

**Minutes of the Teaching & Learning Committee
Wednesday 21 November 2018 at 6.00pm**

Present:, Susanne Dove (Head Teacher) Rose Gunter, Paula Bangs, Elaine Dicocco, Paul Dicker, Jonathan Young, Hayley Fitch, Elleesa Rushby (Minutes)

Apologies: None

Attendance:

SD 100%	ED 100%	PD 100%
RG 100%	PB 100%	JY 100%
RLF 66%	HF 100%	

Apologies and Declaration of Interest

1.

Apologies: Rachel Lambert Forsyth

There were no new matters of pecuniary interest.

2. **Election of Chair & Vice Chair**

PB nominated by RG and was seconded by ED for the role of Committee Chair

RG nominated by SD and was seconded by ED for the role of Vice Committee Chair.

Both posts will run for the remainder of the current academic year.

3. **Minutes of the last meeting**

The minutes were agreed as a true and correct record of the meeting.

Clerk

4. **Matters Arising as per agenda**

There were no matters arising

5. **Terms of Reference**

The Committee had reviewed the ToR and found that they were adequate for the coming year.

6. **School Website Content**

Site to be reviewed and amendments given to HT

RG/HT

Information in the 'Meet the governors' section has been updated apart from MC's profile. HF's profile to be added.

HT

The HT is keen for the GB to use google docs and has attended training recently. The committee discussed how this would benefit the GB's communication and save time. Governors agreed that minutes would be published and agreed on google docs rather than the current portal.

Q: Can we track versions of documents to ensure that for instance a parent is looking at one version of a policy while the School holds a more up to date one?

A: Yes, google docs tracks the revised versions by date.

7. **Data/Progress**

A national overview of reported results was circulated and graphs showing KS1, Y4. Phonics and EY were discussed. In both Y4 and KS1, pupil results exceeded 90%. Locally, within LC2, EY was 87% and Phonics at 83%.

Data for Governors 18/19 was circulated and should be read in conjunction with the target setting document.

The School has not yet received the GCSE results from past pupils. This is due to GDPR concerns about data sharing which the LA are trying to resolve. Middle schools are happy to share their data.

The HT asked governors to note that SEND numbers do make a huge difference when setting targets. All of the PPG pupils achieved 100% and are still targeted for GD if appropriate, as with all children targets are set according to previous attainment and progress.

Classes without SEND do not seem to have a diverse range of results, which backs up the HT's comments about the impact of SEND in targeting.

Q: Are teachers happy with the targets?

A: Yes, and they treat them as aspirational. It's harder at the beginning of the year to as the end of the year is so far away, but pupils are already doing well. Next term's data will be interesting and quantify progress. Targets are reviewed for each child by the HT and staff member. Staff have independently carried out provision mapping for each child and drawn up a target list against what provision is to be made.

The Assessment Framework has changed from *Chris Quigley* and the new system of NC is in place.

Q: How is progress being monitored in PE?

A: The wheel system is still being used as it is visually effective.

8. **SDP and Action plans**

Almost all staff have had their PM.

SD - SLT, Teachers, Office Manager, Site Manager

DHT - EY PMs

PD – SEND Support Staff

JW – Class based Support

All targets discussed on INSET days to ensure that the curriculum is full, exciting and relevant. Staff have formed into faculty groups reflecting their strengths and interests. This includes an LSA starting an Art Club as this is her specialism.

Support Staff are now being targeted with one professional target while teachers have one professional target and one data/performance data related. Progress to these targets is already evident in *Book Looks*.

9. **Safeguarding**

The Safeguarding Audit was carried out by the HT and CoG. The Audit document was circulated for comment. Items in red to be revisited in January 2019, but there are no causes for concern. A lot of work has gone into the document to ensure it is detailed and easy to read. It was praised by the external inspector.

The clerk queried the 'By association' action as she had been briefed that this had been discontinued. The HT agreed this was the case as the declaration had caused problems, one example being for a young teacher living in HMO environment and not being accountable for other people renting in the same house.

The HT has introduced a 'Mobile free zone' initiative with posters displayed to ensure that all staff, PTA and visitors keep their phones in their bags while in School. The HT will write about this in the next Newsletter. Governors and the HT agreed that asking a visitor to hand in their phone would cause uproar and it was better to trust people to be sensible.

