

The Federation of Abbey Schools Academy Trust

Teaching & Learning Committee

Minutes

Date & Time: 5.00pm on Tuesday 2nd June 2015.

Present Governors: Mrs E de la Motte (Chair), Dr L Bryant, Mr M J Fryer, Mrs E McCue and Miss A Noel.

Also in Attendance: Miss A Gledhill and Mrs L Hawksby (Clerk to the Governing Body).

<u>ITEM</u>	<u>DESCRIPTION OF DISCUSSION</u>	<u>ACTION BY</u>
1.	<p>Apologies for Absence</p> <p>Apologies of absence were received and accepted from:-</p> <ul style="list-style-type: none"> • Ms S Baker • Mr G E Ford • Dr J Rayner 	
2.	<p>Welcome to the Committee</p> <p>The Chair welcomed Miss A Noel to her first meeting of the Teaching & Learning Committee.</p>	
3.	<p>Notification of Items of Other Business</p> <p>There were no Items of Other Business to report.</p>	
4.	<p>Declaration of personal and pecuniary interests in any matters arising from the Agenda of the current meeting</p> <p>There were no declarations of personal or pecuniary interests in any matters arising from the Agenda of the current meeting.</p>	
5.	<p>Approval of Minutes</p> <p>a) Approval of Minutes – Wednesday 25th February 2015.</p>	

	<p>RESOLVED:</p> <p>That the Minutes of the meeting of the Committee held on Wednesday 25th February 2015 be confirmed and signed as an accurate record by the Chair.</p> <p>b) Matters Arising –</p> <p>It was reported that in relation to Minute 4 b) the Governors’ Learning Walk had been very informative and it was noted that the fabric of the school building was in good maintained order.</p> <p>RESOLVED:</p> <p>That the matters arising be noted.</p> <p>6. Data – (Progress & Tracking) – ‘Without Levels’ Presentation.</p> <p>The Head Teacher (E.M) and Deputy Head Teacher (A.G) provided a presentation for the Committee with regards to the School’s ‘Target Tracker’ software which had been updated to aid in the assessment of pupil progress ‘without levels’ using the new 2014 Abbey National Curriculum.</p> <p>Each year band has been broken down into six steps to help assess pupil progress: beginning (b), beginning + (b+), working within (w), working within + (w+), secure (s) and secure + (s+).</p> <p>Feedback received from Teachers had been very positive as they could clearly identify progress indicators and look at scanned work in order to assess whether a child had reached a particular progress stage. Further work with Teachers was due to be continued at a twilight training session on the 4th June 2015.</p> <p>RESOLVED:</p> <p>That the report be noted.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>STANDING ITEMS OF THE COMMITTEE: SUMMER TERM (Items 7- 10)</p> </div>	
<p>7.</p>	<p>Partnership & Community</p> <p>Further to Minute 10 (Teacher & Learning Committee 25th February 2015) the Deputy Head Teacher (A.G) reported on the successful work undertaken by the School with other organisations and within the community since the last Spring Term report to the Committee. She advised that some Year 6 children had recently been filmed for a transition to Senior School DVD organised by Darlington Borough Council. Filming had also been undertaken in the whole school for the ‘Park and Stride’ song.</p>	

	<p>She further advised that Year 4 parents and Governors had undertaken a tour of the work that had been ongoing in the School's allotment. The walk to school on 'World Book Day' with 'Willy Wonka', from Charlie and the Chocolate Factory, had been very successful with many children and parents involved.</p> <p>She also reported that a letter of thanks had been received from Kalule, in Uganda, for the sewing machines which had been donated by the School. A Police Dog demonstration had also been held on the 25th March 2015 for the full School.</p> <p>RESOLVED:</p> <p>That the report be noted.</p> <p><i>(Miss A Gledhill left the meeting at approximately 5.30 pm)</i></p> <p>8. Attendance</p> <p>Further to Minute 5 (Teaching & Learning Committee 25th February 2015) the Head Teacher (E.M) reported on attendance for the period 14th February 2015 to the 22nd May 2015. It was noted that attendance was high across the year groups in the School with the level of unauthorised attendance being low.</p> <p>RESOLVED:</p> <p>That the report be noted.</p> <p>9. Monitoring School Improvement Plan (SIP) – Curriculum Content</p> <p>The Head Teacher (E.M) verbally updated the Committee with regards to monitoring the School Improvement Plan (SIP) in relation to the curriculum. She advised that the Early Years Foundation Stage (EYFS) had just had an informal training meeting with moderators which had been positive. The end of Key Stage 1 (KS1) had recently been moderated and had been found to have accurate assessments being made and applied. The end of Key Stage 2 (KS2) was also due to be externally moderated in 'writing' on Monday 8th June 2015. A sample of 15% of the Children's books in Year 6 would be examined.</p> <p>The new 'Abbey Curriculum' had been embraced by the Teachers and a lot of work was currently being undertaken with regards to topics for the next Academic Year. It was reported that a 'Global Languages' day was due to be held on Thursday 18th June 2015. A 'Mental Maths' day had also been arranged for Friday 12th June 2015 to which parents and Governors had been invited.</p> <p>The P.E (Physical Education) Strategy Group was due to meet in</p>	
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	<p>June and would be looking at the impact of money spent from the sports funding allocation. The assessment for the RRSA (Rights Respecting School Award) Level 2 was due to be held on the 8th June 2015.</p> <p>RESOLVED:</p> <p>That the report be noted.</p>	
<p>10.</p>	<p>Curriculum Observation Progress</p> <p>Further to Minute 9 (Teaching & Learning Committee 25th February 2015) Governor Mr M J Fryer reported on Health & Safety observations which he made throughout the Academic Year at regular termly intervals. He advised that all Health & Safety issues were found to be in order.</p> <p>Mr Fryer also circulated at the meeting his observations from his specialist area link with Special Educational Needs (SEN). He reported that he had met with Mrs Anderson (Special Educational Needs Co-ordinator) at which they had discussed new changes in school SEN procedures to reflect the new code of practice. He was advised of the range of high level needs within the school. He found that all children under SEN are treated on an individual basis, and their needs and requirement are met, with parents kept informed at every stage of a child's progress. He also shared information with regards to recent Governor Training he had attended on the new SEN legislation and reported that School had responded well and was fully compliant.</p> <p>Governor L Bryant advised that his curriculum observation regarding Scientific and Technological Understanding was due to be held shortly from which he would report back.</p> <p>RESOLVED:</p> <p>That the report be noted.</p>	
<p>11.</p>	<p>Policies for Review:</p> <p>Policy for Able, Gifted and Talented Children</p> <p>A copy of the School's Policy for Able, Gifted and Talented Children was appended to the Agenda for consideration. After careful consideration some suggested amendments were made under the 'monitoring' section and are highlighted in bold -</p> <p>'The achievement of able, gifted and talented pupils is progressed by class teachers and monitored and overseen by the AG&T Leader.'</p>	

