

Heathwood Lower School
Minutes of the Teaching and Learning Committee Meeting
Held on Tuesday 20 October 2020 at 6:00pm

In attendance:	Susanne Dove (SD)	Head Teacher
	Paula Bangs (PB)	Co-opted Governor (Chair)
	Rose Gunter (RG)	C-opted Governor
	Jonathan Young (JY)	Parent Governor
	Elaine DiCocco (ED)	Assistant Headteacher & Co-opted Governor
	Paul Dicker (PD)	Assistant Headteacher & Staff Governor
	Hayley Fitch (HF)	Co-opted Governor
	Carol Wyatt (CW)	Co-opted Governor
	Sarah Sandiford	Clerk

No	Item	Action
1.0	Welcome and Apologies for Absence PB welcomed everyone to the meeting. No apologies for absence had been received.	
2.0	Declaration of personal or pecuniary interest on any agenda item None received for the meeting.	
3.0	Minutes of the meeting held on 4 February 2020 and Matters Arising The governors had received a copy of the minutes prior to the meeting. It was agreed that they were a true and accurate record of the meeting and could be signed by the Chair. Agreed: to approve the minutes of the Teaching & Learning Committee meeting held on 4 February 2020, to be signed as a correct record. RG had not been able to go through the results of the previous staff survey but it was noted that a new one would be taking place. PB, RG and PD to meet regarding SEND – PB would look at dates.	PB
4.0	Committee terms of reference No changes were needed – the approval date would be updated to today.	
5.0	School Website Content Lots of work had been done to on the website and a summary report from the School Improvement Advisor was provided – some actions had been completed and others were in progress. It was noted that there was no Governors report for 2019-20 but agreed that PB, RG and HF would put together a brief “Covid report”. A concern was raised about access to pupil school email addresses but it was noted that these were not actually used by pupils. Work would be done on the disability & equality plan to give more emphasis to equality. The code of conduct was completed.	PB, RG, HF SD All

Signed as a true and accurate record

Chair:

Date:

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	<p>HF and PB had updated their comments on the Governors blog but other governors were asked to do this.</p> <p>It was noted that the school website was more important than ever due to the difficulty caused by Covid of people visiting the school.</p>	
6.0	<p>Headteacher briefing on new academic year – School Improvement Advisor report & data expectations agreed with School Improvement Partner</p> <p>Reports had been circulated in advance of the meeting. Notes were in the summary document and items had been coded red/amber/green. The document reflected the school status nine months ago rather than now in terms of being ready for Ofsted inspection. The comments were noted to be very positive.</p>	
7.0	<p>School Development Plan</p> <p>As six months had effectively been “lost” due to the Covid-19 pandemic, it was proposed that the SDP be tweaked. Key headlines would be:</p> <ul style="list-style-type: none"> - Embedding curriculum - Spelling & writing The impact of several months of lost teaching time was still being assessed. Reading seemed not to be too adversely affected but writing, in proper sentences with punctuation, needed things previously taught to be revisited before moving pupils on. Lots of recapping was being done for phonics. Not everything could be re-taught so the focus was on filling the gaps and adapting the curriculum to get back on track. - Supporting pupils and staff (mental health and wellbeing) It was reported that children were happy but exhausted by the end of this first half-term, no longer being used to a 5-day week. Pupils were always tired at the end of a half term but were felt to be more emotional than usual this year. Staff were doing ok and sickness absence had been low, but the half term break was much needed. 	
8.0	<p>Sports Premium Grant & Pupil Premium</p> <p>SD advised she was more than half way through three reports. It was clarified that the SPG was usually spent on a contribution to the Leighton-Linslade Sports Partnership (which was still happening) and external support such as The Future Games (TFG) – which could not currently happen so the funds had been spent on playground equipment. Michelle Geddes had agreed the school was quite within its rights to refuse external visitors due to the coronavirus risk.</p>	
9.0	<p>Safeguarding</p> <p>There were some gaps on the school’s Central Single Record. Governors were asked to please send their Safeguarding/Prevent training certificates to the office, or to do the training if not already done – Sue had emailed a link.</p>	ALL

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10.0	<p>Staff Induction</p> <p>The school had two new teachers and four new teaching assistants. Of the teachers, one was permanent and the other covering maternity leave, both newly qualified teachers.</p> <p>It was noted that NQTs across the country were finding things difficult due to the impact of Covid-19 and some extra support was in place. The teaching assistants were generally doing well.</p> <p>All new staff were doing their induction programme together.</p>	
11.0	<p>Governor roles and responsibilities</p> <p>SEND – PB, RG and PD to meet</p> <p>Fairtrade and Sports Council – to meet remotely, link to be sent to RG</p> <p>Assemblies -were being held remotely using classroom whiteboards on a Mon and Fri</p> <p>It was agreed to set up a remote meeting with the office in November with the catering team towards the end of term.</p>	
12.0	<p>Policies</p> <p>The Safeguarding and Admissions policies were approved.</p> <p>SD would audit policies in more detail in January.</p>	
13.0	<p>Two tier</p> <p>No progress had been made locally in the last six months but Central Bedfordshire Council was understood to be having 1-1 meetings with Headteachers. SD's meeting was on 22 October.</p> <p>It was understood that further information would be released in November with a report to the CBC Executive in December and that consultation with parents was likely between 4 January – 31 March 2021.</p>	
14.0	<p>AOB</p> <p>PD raised the issue of SEND funding – PD and SD were due to meet with the local authority on this.</p> <p>RG asked about parents' evening – a written report would be provided this year.</p> <p>RG asked about Parentview – SD would include information in the school newsletter and possibly also enclose with reports. HF suggested a text link might have a greater take up rate.</p> <p>It was noted that the software FlashPlayer would not be supported after December and this would affect photos on the website.</p>	
15.0	<p>Close of meeting</p> <p>The meeting closed at 19:12 hours.</p>	

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