

# Minutes of Full Governing Board of Lighthouse Federation

on Tuesday 18 January 2022 at Happisburgh



## Attendance

Richard Baker RB

Tracey Collingwood TC (Co Vice-Chair)

Lee Coomer LC

Anne Cottingham AC (Co-Chair)

Alex Hannah AH

Kathryn Jackson HT

Donald Mayes DM

Jane Loades JL (Co Vice Chair)

Amanda May AM

Amanda Sands AS (Co-Chair)

Louise Skillman LS

David Wiltshire DW

Invited attendees: Charlie Heaps (H), Melissa Morison (St M)

**1 Welcome**

**2 Opening Prayer AC**

**3 Apologies**

None

**4 Declaration of Business/Pecuniary Interests or Conflicts of Interest** (relevant to the agenda)

None

**5 Curriculum Development and the Role of Subject Coordinators**

**HT** Power Point Presentation: Curriculum Aims and recent changes to Inspection framework linked to findings in Happisburgh Ofsted report (November 2021)

The New Curriculum (2014) gave very clear information and requirements for English, Maths and Science but was minimal for Foundation Subjects. Schools needed to develop their own curriculum which resulted in much disparity. HMI studies (2017) found that as Ofsted judgements were data driven ie statutory testing results, schools described as Outstanding or Good often had deficiencies regarding curriculum development.

Further studies were made to investigate 1) solid curriculum thinking ie theory and 2) classroom practice.

Primary schools frequently have no subject specialists and so the curriculum was often found to be weak but implementation was good. 75% of primaries did not have a good curriculum.

In April 2021 a series of subject reviews were released.

Ofsted inspections changed from being data driven to looking at books and talking to children about their learning. Findings showed that too often pupils' work was not demanding enough – sequencing, sticking and some subjects eg history were assessed from a literacy basis.

Findings showed that primary schools often had given limited attention to skills and knowledge in individual subjects – often a result of topic based learning rather than subject based.

Primary teachers are not subject specialists – one school does not have the detailed spread of knowledge. This has training implications.

As seen in the Happisburgh Ofsted report the development of substantive concepts is very important. For the development of substantive concepts there must be building blocks across the primary years.

Lighthouse Federation Curriculum development

Curriculum intent – What are we aiming for?

- Identification of subject concepts and their progression
- Consistent planning
- Tight adherence to planned curriculum
- Monitoring by subject coordinators.

The 2 year cycle of topics for each class is established. This is based on the document: Curriculum Indicators - Curriculum Intent, Implementation, Impact

Within each topic there is clear plotting of subject knowledge, skills progression and monitoring.

Key Concepts. The additional element of curriculum planning, as identified in the Ofsted report, has begun. At present there is little guidance or training for schools in the identification of Key Concepts relevant to their curriculum, but Lighthouse Federation is fortunate to be included in a LA Curriculum Development Project starting this term. At present not all subjects have HMI subject studies for schools to use in determining key concepts.

KJ tabled:

Our Key Concepts – this document indicates a way forward, over three *initial* concepts Innovation, Invasion/Migration and Settlement and Society and Culture.

It indicates how each concept is developed over the primary years and initial thoughts on how children's understanding may be assessed.

EY to know, to observe, to describe

KS1 to know, to observe, to describe **and** to compare

Lower KS2 to know, to observe, to describe, to compare, **and** to reason, to understand to explain

Upper KS2 to know, to observe, to describe, to compare, to reason, to understand, to explain **and** to criticise

KJ worked with VP, History coordinator over a whole day. This will be necessary for each subject. It is thought that there may be some overlap of concepts across more than one subject.

Governors noted the necessary financial implications in releasing staff for this work and also the tensions for staff in being out of the classroom – interrupting the flow of learning.

Key Concepts. Governors questioned the current emphasis on abstract learning ie concepts in the primary years, rather than concrete learning in the past.

**Q** What is the time-line for the consideration and implementation of key concepts in the curriculum?

**HT** September.

KJ was thanked for her considerable work in researching and leading further curriculum development for the federation, and the most informative presentation for Governors.

Charlie and Melissa were thanked for attending the meeting and for their input on the impact of curriculum development in the classroom and on the increasingly demanding role of subject coordinator.