The Keeping children safe in education document has been updated which means that the policies linked to this will be updated and will differentiate CP, safeguarding and SEND.

Q: How is the new Safeguarding system working?

A: It's working well and we are able to capture information which can provide a full picture. We are also considering using it for SEND, which is being done successfully in another school.

Q: What about paper files of Safeguarding information?

A: We have retained the historical data and this will help us build a chronology where needed. We can also show this to OFSTED if requested so they can see the trail between the manual and computerised systems.

10. **Staffing-induction, quality**

The School has a full quota of staff and PMs have already been discussed in a previous section.

Lesson observations will take place next week but the HT and DHT informally visit classes all the time.

A Learning Walkway about Reading will take place next week.

The office manager is settling into her role and will be meeting with HF weekly. The CoG and HF will meet with the Office staff half termly. This will ensure effective communications and benefit staff well-being.

11. **Responsibility**

A discussion took place about the allocation of responsibilities:

Rights Respecting – RG (to be added)

RLF to be asked about taking on Inclusion/SEND/More able. If she is happy to do this, RLF to do online SEND training. HT/CoG/RLF
RG to cover trips and visits along with CoG

Trips and Visits

Y2 visited Stoke Bruerne. It was a cold wet day but they all had an enjoyable time on the boat trip and in the museum. Pupils were well behaved.

Y1 visited the Higgins Trust where they learned about Victorian life and took part in washing and pegging out.

Houses of Parliament

Pupils asked intelligent questions of the local MP and he was very impressed with them. Pupils took part in debating. For many pupils this was their first time on the Underground. Pupils passed the Cenotaph and seeing it drew comments about Remembrance Day as many had watched the commemoration on TV.

Q: Do the pupils do any work about the trip?

A: Not so far. They are given a book about their visit. They will be writing thank you letters. Even pupils who had previously been to the Houses of Parliament got something new from the visit.

Council Meetings

The Sport council have met and suggested fundraising ideas for the all weather running track.

All councils met to discuss Sportacula (Children in Need) £20 was raised from activities. The Mufti Day contribution was reduced to 50p to allow pupils to have more fun spending their money.

Y4 nomination meetings – Anonymous speeches were read out for elections. The MP was impressed that pupils did this.

School Council

The School Council has been discussing fundraising for the year. Instead of Shoeboxes, the School will be participating in The Giving Tree, which helps local children via Kids Out. For more information please follow this link <http://www.kidsout.org.uk/how-companies-can-help/giving-tree/>

Rights Respecting

The Rights Respecting Council would like to raise the profile of their work creatively, either through a rap, a play or assembly. They would like to raise money for the homeless. For more information please follow this link: <https://www.facebook.com/events/1064700163647338/>

12. Policies

Governors agreed to adopt CBC/EPM policies as appropriate.

13. **AOB**

Parentview was promoted at Parents Evening, resulting in 60 new responses. One person was unhappy but it is not possible to know why. 100% of parents would recommend the School. To view the results please follow the link:

<https://parentview.ofsted.gov.uk/parent-view-results/survey/result-print/6802/9>

7% of parents disagreed and 35% of parents did not know how well the School deals with bullying. 58% either agreed or strongly agreed that the School deals well with it. These figures indicate that bullying has never happened to their child and that is why they have no opinion on it.

Q: Do you have an anti bullying week?

A: No. We cover this through Rights Respecting and it is embedded in the behaviour ethos of the school rather than being one week. We find this is more effective.

2 tier school proposals to be added to FGB agenda. A meeting to take place in the near future for HTs/CoGs and governors' opinions to be elicited.

Clerk

Dates of future meetings

All meetings to be held on a Wednesday:

All to note

Wednesday 12 December FGB

Wednesday 30 January Comms

Wednesday 20 March FGB

Wednesday 15 May Comms/Budget FGB

Wednesday 10 July FGB

If governors are unable to attend or know that they will be late, please email the clerk.

The Meeting ended at 7.30pm

Signed

Date

I agree that the minutes of the above T&L meeting are a true and accurate record

Susanne Dove	
Paula Bangs	
Hayley Fitch	
Rose Gunter	
Rachel Lambert Forsyth	N/A
Paul Dicker	
Elaine DiCocco	
Jonathan Young	