<p><b><u>Review of Membership</u></b></p> <p>LFL said that a parent is in the process of applying for the governor vacancy. LM gave thanks to LFL for talking to the parent about the vacancy. HR asked if the parent has HR or finance experience as was required. LM said that the personal statement will be circulated to Governors who can then decide if this person should join the Board. LM said that parents are a good resource and may be able to bring other valuable experience to the Board.</p> <p>As LG is on maternity leave, LM asked for a volunteer for IJ's performance management meeting. LFL volunteered.</p> <p>Governor presence at the summer fair on 8 July was discussed.</p>	
16/23	<p><b><u>Declaration of Interests (for items on this agenda)</u></b></p> <p>Governors were asked if they had any interests to declare regarding the content of this meeting. None declared.</p>	
17/23	<p><b><u>Review of minutes from CURR 9 February 2023</u></b></p> <p>The minutes had been circulated to staff prior to this meeting.</p> <p><b>The minutes were accepted by all Governors as a true record of the meeting. They were signed and dated by the Chair electronically.</b></p>	<b>Accepted</b>
18/23	<p><b><u>Matters arising</u></b></p> <p><b>There were no outstanding items from these minutes.</b></p>	
19/23	<p><b><u>Monitoring of SIP Objectives/Progress made</u></b></p> <ol style="list-style-type: none"> <li>1. To further develop how teachers plan and assess in *Foundation Subjects (*all taught subjects apart from Reading, Writing and Maths).</li> <li>2. Children from FS2 to Y6 to make at least good progress in targeted</li> </ol>	

	<p>areas of Writing e.g. spelling.</p> <ol style="list-style-type: none"> <li>3. To improve whole school attendance and the attendance of identified groups across the school</li> <li>4. To create and sustain an effective CPD schedule with Local Partner Schools and Derby Research School</li> </ol> <p>IJ had verbally updated Governors during the last FGB.</p> <p><b>Target 1</b> – Target complete. IJ that the biggest component of this target was to create a bespoke assessment system and coincide with Sharepoint. This has now been uploaded to mags. The assessment system is in place and can now be populated to produce a report and this was explained by IJ. HR asked for further clarification on the titles in the report. IJ said that each department plan and assess on a 2 year cycle. Over the 2 years pupils studied 6 topics and the reports show what has been studied in the current year. IJ shared his screen to show Governors an exemplar and to explain the components of the report. IJ said that this was now a more consistent approach to report writing which will make more sense to parents and carers. He was concerned that parents were getting a lot of objectives and hopes that this format will be more relevant. IJ said that currently staff are populating in its entirety but in the future it will be done little and often. IJ said that a bonus of this system is that subject leaders can go onto the mags system at any time and see where there are any gaps for each year group and act upon it.</p> <p>LM commented that it is great that the target has been completed ahead of schedule. Well done to the staff involved.</p> <p><b>Target 2</b> – IJ said that this priority is data driven. There are 3 data collections throughout the year, Christmas, Easter and Summer. IJ said that the aim is to try to create an average in all subjects. IJ said that Y2 are being moderated this year. He explained that because Y2 is all teacher assessed then someone comes into school to check for consistent marking. LFL asked if Y2 is chosen specifically because of SATs. IJ explained that the LA is duty bound to moderate. In the past it has been a positive experience. LM asked when the last moderation took place but this was 5 years ago</p> <p><b>Target 3</b> – Jo Blackshaw has worked hard to encourage attendance and has created links with other schools in order to do so. IJ said that attendance has been looked at again and there is an overwhelming positive outlook thanks to Jo. IJ continued that there had been 14 holiday requests in one day which Jo had to deal with. LFL asked if these holidays would affect the overall attendance. IJ said that holidays in term time are not authorised unless there are extenuating circumstances. This decision has to be consistent. Therefore all unauthorised absences will affect attendance figures. IJ said that sometimes if the request is refused parents will just say that the child is off ill.</p> <p><b>Target 4</b> – Regarding the cluster group set up by Kate Nash, staff continue to attend meetings and share professional dialogue. All subject leads have to lead a staff meeting. IJ asked Governors for any questions. LFL said that IJ has given a very clear overview of the progress made on the SIP objectives. IJ said that over the next 6-8 weeks there will be a good level of development. Y6 data will be presented at the next FGB. Y2 moderation will take place on 20<sup>th</sup> June so IJ is likely to have all the data by the end of June. LM commented that fantastic progress has been made this year. IJ said that he is pleased with the progress made on the targets.</p>	
20/23	<p><b><u>Policies/Documents for Ratification</u></b> No policies to ratify on this occasion.</p>	

21/23	<p><b><u>Governor Visits/Training/Monitoring Visits Schedule</u></b>  <b>Governor Visits –</b>  LFL asked if HR would attend STEM week which is coming up in July. LFL said that the 10<sup>th</sup> July would be best and if HR cannot attend then she will. HR to check his own work schedule and may come into school for some of the week. LFL clarified that HR would not be required to attend every day. IJ to send schedule to HR. HR also asked if Y6 pupils might be interested in attending a Rolls Royce exhibition. IJ to pursue.</p> <p>LM said that it is vital that Governors go into school to meet staff and assure them that they recognise the value they bring. LFL asked what she should focus on during her next maths monitoring visit. IJ said that visits have already focused on the Birmingham Toolkit and Fast 4. It would be good to see how maths is structured using the White Rose Scheme. IJ has recently taught maths and incorporated sport. LM said that she will also look at maths on her visit.</p>	HR IJ IJ
22/23	<p><b><u>Determination of confidentiality of business</u></b></p> <p>Nothing identified as confidential.</p>	
23/23	<p><b><u>What have we achieved from this meeting?</u></b>  Governors have gained a thorough overview of the progress made towards the SIP targets.  Governors have targets to become involved in the curriculum.  Governors have gained a better understanding of assessment.</p>	
24/23	<p>Dates of next meetings –</p> <p><b>FGB Meeting 13 July 2023 at 5.30 pm</b></p> <p><i>All Meeting Dates for 2022-2023 on Governorhub</i></p>	

**The meeting ended at 5.15 pm.**

Signed \_\_\_\_\_ Dated \_\_\_\_\_