

Minutes of the Teaching & Learning Committee
Wednesday 30 January 2019 at 6.00pm

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

Apologies: Elaine Dicocco, attending another meeting on School business

Attendance:

SD 100%	ED 87%	PD 100%
RG 100%	PB 100%	JY 100%
RLF 66%	HF 100%	

1. **Apologies:** Elaine Dicocco
There were no new matters of pecuniary interest.

2. **Minutes of the last meeting**
The minutes were agreed as a true and correct record of the meeting.

Clerk

3. **Matters Arising as per agenda**
There were no matters arising

4. **Data/Progress**
The committee had received an end of year data document for review. Governors asked how the HT felt SEND pupils were progressing. She drew attention to Y2 (2 SEND) and Y4 (6 SEND) where she felt that progress was good with a lot of support given to overcome specific issues. In Y2 a further pupil is in the process of applying for an EHC. In Y2, the SEND is balanced with a lot of MA pupils. 61% of this cohort achieved EY goals. The cohort, as would be expected in Y2, is making the step up, with more emphasis on writing and SATs.

Q: When do we start pupils on joined up writing?

A: This starts in YR so it is embedded from an early stage.

Y2 is also focusing on the 300 words read/spell target. While books are not marked for every incorrect spelling, the key words are highlighted to enable pupils to progress. This is a big jump from Y1 phonics.

Q: Will all SEND pupils be taking the SATs tests?

A: No. This has been decided in discussion with the parents.

The HT explained that at KS2, staff are allowed 'early opening' of SATs papers but there is no guidance at KS1. So, she will look to KS2 for her lead and open early to allow breaking down of a whole booklet into separate questions to be done on different days. For Maths, she will be grouping questions on similar topics together for pupils who need this. She explained that for Maths, staff are allowed to read all of the paper to pupils and this works best when pupils are split into ability groups as they need different levels of support.

Q: Is the HT pleased with Y4 data?

A: Yes, they have scored a high percentage and really 'worked their socks off.' The class has become really focused and responds to support. This cohort contains 5 speech and language pupils and other additional needs. Spelling remains an issue due to speech and language as does grammar as some pupils cannot actually say a sentence and so find it more difficult to express this verbally or in written form. Shape coding is being used very successfully, putting words into shapes to form sentences.

Q: What are the destinations for these pupils next year?

A: Pupils will be attending local middle and primary schools. The SENDCo has already arranged the transition visits so that the schools understand the complexity of needs and give the transitioning pupils the best possible start. This will take up a lot of the SENDCo's time as pupils are bound for different schools. There are other SEND pupils without an EHC but with additional needs that will require transition work too, to a possible 8 different schools.

Q: Does the HT feel that PPG pupils are making appropriate progress?

A: Progress would be better if attendance was better. Where attendance dips, it is reflected in the data.

Q: Are there any PPG in YR?

A: Not currently.

The SENDCo has changed the SEND register and this will now show concerns to allow monitoring and early intervention. There are a couple of pupils who are being monitored and depending on their progress, intervention will be put in place.

SPG

The School had applied for funding which may help with the All Weather Track. Heathwood is part of 9 schools who have combined their bids and this may result in 10K for the track.

Q: Has any financial support been received from the Lions?

A: No, not to date.

A governor has approached the Lions and was asked to give a verbal thumbnail of the proposed project to the secretary prior to a meeting. However, no further communication has resulted. RG to chase this.

RG

The PTA will be applying to Tesco for match funding.

The HT is not sure about the timescale for the grant funding, which comes from the 'sugar tax'.

A meeting of the Sports Council is taking place tomorrow and the HT will discuss possible fund raising opportunities with them. Hopefully, the next step will be for the School Council to meet with the contractor to collaborate on the track design.

Q: What's the joint benefit of all the schools applying together?

A: The applications are more likely to have weight as we have all discussed it before hand and may possibly use the same company. Informally, if lots of schools apply and this results in Heathwood getting less, some schools have said they will 'donate' their share. However,

this remains unofficial.

5. SDP

The SDP was reviewed at the end of last term and the INSET day covered curriculum development area plans. A governor who attended the INSET enjoyed the inspirational quotes and felt that a quote of the week should be displayed. The governor also saw Classroom Monitor in action. The HT to show governors how this benefits the pupils, if they would like a demonstration.

