

Heathwood Lower School
Minutes of the Teaching and Learning Committee Meeting
Held on Wednesday 5 February 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
	Hayley Fitch (HF)	Co-opted Governor – joined meeting 18:31
	Sarah Sandiford	Clerk

No	Item	Action
1.0	Welcome and Apologies for Absence PB welcomed everyone to the meeting. Apologies for absence had been received and were accepted from Paul Dicker. HF would join the meeting late.	
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 13 November 2019 to be agreed 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. <i>Agreed: to approve the minutes of the Teaching & Learning Committee meeting held on 13 November 2019, to be signed as a correct record.</i> A redacted version would be provided for the website.	SS
4.0	Matters arising from the previous minutes RG asked about the results of the wellbeing survey, particularly the comments. Data had been compiled and shared with staff, but the comments had not yet been reviewed in detail. Concerns were expressed about confidentiality. After redaction Jackie Wright (JW) would be able to go through these with RG.	JW/RG
5.0	SEND Update Updated statistics had been circulated. PD and ED were undertaking Ofsted SEND training. The curriculum was being reviewed to see how it met the needs of children across the board. Concerns were raised about adequate funding from the local authority, particularly if a child joined mid-year. A meeting with PD would be arranged after half term.	
6.0	School Development Plan and Action Plans The plan had been uploaded to the shared drive and Red/Amber/Green rated. The school was ahead of plan in some areas. This was a live	FM/JH

Signed as a true and accurate record

Chair:

Date:

Prepared by Sarah Sandiford, Clerk to the Governing Body

	<p>document which would be constantly changing. A number of points were raised:</p> <ul style="list-style-type: none"> a) Wellbeing policies- there had been no time to cover these on the last INSET day but might be at the Easter one b) Safeguarding monitor – no time yet for SD to look at c) Book scrutiny – PSHE not done but JW could possibly do alone d) Photographic evidence – a new area on the shared drive had been created to store photos to build up evidence e) Staff training – mostly Ofsted related and SD/ED had also done PREVENT training f) Early Help assessments for vulnerable families – ED and JW undertaking g) Safeguarding training- JW 	
7.0	<p>Safeguarding SD/PB had done an audit – the local authority audit document had been difficult to work with; it was felt the school’s audit was more detailed, particularly in respect of health & safety. This was a working document and would be uploaded to the shared drive.</p>	
8.0	<p>Staffing Two casual midday supervisors had been recruited to cover gaps. Notice of early retirement had been received from a member of support staff. The school was currently advertising for this role as well as for casual and part time pre school staff, SEND 1:1 support and classroom support.</p>	
9.0	<p>Governors reports RG had attended parents evening which had gone well. School council meetings had started up again. The Christmas productions had gone well. RG had also attended the parent coffee mornings and the last one had attracted 4-5 people.</p>	
10.0	<p>AOB Contact had been made with two potential co-opted governors – one had now dropped out but an offer to join would be made to the other. There was also a potential new parent governor. Clerk to see if governor induction information could be uploaded to the shared drive.</p> <p>It was agreed to extend JY’s term of office for a further 4 year period from January 2020 (no other parents had expressed an interest so no election was necessary).</p>	SS
11.0	<p>Close of meeting The meeting closed at 19:06</p>	

Signed as a true and accurate record

Chair:

Date:

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