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Present: Katie Blood (HT), Ian Beggs, Francesca Urquhart, Dan MacIntyre  
In attendance: Fiona Keeling (Deputy HT), Tom Way - Clerk to Governors  
Apologies: Anthony Firmin  
Quorum: 4 out of 5 governors were present. The meeting was quorate (at least 50% attending).

Questions from the governors to the HT and DHT are highlighted in **bold**.

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## 1. Welcome / apologies for absence and declarations of interest

Governors welcomed DM to the T&L committee and introduced themselves.

Governors acknowledged that AF had given their apologies for absence in advance of the meeting. It was requested for future reference that the Clerk check if a committee meeting can be quorate if there are more staff governors than other types of governor.

There were no declarations of interest for this meeting.

### **ACTIONS**

**1.1** Clerk to check if a committee meeting can be quorate if there are more staff governors than other types of governor

## 2. Election of T&L Committee Chair

The HT advised that FU is currently the only eligible candidate for the position of T&L Chair, and the HT nominated FU as acting Chair until September 2019 at which point the position will be reviewed.

*All governors seconded the nomination of FU as acting T&L Chair.*

FU agreed to their nomination and advised that they were happy to take on this role until review in September 2019.

*A vote was held, and all governors voted in favour of FU as acting T&L Chair.*



**ACTIONS**

**2.1** Clerk to update records with FU as acting T&L Chair

**3. Minutes of T&L committee meeting held on 30.01.19 accuracy / matters arising**

The GB agreed that the minutes were an accurate representation of the meeting.

*The following actions have been met:*

- The Clerk has set annual reminders for committee elections to take place in the Autumn term
- The HT has reported back to governors on their review of Sumdog for English and advised that it is currently more suitable for Maths
- The HT has formalised the new behaviour policy document and sent to all governors/updated records
- The HT and DHT have formalised the Teaching and Learning policy as a final document
- The Clerk has added the SEN policy as an item to this T&L committee agenda
- It was agreed that the action regarding the HT looking into finding guidance/examples of Year 6 GDS work would be removed; the HT advised that it is ongoing but not required here, and a general discussion was had on this topic
- The DHT has brought a Venn diagram that demonstrates where the school is up to with combined attainment to this T&L committee
- The Clerk has transferred item 6B from the previous T&L committee to this meeting
- The HT has made the ASP data pack available to governors
- It was agreed that the action regarding the HT forwarding KS2 SATS dates to governors about possible attendance would be removed

Matters arising, not otherwise on the agenda:

N/A

**ACTIONS**

**3.1** HT to prepare a draft of new anti-bullying policy by Easter – *Ongoing*

**4. Headteacher's report - Quality of Teaching & Learning, Progress on the SIP**

***Quality of Teaching & Learning***

The HT presented the Headteacher's report to governors.



The HT advised that Planning Scrutinies have been the focus over this term, and that these have been informed by the monitoring aspects of the Teaching and Learning policy (the HT presented a Planning Scrutiny document and explained the details to governors). The HT advised that the aim within this is to look at how to structure the school day in order to meet school progress, and that this has gone well so far and with more practice the school will get better. The HT also advised that follow-up Supported Learning Reviews (SLRs) will be completed in the next two to three weeks.

**Is the planning material that is saved on the network for the current week then delivered the following week? (thus allowing time for staff to review beforehand)**

The HT confirmed that this is correct.

**Is the Teaching and Learning policy accessible?**

The HT advised that they will double-check this, and that it may not be statutory to make it accessible but that it may be one that was agreed to go on the school website.

**Regarding the ambers and reds in the Planning Scrutiny - do you feel that this is everybody getting used to the new system or a division in their commitment to the plan?**

The HT advised that it is a bit of both and that there are a couple of teachers who are not currently planning daily sessions who will require a bit more training, and that there is someone available to provide this training if the budget allows for it. The HT advised that the Planning Scrutiny allows them to see where improvement is needed, and that a few issues were expected to arise the first time it was used but for the second time extra plans will be made to deal with problematic areas.

The HT explained that the difficulty for staff regarding monitoring is for them to find the time to keep up with the areas identified for improvement and that the school needs to allow for this, but also that for the rest of the academic year the HT will be committed to monitoring the planning.

