

# Minutes

## Westfield School Curriculum & Achievement Committee

9 May 2018

5pm

Westfield School

Chair: Ceri Hibbert (CH)  
Minute taker: Jenni Hicks (JH)  
Attendees: Nicki Gilbert (NG)  
Sam Bell (SB)  
Julie Newcombe (JN)  
Bea May (BM)  
Richard Binnersley (RB)  
Eric Williams (EW)  
Apologies: Andy James (AJ)  
John Hatton (JHa)  
Ann Hatton (AH)

<b>Agenda item 1:</b>	<b>Welcome &amp; apologies for absence</b>
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Received and accepted from AJ, AH and JHa.
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<b>Agenda item 2:</b>	<b>Minutes of last meeting &amp; matters arising</b>
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Declarations of interest were not uploaded due to data protection, in terms of signatures. It was agreed that declarations would be stated on the 'our governors' webpage, with a reference to where they can be accessed (by seeking them directly from the school). <b>Action:</b> JH to confirm with Governor Services if this is acceptable, or if PDF copies with the blanked out signatures need to be uploaded. SDP was circulated.
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<b>Agenda item 3:</b>	<b>Declarations of interest</b>
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None.
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<b>Agenda item 4:</b>	<b>Update from the leadership team on curriculum matters</b>
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NG advised that the big focus this term is accreditation and these have all been submitted. Policies also needed to be updated as part of this process. JN advised that the school use a number of different accreditation providers (WJC, OCR and ASDAN). The work submitted this year includes horticulture, print products and food. CH stated that the updating of the policies and the collating of the portfolios was very time intensive and asked if this was just for 4 young people's submissions. JN clarified that the policies won't need to be done again for a few years.
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NG asked JN about 'transition challenge' and JN clarified that some of the Year 10 and 11's have completed their functional skills qualifications, they will then complete Entry Levels at sixth form. School ensure that qualifications are submitted each year to ensure that if a young person leaves part way through their 3 years, they are still able to achieve a qualification (rather than waiting until Year 14 to submit them all). CH confirmed that this is also better for the individuals to feel a sense of achievement. JN advised that they then get all of their certificates when they leave. NG asked if the outcome from Ofsted regarding uploading the qualifications to the website had been completed. <b>Action:</b> Results to be published on the Sixth Form page to demonstrate what has been achieved. NG also suggested that JN enters Entry Level points into SIMs as some may equate to a GCSE Level. JN advised that the Grange and the Pavilion is working really well and she thinks that some Saturday/summer work may be
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offered to some of the pupils who have been working there. CH asked when the Pavilion is open, JN advised Monday and Fridays it is open.

A leaver's lunch may be arranged for some of the young people who have unexpectedly left. JN will also arrange the showcase event again. EW asked if local businesses could be invited to attend. CH also asked that Reverend Mike Kneen is invited to attend. NG also suggested that she would invite Kirsty Clarke, curate at June French's funeral so that she could see the school, as she was aware of the achievements via discussions with June and it was felt that she would appreciate an opportunity to be part of this celebration. NG advised that the adult curriculum going into Woodpecker Class is working well, parents have been very complimentary about the relevance and how much their children have moved on.

CH asked if any other curriculum changes are planned for next year. NG advised that more children will be on the multisensory curriculum as the school have a larger intake of children that this would suit. CH asked how this will be delivered. NG advised that in some classes it is a mixture of national curriculum and a sensory diet to meet their needs. Only 1 child in year 10 is exclusively accessing the multisensory curriculum. CH asked how many will be coming into the school would be accessing this, NG advised that there is one child moving through school who is moving into Year 1. The others are Early Years. NG advised that there will be more therapies required and a Level 3 TA is being asked to pick up some of this work.

BM will be doing some observations as the curriculum lead.

JN advised that she has been doing TA appraisals and it has been nice to hear the TAs reporting how much they love being with the children, the strength of the team etc. this is a positive change as previously it was more negative feedback. CH advised that it is better to have a system which is manageable as the previous one (whereby appraisals were done twice per year) was not sustainable. RB asked NG if Ofsted requested to view appraisals. They didn't specifically but NG provided them as part of the pack and they demonstrated where they linked to the SDP.