The INSET also focused on higher order thinking; asking open ended questions and mind mapping to allow staff to delve deeper with pupils and increase their depth of understanding. This follows the principles of explain/prove/ convince. A list of the term's lesson objectives was drawn up and the HT would like to see this in all subject areas. Governors discussed displaying higher order thinking prompts in the corridor/outside PPA room as it accessed regularly by both staff and pupils.

6. School Website Content

Governor attendance to be updated. Clerk to resend spreadsheet to HT.
Changes agreed at the last meeting have been made to the prospectus.
RG's profile to be updated.
YR trip costs to be added
SEND expenditure report to be added.

**Clerk
HT**

7. Safeguarding – Safeguarding audit

The HT and the Safeguarding governor had carried out a Safeguarding Audit and this had been reviewed by the GB. The HT will adopt the LA's audit schedule next year as it now appears to be more thorough. She completed a recent online audit and it prompted her to consider new areas of safeguarding. OFSTED were pleased with the safeguarding measures during their last inspection and the HT is confident that pupils are safe. The DHT and HT have taken 'Working Together' training and They are both to update training for DSLs on 6th March. All governors to ensure that they undertake the online safeguarding training. This will be sent out in a separate email or can be accessed by following this link: <https://bedfordshirescb.safeguardingchildren.co.uk/> Once training has been completed, governors to submit their certificate to the School.
All staff are engaged with the safeguarding online reporting system.

HT

All

8. Staffing-induction, quality

The HT has employed an MDSA and two EY practitioners on a casual basis. Pre-school is almost at capacity and it is helpful to have flexible cover as the ration of carers differs for two and three year olds.

The Office staff are working well and the CoG is meeting them termly . going forward, the Chair of M&R will be part of this meeting and any concerns will be discussed at M&R.

M&R

9. Responsibility

A governor reported on two trips. She praised the carol singing which left some people very emotional. Pupils also visited the British Museum which was enjoyable. However, she requested that the itinerary should be circulated earlier as in this instance there was a lot of walking and she was unaware of this until she was already on the train.

hold an assembly after half term. Fair Trade fortnight will also be coming up. School dinners to be discussed at councils as a way of gauging pupil feedback.

10. Policies

There were no policies to review

11. AOB

Two Tier discussion to be added to all agendas as per SDP

The DHT has carried out an interests survey. The committee had received the results for review. The results help to inform enrichment sessions. Activities in these sessions are scheduled in a two year cycle, with some regular events and others rotated to vary it. Pupils are exposed to as many different activities as possible. Some find outdoor play during winter very hard and the School offers 'open classrooms' as an alternative. The sports activities are open to all on a casual basis and any child can join in. Choir is also popular.

A discussion took place regarding data comparison with two other local schools. The table below shows data for attendance. Further comparisons can be made by following this link: <https://www.compare-school-performance.service.gov.uk/compare-schools?for=abspop&basedon=Overall%20performance&show=All%20pupils&datasetfilter=provisional>

The HT noted that despite Heathwood pupils having to take more time off for scheduled medical appointments due to the higher SEND percentage, that the overall absence rate is lower than DDLS.

Pupil absence in schools in 2016 to 2017

Showing 3 schools and colleges

School name	Type of school	Overall rate of absence	Persistent absence
Doverly Down Lower School Remove	Maintained School	4.5%	8.9%
Heathwood Lower School Remove	Maintained School	3.6%	6.8%
St Leonards, Heath and Reach, VA Lower School Remove	Maintained School	3.2%	SUPP
England - state-funded secondary schools		5.4%	13.5%
England - state-funded primary schools		4.0%	8.3%

Showing 3 schools and colleges

12. Heathwood has been visited by The HT and Maths Lead for Leighton Middle, as part of a raising attainment group. The visitors were 'blown away' by a Y4 Maths lesson and commented on how well the pupils discussed their learning. Y4/Y5 moderation work will take place with Gilbert Inglefield.

13. AOB

There were no AOBs

Dates of future meetings

All meetings to be held on a Wednesday:

Wednesday 20 March FGB

Wednesday 15 May Comms/Budget FGB

Wednesday 10 July FGB

**All to
note**

If governors are unable to attend or know that they will be late, please email the clerk on elleesa@mailtight.com or after 4pm on the day of a meeting text 0791 4546115

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	x
Paula Bangs	x
Hayley Fitch	x
Rose Gunter	x
Rachel Lambert Forsyth	N/A
Paul Dicker	x
Elaine Dicocco	
Jonathan Young	x