



BUSHY LEAZE CHILDREN AND FAMILIES CENTRE

MINUTES OF A MEETING OF THE PERSONNEL & CURRICULUM COMMITTEE HELD ON  
MONDAY 16<sup>th</sup> October 2017

**Present:**

Ann Foulkes - Chair  
Patti Snook - Headteacher  
Anne Davies  
Linda Turner  
Jill Worth (L)

**Apologies:** None

**In Attendance:**

Louisa Lawrence – Clerk  
Sarah Ameer-Beg & Wendy Taylor

*The meeting opened at 6.00 p.m.*

1.	<p><b>Welcome, Introduction and Apologies for Absence</b> The Chair welcomed everyone to the meeting. The Clerk stated she has not received any apologies, although JW contacted her to say she will be late.</p>	
2.	<p><b>Declaration of Pecuniary &amp; Conflict of Interest</b> No interest relating to any specific agenda item was declared.</p>	
3.	<p><b>Review Terms of Reference</b> ToR were distributed prior to the meeting. The Chair stated she felt an addition was required so the P&amp;C committee had it noted that they should be more actively involved in monitoring performance management of staff, which is not clear under the current ToR. The Chair stated she did not expect they should monitor named individual staff members, but needed to be aware of overall performance and proof of whether targets are being met, as this may have implications for the Finance and Site committee with regards to salaries. After a brief discussion it was agreed that under staffing 'To ensure staff performance management is monitored throughout the year' should be added. PS made necessary amendment. All in agreement that as the document now stands it should be taken to the FGB for final approval</p>	<p>SA-B &amp; WT arrived 6.07p.m.</p> <p>The Clerk</p>

4

#### **Tapestry/Tracking**

SA-B and WT were welcomed to the meeting. SA-B proceeded to show a slide show and give a summary of what has taken place so far with regards to Tapestry. SA-B stated it has been a long process and it was initially slow to commence. Paper files have now been removed. A number of arrangements had been put in place so staff could gradually become confident and get use to the new system. Keyworkers were initially given 1 child in the morning and 1 in the afternoon to make observations and load onto Tapestry. A buddy system was then set up so staff could support one another.

Q: The Chair asked when they first started looking at Tapestry

A: SA-B and AD agreed it must have been Spring of 2016.

SA-B stated they also went to other centres to get an idea of what they could do using Tapestry. SA-B stated once staff were confident and able to see the benefits of Tapestry parents were then informed, as meetings were arranged and paperwork, including permission slips, were issued.

SA-B showed slides of what Tapestry looks like and explained what is loaded onto it, including 30 second videos, photographs, positive comments, as well as tracking. SA-B stated staff are able to see assessments, but parents do not. SA-B stated this system is good at providing data. Tracking can also be done for an individual child or group assessments can be made, so you can look at different cohorts. SA-B stated classes can be looked at or even children under an individual keyworker. SA-B stated the only problem they have found is if a new child is entered onto the tracking this will obscure the data outcome, so it has been agreed they will not be added.

Q: The Chair wished to know if tracking is done on a regular basis

A: SA-B stated in the Autumn the baselines are put on and tracking is carried out once a term.

Both SA-B and LT stated having this system is making staff more aware of observations and making them more meaningful. SA-B stated it is easy to see what is missing from a child's learning development. SA-B advised as well as herself Wendy Taylor and Amanda Burt oversee everything.

Q: AD asked whether they have to go through manually to see where there are gaps in a child's development

A: SA-B stated they do not. SA-B showed examples of some of the coloured graphs produced and one particular one she advised had flagged up literacy as a cause for concern. Owing to this it has been added to the Centre Development Plan (CDP) and two staff meetings have already taken place concerning this matter.

SA-B stated they are also able to see what a practitioner has done. SA-B stated they are in the process of looking at individual children and during the Autumn will be establishing

JW arrived  
6.15p.m.

	<p>where progress needs to be.</p> <p>The Chair stated it appears to be very structured and focussed. LT advised the information provided can also be used for Performance Management Review (PMR), as it can highlight staff development and training needs.</p> <p>SA-B stated there is an annual subscription for Tapestry and there was an initial outlay for staff training, but this has totalled between £500.00 - £600.00. SA-B stated CD/Memory sticks were also purchased so parents could have all the necessary information once their child left/leaves Bushy Leaze. PS stated FOBLE had kindly agreed to purchase the memory sticks, so no outlay was incurred.</p> <p>SA-B stated a questionnaire was issued to parents at the end of the year and there was only one who was unsure of it. SA-B stated all parents were using Tapestry bar 2.</p> <p>LT stated parents are likely to use it more this year, as they are unaware of what had been in use previously. Those parents attending PEEP have also become more involved with the use of Tapestry.</p> <p>Q: JW asked how can parents access Tapestry if they do not have the necessary technology</p> <p>A: Both SA-B and LT advised it can be accessed at the centre, if required.</p> <p>WT stated it is also proving beneficial to families where the parents have separated, as both parties can have access and make comments, etc. SA-B stated grandparents can also access it. Overall having Tapestry has created better relationships between parents and staff, as they are able to see things straightaway.</p> <p>WT confirmed having Tapestry has made a huge difference already, especially when it comes to the data it can provide, which was proving inadequate with other systems.</p> <p>WT stated as well as what has already been mentioned they will also be looking more at impacts and having this in place will also enhance transition.</p>	<p>SA-B &amp; WT left 6.35p.m.</p>
<p>5.</p>	<p><b>Minutes of P&amp;C Meeting held on 26<sup>th</sup> June 2017, action points and matters arising</b></p> <p>PS advised all the nursery staff have had their PMR and Wendy Taylor will have her one tomorrow. The remaining staff will have theirs after half-term. PS stated the PMR normally has one target related to everyone as part of the CDP and another is a set personal development target.</p> <p><b>The minutes of the meeting held on 26<sup>th</sup> June 2017 were agreed as an accurate record and duly signed by the Chair</b></p>	

