



Black Firs Primary School

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CURRICULUM & PERSONNEL COMMITTEE MEETING

At 4.30pm on Thursday, 25th February 2016

Present: David Whitewright, Martin Casserley, Daphne Wright, Toby Hassall, Paul Horrocks, Dave Woods, Damien Calnon, Rachel Cam, Alex Thompson (Clerk)

Agenda	Notes	Actions
1. Curriculum/ Governor Feedback	No update for this meeting.	
2. Welcome & Apologies	David welcomed everyone to the meeting. There were no apologies.	
3. Pecuniary Interest	None declared.	
4. Minutes of Previous Meeting & Matters Arising	<p>Part 1 minutes agreed and accepted as an accurate record.</p> <p>Matters Arising:</p> <p>Progresso - MC updated governors on Progresso. Unfortunately, they are unable to develop an App therefore this cannot be progressed any further with them. MC is now meeting with a developer to see if school can create their own App. The current focus for the developer is PE but this may be able to be adapted so it will work with other subject areas. The school is currently still using spreadsheets (Macro) at present. MC to feedback from meeting with developer at next committee meeting.</p> <p>RAISEonline – MC has uploaded the recent RoL on to SharePoint for governors.</p> <p>Mini-Inspection Feedback – MC confirmed that as part of the mini Section 8 Ofsted Inspection it was agreed that there is a ‘dip’ in results/data at the moment rather than any particular trend.</p> <p>H&S – Review conducted by MC & DL. Result: Passed with no issues.</p> <p>One amendment: Catie Mann’s names spelt incorrectly. Alex to amend minutes. Part 1 minutes approved as an accurate record and seconded.</p> <p>Matters Arising – None that were not already covered within the agenda.</p>	<p>MC: Meet developer & feedback at next mtg</p> <p>AT: Amend minutes</p>

<p>5. Reporting Assessment</p>	<p>MC gave an overview of Tapestry and explained how both staff and parents can access the programme with ease. Black Firs would like something similar.</p> <p>Governor challenge: ‘Ofsted mentioned about using technology more, however do staff have enough time to upload/post on to it?’</p> <p>MC and TH explained that there isn’t any additional time required as the system cross-references with the bookmark statement system that all staff use.</p> <p>Governor challenge: ‘Will it save time for teachers ultimately?’</p> <p>MC confirmed that this is what he anticipates, plus the ongoing reporting to parents will negate the need for an annual report at the end of the year. Parents will be able to view their child’s work on a day-to-day and week-by-week basis.</p>	<p>All: For information</p>
<p>6. Staff Appraisal & Performance Management</p>	<p>MC gave governors a presentation of Blue Sky, which is the new online performance management system being used by CmaT. The system allows staff to view their objectives and to RAG rate these. Staff can also upload documents and information on to the system which evidences how they meet the objective.</p> <p>MC explained that the system links areas such as the SDP, staff training, H&S documents and lesson observations. It therefore captures all the good practice in one place. For CPD, once staff have completed a training course they upload their information on to the system ie. which training course they attended and the date of completion. This tracking system is of great benefit to the school and particularly useful as it will generate reports and information for SLT meetings and governor meetings.</p> <p>Governor challenge: ‘What is the cost of Blue Sky?’</p> <p>MC explained that due to being part of CmaT the school benefits from a discount and that the cost is £600 per annum.</p>	<p>All: For information</p>
<p>7. Assessment Update</p>	<p>MC shared the termly tracking sheet (from September-December) and governors discussed attainment and progress for the Autumn term. The information demonstrated that the attainment in reading in KS2 is high and that the majority of progress is good or outstanding. Y2 writing and maths is satisfactory, however when enquiring into the data the figures demonstrate that both of these areas are bordering ‘good’.</p> <p>Governor challenge: ‘How does school use the data/tracking sheet?’</p> <p>MC explained that the data is sent to individual staff. If there are any concerns staff create a plan with timescales which will address these.</p> <p>Governor challenge: ‘Do the school evaluate each child when they join the school?’</p> <p>MC confirmed that this takes place, however there isn’t baseline information for some children who join after September. The implication of which is that the children without baseline data cannot be included in the tracking information.</p> <p>Governor challenge: ‘How do we evidence progress for those children?’</p>	<p>All: For information</p>