The HT confirmed to governors that Supported Learning Reviews (SLRs) were previously named observations and that they now include a focus on supporting individuals with areas for improvement.

The DHT advised that data meetings were held last week regarding subjects/cohorts that caused concern.



### ***Progress on the SIP***

The HT advised that attendance is improving, and that they have had their third meeting with the attendance officer who has been very helpful to work alongside. The HT advised that whole school attendance for the current year is at 94.9% and that the previous year was 94.1%. The HT also advised that there are significantly less persistent absentees this year (10% down from 25%), and explained that more parents and children are on board with full attendance now and that attendance issues are related to individuals rather than whole classes. The HT advised that there have been a few understandable parental worries concerning the rewards system for full attendance and its nuances, and explained that pupils who do not meet full attendance are not being punished, just not rewarded.

There was a general discussion around this topic and the overall improvements in attendance.

The HT advised that the Reception Planning format has been updated, and that there will be an INSET day regarding the school's Ethos and Vision. The HT suggested that it would be good if governors were able to visit the school during this and attend the presentation. There was a discussion around the possibility of arranging this with governors.

#### **ACTIONS**

**4.1** HT to check if the Teaching & Learning policy should be made accessible on the school website

## **5. Data Summary & School Performance**

### ***Executive data summary and progress data with reference to specific groups of pupils***

The DHT presented the Yr6 Venn diagram containing the class's latest results and explained how they measured against Age-related expectations (ARE) and projected progress for the end of the year. The DHT advised that all of the pupils from the class are on here except for one pupil who has just joined the school three weeks ago. The DHT also advised that there are three pupils not making progress with their ARE plan. A discussion was had around this topic and the difficulties regarding the Reading papers.

The HT advised that they are hoping that the Reading, Writing and Maths results are similar to last year, but that Writing could possibly be a lower result (the HT provided further details on this). The HT advised that improvements are likely to be seen in the amount of Greater Depth work and also that there may be significant developments in pupil's progress even if it is not registered or measured by the ARE results. The HT also elaborated on a few circumstances that may affect the results.



**Are these results done for every year group or just SATS year groups?**

The DHT advised that they are starting to do more of these for other year groups again now, and that they had previously moved away from doing this as it was difficult to make time for it, but that they do find them useful and will try to reintroduce them.

**Have you been sharing the Boosters? (staffing for after school revision clubs)**

The HT advised that all staff have been doing this including the HT, DHT and IB. A further discussion was had around the Maths club.

**How many pupils have been going to revision classes?**

The HT advised that 18 out of 23 pupils have been going, and that there a few not going regularly (the DHT elaborated further on this), and that they have generally been successful and everyone is enthusiastic about them.

***Review of school performance against national and local indicators***

The DHT presented a current picture of the whole school data for the Spring term. The DHT advised that Reading is looking okay, but that they are meeting with Yr1 as progress is looking slightly low, and that there are four or five children who should have been at ARE but are slightly under.

**Could you explain the Reception data further?**

The DHT explained that the Reception class came in at 19% and are now at 44%. IB explained the improvement margins and baselines system further.

**Is Yr1 covered for reading?**

The DHT advised that the data results are used for identifying groups that are a concern (they won't meet with everybody) and that Yr1 have underassessed four pupils out of a cohort of twenty.

There was a discussion around the layout of the data and how to interpret it.

The DHT advised that Spring progress for 2019 is good, and that although Writing is a bit lower, this is generally to be expected as it is more difficult at this stage of the year, and that staff don't want to over-assess pupils. The HT advised that this was one of the benefits of higher attendance and this is reflected in the closing gaps in the data.

There was a further discussion around good practice in class planning.



Governors thanked the DHT for their presentation of the data summary and school performance.

## 6. Review of SEN policy

Governors agreed to postpone this item until the next committee meeting, and it was requested that governors read the SEN policy thoroughly beforehand.

### **ACTIONS**

**6.1** Clerk to add the review of SEN policy item to the next T&L committee agenda and circulate a copy of the policy to governors beforehand

## 7. Urgent Business not on agenda

N/A

The meeting closed at 7:20pm

Signed .....[signed copy kept in school office]... Chair of Teaching & Learning Committee

Date.....

The next Teaching & Learning committee meeting will be held on 12<sup>th</sup> June 2019 at 5.45pm.