**Action** KJ to circulate the Powerpoint Presentation to all Governors

Charlie Heaps and Melissa Morison left the meeting

Headteacher Report Verbal update

	St Mary's	Happisburgh
NOR	89	81 + 7 Nursery
PPr	29%	27%
SEND	17%	17%
EHCP	3	0
Attendance	94%	92.5%
Staffing	1:1 vacancy in Elm Interview on Wed (JL)	TA PT vacancy

Supply teachers currently very hard to source

Curriculum	Maths training for several staff
H	Phonics training for CTs new resource now established, Reading books, range, quality and quantity much increased due to benefactor donating £1000 Coordinator (Phonics and PE) having good impact but only PT (3days) Other coordinators need to take the time offered to develop/monitor curriculum areas. LA – EY and curriculum support due to begin next week
Joint activities	Y5/6 visit to Norwich Museum Y6 residential Y6 STEAM (Science Technology Engineering Art Maths) primary project at Greshams
H&S	H Heating problems due to silt in the underfloor pipework - likely to need major work Governors suggested using the library for CH class if too cold to work. The LA Safe Guarding Self-Review will be completed this term
	StM Elm door replacement - work in progress – additional benefit is access to outdoor area A near miss road accident – police were informed and HT discussion with parties involved
	LC commented on noise pollution he had experienced whilst visiting A GDPR breach – this has been reported as required.
Friends	H possibly ceasing under present committee– will distribute current funds to each class.
	StM working well supporting the school
	St M Assimilation of Acorns pre-school into the school. J Lamb (LA) contacted in Dec for support re process – no response to date.
Christian Distinctiveness	A focus on Collective Worship. KJ leading CW for both schools via Zoom each Monday. A 1/2day focus on The Trinity for each school this term. SIAMS Health Check at St Mary's – report/recommendations will benefit both schools Jon Moule (Diocese) – training Y5 pupils at St M to plan and deliver whole school CW

## 6 Notification of items for AOB

- 1 HT Flexi schooling
- 2 AC Email – new addresses

## 7 Agree and sign Minutes of FGM 23 November 2021

Minutes were agreed and signed by AS (Co-Chair)

**8 Matters arising**

None

**9 Committee report – Resources 1.12 21**

DW (Ch of Resources) highlighted minutes relating to Reporting to Governors, Budget Profiling, use of Dept codes and reports to monitor additional funding eg PPr,

**10 Single Central Record**

JL reported that she and KJ would alternate to check SCR

**11 Safeguarding**

Nothing to report at either school

HT reported a data breach at St Mary's – an error concerning an email address. No damage.

**12 Policy Review**

Admissions

AC has consulted LA and Diocese. Admission policies relate to each school, they may be the same, and should appear on each school's website. It was noted that St Mary's policy does not include the information relating to online applications.

**Governors accepted the policies for each school with the above amendment.**

Complaints

TC and AC commented that this document contains guidance as well as policy.

**It was agreed that guidance should be separated from policy.**

**Governors accepted the policy.**

**It was agreed that the two documents would be circulated for acceptance**

AC commented that some schools had a complaints policy relating to social media

**Governors agreed that it would be good to consider this addition**

Exclusions

DW noted inconsistent use of parents/carers

**Governors accepted this policy with the amendment above.**

**13 Clerking Service**

AS informed governors that the clerking service at present were not able to attend meetings in person. It was agreed that clerking would be in house for the Spring Term.

**It was agreed that Mrs Kate Arnold should be Lighthouse Federation clerk as offered by the Clerking Service, starting in the Summer Term.,**

**Action AS to confirm arrangements with Clerking Service**

**14 Planned Admission Numbers (PAN)**

Currently St Mary's PAN -15, Happisburgh PAN -16

**It was agreed that both PANs should continue for the LA return 23/24**

**15 AOB**

HT Flexi-schooling

A request from a prospective parent (Happisburgh) for flexi-schooling ie some days at school and other home schooling. KJ explained the circumstances – children recently adopted and parents wished to develop their attachment within the family. In time full time school would

be considered. There would be a contract re a consistent arrangement of days at school/days at home and formal review at regular intervals.

**Q** Would this affect attendance figures for the school.

**HT** No – detailed guidance MI 1874/21

The HT observed that there are several families in the area who home school who might be interested in flexi-schooling.

**It was agreed that flexi-schooling should be offered to this family**

**AC** email addresses

Although federation email addresses had been allocated to all there several governors who were not yet able to use the new address. It was suggested that if there are difficulties the ICT support at each school should be approached.

**It was agreed** that at present group emails would be sent to both addresses.

DW requested that 'reply all' should be used only when necessary not as the default as this causes very long strings of emails.

## **16 Reflection on meeting**

AM commented that the key concepts aspect of curriculum development had considerable impact on both staff and pupils.

The meeting ended at 19.40.