

Milton Road Primary School
Meeting of the Curriculum and Community Committee
Minutes for the Meeting Monday 5th October 2009



Present: Stephen Burton, Karen Watson, Ruth Sapsed, Carlos Montes, Lisa Kennedy, Ian Lewin, Stephen Clarke.

1. Apologies for Absence

1.1 Ysanne Austin, Ankit Mathur.

2. Minutes from previous meeting

2.1 Item 7.1 Curriculum Committee minutes 22/06/2009 - Discussion on possible SDP priorities

The minutes of the previous meeting were reviewed and the following amendment made; Governors noted that community relations was not an issue included in the letter to the new Headteacher. Subject to the above changes, the minutes were approved by the Committee, and signed by the chair as a true and accurate record of the meeting". It was noted that only two areas were included.

3. Matters arising

3.1 It was noted that items from the minutes of the Curriculum Committee meeting 22/06/2009 would be addressed during the meeting except for:

Item 4.1 Curriculum Committee minutes 22/06/2009 - Annual Plan for Governor Visits

3.2 This will be discussed with Ian and Stephen to prepare a draft plan and circulate it within the next 2 weeks.

Action: Curriculum Chair

4. Terms of Reference

4.1 The terms of reference (last reviewed and updated by the Governing Body 06-Oct-08) were reviewed, and re-approved with no changes.

5. School Development Plan

5.1 Stephen Burton presented points taken from the meeting with all staff and governors, as well material from the leadership team. He noted that he is also canvassing parents' views and would be incorporating items from his headteacher objectives.

The next steps in developing the plan are:

- School council meeting
- Involving the governors

Signature of Chair: _____

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Date: _____

- Staff meeting of teachers and teaching assistants
- Incorporating material from the Schools North of the River group

5.2 The next curriculum committee meeting will be used to help develop the SDP. Carlos Montes will circulate a list to include all governors including in particular the link governors. It was proposed to hold the next meeting earlier than planned, on 16/11/2009. The intention is to adopt the SDP in the curriculum meeting after November.

Action: Curriculum Chair

5.3 It was suggested that a summary of the final SDP could be published on the school website for parents to read.

6. Policies

6.1 Stephen Burton proposed that all policies should be reviewed regularly and will present a review timetable at the next meeting. It was suggested that frequency of review will depend on the policy.

6.2 There was a discussion regarding the 'Absence During Term Time Policy', which has been formulated by the Schools North of the River group, in particular how parents are to be persuaded not to take holidays during term time. It was recommended that this would be presented for adoption at the next full governing body meeting.

Action: Headteacher

7. Governor Visits

7.1 The effectiveness of governor visits was discussed. It was felt that the governor visits were most useful for governors to find out more about the school and how it operates; and to perform their monitoring function.

7.2 Stephen Burton noted that whilst the name for the after school club is 'Kidscape', it is not actually affiliated to the national organisation called Kidscape. It was agreed that the next visit would look at 'Kidscape' before and after school provision.

Action: Curriculum Chair to arrange visit.

7.3 It was also felt that all clubs could be looked and that a selection will be visited. Stephen Burton will collect details about the clubs in order to allow a selection of visits.

Action: Headteacher to suggest clubs to visit.

8. Review Link Governor Allocations

8.1 This was taken away by the chair as an activity to do in consultation with governors outside of the meeting.

Action: Curriculum Chair

Signature of Chair: _____

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Date: _____

9. Community Issues

9.1 The analysis of the parents' questionnaire was presented. It was noted that parents had asked how it was being followed up and that in general the outcome of the questionnaire was positive. One particular item of interest concerned the update of the school website.

9.2 It was suggested that the school should endeavour to reduce the amount of paper information sent home with school using by using Parentmail and the website, backed up by a notice board outside in the pods. Parents would be able to 'opt in' to receive paper copies. Confidential messages would still be sent out on paper via each child.

9.3 It was decided to investigate whether Parentmail can be filtered by year group and whether the letters to parents can put onto the school website as a back up.

Action Stephen Clarke

10. Any Other Business

10.1 Parents' Feedback on the School Report

The evaluation of parents's feedback of the children's end of term report. In general, feedback was very positive about the new format. Karen noted that teachers liked the new format.

11. Date for Next Meeting

11.1 Monday 16th November 2009. This is a change from the original calendar of meetings.

Signature of Chair: -----

Date: -----