	MC explained that despite the lack of baseline data all children are assessed via the bookmark system and this demonstrates the progress of individual children.	
8. Staffing Structure	<p>MC gave an update on the current staffing structure. This were presented to governors in the form of a mind map. He has also uploaded these on to SharePoint. MC confirmed that there are currently 292 pupils on roll. The update included:</p> <ul style="list-style-type: none"> • Catie Mann is leaving. She is relocating to Exmouth • Jill Mitcheson is relocating to Lancashire and therefore finishes tomorrow. Becky Ayre has been appointed to the position and will start in 4 weeks' time. Due to the additional work, some of which used to be the SBM work, there is a need to increase the role from 39 weeks to 52 weeks. Becky is happy with this increase. • Louise Watson goes on maternity leave in June. She is due back in February although this may change if she wishes to extend it to one full year. • Jess Milne on maternity leave. MC waiting to hear if Jess wishes to return on a full or part-time basis. • Nicky Hadfield (Foundation Stage Manager) has applied for another job. The role is a career/sideways move to a slightly larger school. If she is successful she will be leaving in the summer. MC to update governors further when he has more information. <p>Governor challenge: 'How easy would it be to fill the vacancy if Nicky Hadfield (NH) left and what is her notice period?' MC shared that the new build would be appealing for potential candidates, however there may be scope for promotion from within school if staff apply. MC confirmed that the notice period for NH is half a term.</p> <p>Governor challenge: 'With all the changes is there an opportunity now to look at the team and the current staffing structure within school?' MC displayed a 'draft' mindmap as to how the staffing structure could look in September 2016. The current proposed number of pupils on roll for September is 294. There is an opportunity to move staff around.</p> <p>Governor challenge: 'Do staff contracts allow for movement within school?' MC confirmed that staff contracts will allow for movement across the school.</p>	All: For information
9. Training Update	<p>MC updated governors on staff training. Several training events have recently taken place, including:</p> <ul style="list-style-type: none"> • SATS – Y2 & Y6 • KS2 Maths with Karen Wilding Education • Writing Moderation 	All: For information
10. Student Update	<p>MC and TH informed governors that several students are currently on placement at Black Firs including:</p> <ul style="list-style-type: none"> • 3 MMU students on a Tuesday • 1 Trafford SCITT student who is supporting in Y1/Y2 	All: For information

	<ul style="list-style-type: none"> • 1 Staffordshire University student supporting in Y2 • A Y12 student from CHS (as part of Option K) <p>More students are scheduled on placement after the Easter break.</p>	
11. Staff & Pupil Absence	Agenda item to be discussed at LGB meeting.	MC: Include on LGB agenda
11. Educational Visits	<ul style="list-style-type: none"> • Lower Juniors visit to Manchester Science & Technology • Reception to visit the library • Y2 overnight residential at Tattenhall • Y5 kayaking in the Summer term • Conway has been booked for October <p>MC asked if governors would support using PP funding to support with the Conway trip. All governors confirmed they are in agreement to this.</p>	All: For information
12. AOB	<p>Governor challenge: 'Is Congleton swimming pool being closed for a refurbishment and if so have any alternative arrangements been made?'</p> <p>MC commented that she had been informed that a new pool was being built and that the current pool would remain open until the new one had been completed. MC agreed to seek clarification of this.</p>	MC: Liaise with Leisure Centre
13. Date of Next Meeting	<p>Date of next meeting: 26th May 2016 @ 4.30pm</p> <p><i>Meeting closed at 6.15pm.</i></p>	All: Please note meeting date