<b>Agenda item 5:</b>	<b>School Development Plan and SEF</b>
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NG advised that the SEF needs to be updated and NG will make this a priority in terms of where the school are at the end of this academic year.
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<b>Agenda item 6:</b>	<b>Pupil Premium Statement</b>
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NG advised that the focus on Pupil Premium has previously been about accountability for the money and less emphasis on progress, although the attainment for those on pupil premium was always the same if not better than their peers. NG advised that the categories for being entitled to pupil premium are; disadvantage (anyone entitled to free school meals over the previous 3 years), service families as they move a lot, LAC or adopted children. CH asked if the amounts were the same. NG stated that LAC funding is now £2400, but the LA take £400 to fund the virtual school, adopted is £1900. Most of the monies are used to fund Val who provides a high level of emotional support. NG now wants teachers to have ownership of the pupils in their class who are entitled to Pupil Premium; think about what their perceived deficit is and how the Pupil Premium can be used to support this. For example, this may include for disadvantaged children, funding internet for the family home to enable them to do homework or to fund trips which they may not be able to afford. Teachers have 2 weeks to identify what they would like to spend the money on, what they expect will be achieved by the end of the year and in the same way as progress is tracked, this will be tracked. These will be additional targets identified as 'PP' which will stand for Personal Progress. NG clarified that on the budget, this appears as though it has been spent as part of the income for the school due to the way the budget is reported. BM clarified that the focus is about the impact on the children and what they need that isn't already provided, but can still be tracked in the same way as all the other targets. RB asked if there would be reporting to the governors on this. BM confirmed. The targeting will be looked at by BM and teachers in the next teachers meeting. CH advised that it would need to be annually reported to governors to provide evidence for Ofsted. NG advised that this can then be published on the website. BM hopes to review this on a termly
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basis. NG advised that 'children entitled to pupil premium in your class' will be included in the performance management paperwork going forward. EW advised that it isn't just those children who can feel the benefit, it can be used to purchase items which benefit other children too.

**Agenda item 7: Policies/items for review**

**Governor visits policy**

CH has written and sent a copy to NG. It has been updated to include the log and simplified form. **Action:** JH to send to all governors to refresh everyone's memory on the process. Any comments to be made to CH. JH to ensure that Governor Visits is on the agenda for the FGB and all governors are to feedback on when they have visited to be captured in the minutes. All governors advised that they felt these are now less classroom visits, but focused on the overall operation of the school and linking to the SDP.

**RE and collective act of daily worship**

NG advised that no changes have been made to this policy. NG advised that she will speak again to teachers about ensuring that the statutory number of hours are completed each year. CH did not have any comments to the policy. NG will take it to the teachers meeting before this is ready to be uploaded to the website.

**Sex education policy**

NG advised that this will be amended. **Action:** to be sent for next meeting. JN is very focused on this for the sixth formers before they move on.

Early Years Policy and Assessment Recording and Reporting were read and agreed by CH. The Governors agreed that they were happy for these to be adopted and uploaded to the website.

**Agenda item 8: Date of next meeting**

Wednesday 10 October 2018 at 5pm.

**Agenda item 9: Any other business**

NG advised that the school improvement partner Mick McGee has been with the school for a long time, but it is now considered that a change should be considered to keep the input critical. NG will look into more local options. It may be that the governors are involved in interviewing a potential candidate. In the next meeting with him, NG will do her performance management and she will ask for his thoughts on how to move forward with this.

Item	Action	By whom	Deadline
2 minutes of last meeting	JH to confirm with Governor Services if this is acceptable, or if PDF copies with the blanked out signatures need to be uploaded.	JH	Completed. These do not need to be uploaded.
4 update from Leadership team	Results to be published on the Sixth Form page to demonstrate what has been achieved.	JN	Ongoing.
7 policies	JH to send governor visits policy to all governors to refresh everyone's memory on the process.	JH	Half term.
	Sex education policy to be amended and discussed at next meeting.	JH/NG	10 October 2018