	<p>RESOLVED:</p> <p>That the policy for Able, Gifted and Talented Children be approved subject to the amendment, as detailed above.</p>	<p><i>Head Teachers</i></p>
<p>12.</p>	<p>Policy for Special Educational Needs</p> <p>A copy of the School's Special Educational Needs Policy was appended to the Agenda and was given due and careful consideration.</p>	
<p>13.</p>	<p>RESOLVED:</p> <p>That the Policy for Special Educational Needs be approved.</p> <p>Physical Contact and Intervention Policy</p> <p>A copy of the School's Physical Contact and Intervention Policy was appended to the Agenda and was given due and careful consideration.</p>	<p><i>Head Teachers</i></p>
<p>14.</p>	<p>RESOLVED:</p> <p>That the Policy for Physical Contact and Intervention Policy be approved.</p> <p>Home School Agreement</p> <p>It was agreed by the Committee that the Home School Agreement should be deferred until the next meeting of the Teaching & Learning Committee in the Autumn Term when the Agreement for the 2016 Academic Year would be considered.</p>	<p><i>Head Teachers</i></p>
<p>15.</p>	<p>RESOLVED:</p> <p>That the Home School Agreement should be deferred until the next meeting of the Teaching & Learning Committee in the Autumn Term.</p>	<p><i>Clerk</i></p>
	<p>Early Years Foundation Stage</p> <p>Further to Minute 10 (Teaching & Learning Committee 11th June 2014) the Head Teacher (E.M) reported that there were no amendments to the Early Years Foundation Stage Policy at the present time. However should any amendments be required before the end of the 2014/15 Academic year then they would be reported back to Governors for approval.</p> <p>RESOLVED:</p> <p>That it be noted that there were no changes to the policy at the current time, however should any amendments be required before the end of the 2014/15 Academic Year then they would be reported back to Governors for approval.</p>	<p><i>Head Teachers</i></p>

16.	<p>Teaching & Learning Policy</p> <p>Further to Minute 11 (Teaching & Learning Committee 11th June 2014) the Head Teacher (E.M) reported that there were no amendments to the Teaching & Learning Policy at the present time. However should any amendments be required before the end of the 2014/15 Academic year then they would be reported back to Governors for approval.</p> <p>RESOLVED:</p> <p>That it be noted that there were no changes to the policy at the current time, however should any amendments be required before the end of the 2014/15 Academic Year then they would be reported back to Governors for approval.</p>	<i>Head Teachers</i>
17.	<p>Agenda Items for the Next Meeting</p> <p>The following Standing Items:-</p> <ul style="list-style-type: none"> • Attendance. • Data – (Attainment) EYFS, KS1, KS2. • School Improvement Plan (SIP) - Curriculum Content and Review of Success of SIP Priorities of the Previous Academic Year. • School Self Evaluation – Timetable. • Review of Curriculum Observations (Summary). • Partnership/Community. • Policy Review Table (To consider any policies due for review by T&L Committee). <p>Polices Scheduled for Review:-</p> <ul style="list-style-type: none"> • Home School Agreement (Note: deferred for consideration from Summer Term 2015 to Autumn Term 2015 (Minute 14 above refers). 	<i>Clerk</i>
18.	<p>Approval of Documents for Public Inspection</p> <p>RESOLVED:</p> <p>That the Agenda, supporting documents and approved Minutes be made available for public inspection.</p>	<i>Clerk</i>
19.	<p>Date & Time of Next Meeting</p> <p>Further to Minute 9 (12th May 2015 Governing Body) consideration was given to the preferred day for the Teaching & Learning Committee to be held. It was agreed that Tuesdays were the preferred day and that the dates for the next Academic Year would be drawn up upon this basis.</p>	

	<p>RESOLVED:</p> <p>That the Teaching & Learning Committee be held on Tuesdays and that the dates for the next Academic year be drawn up upon this basis and be taken to the next meeting of the Governing Body on the 30th June 2015 for approval.</p> <p>The Meeting concluded at 6.00 pm</p> <p>Approved by the Teaching & Learning Committee</p> <p>Date: _____</p> <p>Signature (Chair): _____</p> <p>Name: _____</p>	<p><i>Clerk</i></p>
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