

Minutes

Westfield School Curriculum & Achievement Committee

25 September 2017
5pm
Westfield School

Chair: Ceri Hibbert (CH)
Minute taker: Jenni Hicks (JH)
Attendees: Nicki Gilbert (NG)
Sam Bell (SB)
Julie Newcombe (JN)

Eric Williams (EW)
Bea May (BM)

Apologies: John Hatton (JHa)
Ann Hatton (AH)
Richard Binnersley (RB)
Steve Wall (SW)
Andy James (AJ)

Agenda item 1:	Welcome & apologies for absence
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Received and accepted from RB, JHa and AH.

NG welcomed BM to the meeting. BM has taken a lead role in literacy and numeracy in the national curriculum age group. JH to add BM to the circulation for this committee.

Agenda item 2:	Review and agree terms of reference
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These were changed last term and not expected to require further changes.

Action: JH to circulate.

Agenda item 3	Minutes of last meeting & matters arising
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Agreed for accuracy and signed.

Actions have been completed.

CH circulated summary of the curriculum. The curriculum policy has been changed and sent to CH and EW. CH confirmed that she was happy with the proposed changes. The Curriculum Policy was agreed and signed. **Action:** To be uploaded to website. JH to update policies forward plan.

Agenda item 4:	Declarations of interest
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None.

JN advised that her husband has been completing some jobs in school over the summer.

Action: Governors to sign Declarations of Interest and return to JH.

Agenda item 5:	Update from the leadership team on curriculum matters
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Data Analysis (JN)

JN shared data analysis prior to the meeting and on the projector at the meeting. JN talked through the purpose of this and advised that this enables the school to report back to the DfE and Ofsted. Most targets are set in the Upper Quartile. The report is based on the progress over key stages and academic years. NG explained that the small numbers in some year groups and transient nature of special schools, impact upon useful data gathering and analysis. JN talked through some of the data. JN advised that this is not just for evidence for

Ofsted etc, it is a working document to inform target setting, monitor the quality of teaching etc. JN advised that last year's Key Stage 4 progress is reflective of the change from National Curriculum Level to Entry Level, part way through the academic year and therefore appears as though the children did not make much progress. JN advised that narrative is provided to reflect the rationale behind some of the data. JN advised that the young people at Westfield struggle with the fictional content of the key stage 4 curriculum, which was one of the motivators for the change to Entry Levels, which is more factual, functional literacy. BM asked if with the National Curriculum being so inflexible, a functional curriculum could be implemented at an earlier stage? NG advised that this would not be possible any earlier than Year 9, but teaching staff should apply their judgement in what their expectations are if the children are struggling with the imaginative elements of some bits of the curriculum. JN clarified that the summary at the end of the document is what informs further analysis and practice for the following year.

EW asked about how SIM's data links/feeds into the analysis. JN advised that at this point in time it hasn't sped up this data analysis, but has helped with other areas and SIMs can be exported to a spreadsheet. EW asked how JN would be notified if something was wrong or progress was delayed. NG clarified that this is why the learning steps are still in use, for example, the children would need to have made 30% of their progress by the end of the autumn term and if they have not done this, it then informs interventions. JN clarified that SIMs is updated from the learning ladders manually by JN.

BM asked if the data could be compared with Barrs Court? NG advised that this could be done soon as they have just signed up for the same system as Westfield. CH asked if it has been possible to draw any conclusions yet. JN and NG advised that they need to do the analysis now that the data is gathered and comparisons need to be done with the previous year. EW asked if the school could confidently say why improvement has been made as part of their analysis? BM advised that intervention needs to be more clearly recorded to enable the reasons for improvement to be more easily measured. NG advised that in the SEF, she does comparisons between the current and previous years.

BM asked if upper quartile was too easy as many of the children have achieved their targets. It was clarified that the targets are set individually and interventions are put in place to ensure that the children achieve their targets where possible. EW considered that this demonstrates that the structure is right now and BM confirmed that the moderation has also helped as, for example assessment to achieve a particular curriculum level is now the same in all classes.

Staffing and responsibilities

NG circulated key staff roles and responsibilities.

Observation timetable

NG to complete observation timetable.

Training

Not discussed.

Agenda item 6: School Development Plan and SEF

NG advised that the SDP has not changed since the last governors meeting. CH advised that NG and CH would look at what has been achieved and use the items which have not been achieved to inform governor visits.

NG advised that Barrs Court and Westfield are now in a place where they are ready to link to share data and target setting to enable them to moderate.

NG talked through some of those which have not been achieved and the reasons for this and proposed ways to work towards achieving this.

JN expressed that she felt some staff lacked confidence in the implementation of calculation (maths) interventions and NG and BM should do some training with staff on this. BM advised that much of the methods of teaching are linked to the National Curriculum. NG proposed that observations are done and recommendations made where appropriate.

Action: NG to update the SDP and recirculate.

NG advised that the SEF is very similar.

Agenda item 7:	Policies/items for review
Prospectus	
<p>NG and CH considered that this is now effectively the website, however it is still a statutory responsibility to have a prospectus. NG will copy some of the information from the website to a prospectus document in case this is requested and it will be printed on request. Action: NG to request the admin team do this piece of work.</p> <p>Action: JH to send the statutory website information to BM.</p>	

Agenda item 8:	Date of next meeting
Monday 22 January 2018 at 5pm.	

Agenda item 9:	Any other business
Expression of interest to start discussions with Barrs Court regarding Academy Status	
<p>EW advised that RB has been looking at the multi-academy approach. In order to commence discussions with Barrs Court regarding a multi academy approach, it must be put in writing to the chair of governors. EW clarified that this does not commit the school to anything, but enables RB to do proprietary work and report back options to the governors. Action: JH to write to the Chair of Governors at Barrs Court.</p>	

Item	Action	By whom	Deadline
2 review and agree TOR	JH to circulate terms of reference.	JH	Completed.
4 declarations of interest	Governors to sign declarations of interest and return to JH	All	End of autumn term.
6 SDP and SEF	NG to update and recirculate SDP	NG	Half term.
7 policies for review	NG to request the admin team create a prospectus based on the information on the website.	NG	End of autumn term.
	JH to send the statutory website information to BM.	JH	Completed.
9 Any other business	JH to write to chair of governors at Barrs Court re commencing discussions regarding multi-academy trust	JH	Draft sent to EW