6.	<p><b>Centre Development Plan</b></p> <p>The CDP was distributed prior to the meeting.  PS asked whether anyone had any questions they wished to raise.</p> <p>Q: The Chair asked what was meant by '<i>Strengthen engagement of parents</i>' on page 2 (Tapestry).  A: PS stated they are aware that some parents are not adding anything to Tapestry, but they are looking at it. They know some parents do not have English as their first language which may cause a difficulty and there is less engagement with parents whose children arrive at BL on transport. To get over this, some parents are being asked individually if they wish to come in to access Tapestry. Both PS and LT stated a number of parents are able to use their mobile phones to look at the details. LT advised although some parents may not necessarily be adding to Tapestry they are still engaging with it, as they are able to see that parents are logging into it. PS stated this is proving beneficial for parents who do not have the opportunity of coming in to BL on a regular basis.</p> <p>Q: The Chair wished to know what kind of things parents are putting on  A: LT stated they put things on such as holidays, birthday celebrations, cultural events, etc.  PS stated it is down to Sarah Ameer-Beg, Wendy Taylor and Amanda Burt to oversee what is put on.  PS stated as far as she is aware the language can be changed on Tapestry</p> <p>Q: The Chair asked what 'siren videos' are  A: PS stated 'Siren' is the trade name and they are child development video based training for professionals working in early years</p> <p>Q: The Chair asked what the Home Learning Library is  A: LT stated herself and Audrey Murch run this first thing on a Wednesday morning and Wednesday afternoon, although those attending PEEP on a Monday can access it. This gives parents the opportunity to choose an activity which has a card explaining what to do and what they should get out of the activity; they can take this home and play or do the activity together with their child. LT stated they have 69 packs available at the moment and this weekly swap is proving very successful, as some parents are already experiencing the benefits. PS stated AM has held workshops with parents so they can take part in making up the packs. LT stated a note has recently been sent out to parents to see if they have any games to add to the Learning Library. PS stated they are also looking at doing packs with just one book along with a puppet. LT stated the packs are being kept simple and parents are aware that if something gets lost or broken they do not need to worry as they can be replaced. LT stated AM put a lovely leaflet together to give out to parents explaining all about the Home Learning Library. The Chair stated she</p>	
----	--	--

	<p>would like to come along one Wednesday to see this in action as it is very interesting.</p> <p>The Chair stated the CDP was generally very clear and she can see where it is going.</p> <p>PS stated they are looking at where the curriculum impacts and this feeds back to toddler groups, etc.</p> <p>PS stated Katie Turner has started her EYITT and she will be putting a focus board together for literacy, which will also be put forward to parents.</p>	
7.	<p><b>A.O.B</b></p> <ul style="list-style-type: none"> <li>• The Clerk reminded everyone the WGBT will be taking place on Monday 20<sup>th</sup> November between 6 – 8 p.m.</li> <li>• The Chair mentioned the Santa Run taking place on Sunday 26<sup>th</sup> November. The Clerk handed out some leaflets, but stated they will be included in the next edition of the newsletter</li> <li>• LT stated the Dad's Matter group are hoping to do a sponsored Watercress Line Walk in November to raise funds for BL. The Clerk stated she was unaware of this, but will speak to Ann Blackman and find out more</li> </ul>	The Clerk

The meeting closed at 7.03p.m.

Signature..........

Date 26-2-18.....

<b>Bushy Leaze Schedule of meetings 2017/18</b>	<b>All at 6pm</b>
13 <sup>th</sup> November	FGB
<b>20<sup>th</sup> November</b>	<b>WGBT</b>
5 <sup>th</sup> February	F&S
26 <sup>th</sup> February	P&C
12 <sup>th</sup> March	FGB
23 <sup>rd</sup> April	F&S (to agree budget)
14 <sup>th</sup> May	FGB (to ratify budget)
2 <sup>nd</sup> July	P&C
16 <sup>th</sup> July	FGB + meal

