

## Bowhill Primary School

### Personnel and Curriculum Meeting

<b>Date:</b>	24th February 2015  6.00 pm Headteacher's Office	<b>Present:</b>	Caren Brooks(CB), Reg Edwardson(RE), Karen Cronin(KC)(stand in for Clerk), Caroline Havard(CH), George Littlejohn(GL), Rebecca Rankin (RRn)
		<b>Apologies:</b>	Stephen Cousley(SC), Darren Wallis(DWs), Debra Ward(DWd) and Karen Webb(KW)
		<b>Absent:</b>	Ruth O'Neale(RO'N)
	<b>Minute</b>		<b>Actions</b>
<b>1</b>	<b>Fire Alarm</b> There is no fire test today. If the alarm sounds then make your way quickly and safely to the playground.		
<b>2</b>	<b>Business interests</b> None Declared		
<b>3</b>	<b>To receive apologies</b> Apologies received and accepted as above.		
<b>4</b>	<b>To consider the minutes from the Personnel and Curriculum Committee meeting held on Tuesday 13<sup>th</sup> January 2015</b> Minutes approved as a true & accurate record of meeting, signed.		
<b>5</b>	<b>To discuss matters arising from minutes</b> Item 6. KC forwarded APMC Minutes to KG who had circulated to Governors. KG also circulated Term 2 TISP to Governors Item 13. Sex Education Policy circulated to Governors		
<b>6</b>	<b>TISP Update</b> GL reported Maths Learning Walk and GL/KC reports issued. A detailed report was returned to MB to feedback at his professional discretion to staff; a summary has been issued to governors. Thanks were expressed to staff for their cooperation. CB circulated a letter from Sue Clarke outlining the new plans post TISP. Unfortunately we still need to run our current TISP and take on Keys to Success in conjunction with other schools on RI. We also need to link with successful schools in closing the gaps, but who also have good achievement and a similar student profile. Schools have been grouped together with similar issues, but it is early days in the process. CB will write a plan based on TSA Deployment Forms as is required. Governors discussed the presentation of data and the different needs of classroom teachers and governors. KC to investigate with MB tomorrow. RR and CB recommended GL to see the RAISEonline for governors in the office. CB reported that the report will be ordered again next October.		CB  KC GL
<b>7</b>	<b>To review SMIP/SEF and Safeguarding</b> SMIP linked to TISP and still stands. CB will update SEF now that HMI visit letter has been made public. Safeguarding – 1 on child protection plan, 4 children in need, 14 DAFs, 1 CAF, 1 targeted family. CB writing to social care as the number of new DAFs is exceeding our capacity		CB

	to cope with the paperwork and social care are throwing them back to school to create. Bowhill continues to do all we can for the children in our care. RR reported that sounding out Kate on potential issues has been very helpful.	
<b>8</b>	<b>To review Contracts</b> CB had checked with IB and there is nothing further to report.	
<b>9</b>	<b>Begin to Prepare New SMIP</b> To be linked with TISP as previously and now also Excellence for All statistics.	CB
<b>10</b>	<b>To review Sex Education Policy</b> As stated in Item 5. the policy was circulated by KG to Governors prior to Committee Meeting. RR and MB have reviewed it and would like Y5 staff to be consulted prior to adoption and wording of the consultation paragraph. To be carried forward to next meeting.	RR, KG
<b>11</b>	<b>To review RE and Collective Worship Policy</b> KG circulated Policy to Governors prior to Meeting. Governors discussed the provision and CB confirmed that a few children are withdrawn from assemblies. It is rare to have a child withdrawn from lessons. GL is keen that children understand that not belonging to one of the major religions studied is an acceptable option. GL to review policy and see if any sections might be tweaked to reflect this. Policy to be carried forward to next meeting.	GL, KG
<b>12</b>	<b>To review Maternity Policy</b> KG circulated to Governors prior to Meeting. CH questioned whether the policy reflected the latest changes. CB had recently contacted county and will continue to do so when paternity leave arises to ensure that our practice is current. Policy adopted.	
<b>13</b>	<b>Governors Report</b> Governors will submit Reports during this half-term after visits to Year Links. GL, KC, SC visited today, CH visiting shortly. RR is undertaking a Literacy learning walk on 12 March which SC will accompany and CH will also join. Two Y6 children will collect photographic evidence and participate. Learning walks had been recommended as a good first governor visit at KC's recent Chair's training. Governors would value training on good practice for writing up visits. KG to forward current template again. KC & RE to review template and guidance.	KG KC,RE
<b>14</b>	<b>To consider any other matters</b> Committee agreed that CH could approve for immediate use any updated County personnel policies which need use prior to the next available meeting. Delegation to be confirmed at FGB.	KG
<b>14</b>	<b>To agree dates of next meetings</b> B&F 3 <sup>rd</sup> March FGB 17 <sup>th</sup> March P&C 21 <sup>st</sup> April	

There being no further items to discuss the meeting closed at 7.17 pm.

Signed ..... Dated.....