



Present: Rev Alice Whalley (AW) – Chair of Committee  
Amanda Healey (AH) – Headteacher  
Rupert Bagilhole (RB)  
Lara Coleman (LC)  
Fiona Keeling (FK) – Deputy Headteacher / Associate Member  
(present during Items 5 and 6)

Apologies: Ian Beggs (IB)

In attendance: Sharon MacKenzie (SM) – Clerk to Governors

Quorum: The meeting was quorate (at least three governors present)

Questions from the governors to the headteacher and deputy are **highlighted in bold**.

Item	Discussion and Decisions
1.	<p><b>Apologies for absence and declarations of interest</b></p> <p>Governors accepted the apologies of IB. There were no declarations of interest.</p>
2.	<p><b>Minutes of the meeting held on 01.03.16</b></p> <p>The minutes were accepted as an accurate record.</p> <p><b>Matters arising not covered elsewhere in minutes</b></p> <p>The majority of actions had been met, with the following outstanding:</p>
	<p><b>ACTIONS</b></p> <p>2.1 Headteacher has emailed RAISE to reset administrator login to set up governors</p> <p>2.2 Chair to chase re borrowing badge machine for producing ID badges</p> <p>2.3 Deputy headteacher will consider how to communicate the agreed priorities to all staff, governors and parents ('MAGIC'):</p> <ul style="list-style-type: none"> <li>- <b>Marking and feedback</b></li> <li>- <b>Able pupils</b></li> <li>- <b>Girls maths</b></li> <li>- <b>Inspiring use of 'Learners'</b></li> <li>- <b>Co-ordinator and governor development</b></li> </ul> <p>Parents' Evening is on 27.04.16 and Sports' Day on 05.07.16 – chair to email all governors to encourage representation</p> <p>2.4 Headteacher and clerk to set date to work on Policy Review Schedule, ready for September implementation</p>



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3.	<p><b>Feedback from LA Strategy Board meeting</b></p> <p>The headteacher reported back from the local authority's Strategy Board meeting which was also attended by the Diocese and the School Partnership Adviser (SPA). It was a positive and encouraging meeting. They could see the progress in our data and we were confident in providing the back story to the figures.</p> <p>We have received a report from Mike Nicholls following his Review of Governance, which the clerk will circulate. The chair reported that the SPA recognised that the governing body is more aware of what it needs to do and the biggest area is visioning, which we have scheduled in for the next FGB meeting with the Diocesan Director of Education.</p> <p>The chair and RB had attended Ofsted training for governors and reminded governors that we need to be clear about what impact the governing body is having on the school moving forward.</p> <p><b>ACTION</b> 3.1 Clerk to circulate report from Review of Governance to governors</p>
4.	<p><b>Review of spring term attainment and progress data</b></p> <p>The head and deputy headteacher met with the chair on 12.04.16 to review the spring term data in detail. The headline data had been circulated to the committee members.</p> <p>Governors noticed that there was much improvement since December 2015, particularly with Maths ARE+ (exceeding age related expectations). However there is still work to be done to achieve the target of 67% ARE by July.</p> <p>The headteacher showed governors how they track pupils who still need to move towards ARE, using windscreen diagrams, which the deputy has been working hard on. We have set up moderation with Year 6 teachers of other church schools and also within our partnership and the local authority.</p> <p><b>Q: One of the dangers of this approach is that we are concentrating on borderline pupils, so how are others being pushed forward?</b> A: Year 5 writing has gone down so we have targeted a group of children. However, 95% of Y5 pupils have made expected progress so far, with Y5 writers practically at national level. Our system has received positive recognition from the local authority, as it is easy for staff and governors to understand, and is transparent.</p> <p><b>Q: For pupils receiving Pupil Premium, what is in place for the 29% of pupils that are not making expected progress in Y6 writing?</b> A: This counts for just four pupils and there are justifiable reasons for each.</p>



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	<p>Governors reviewed the whole school average increase at ARE from September to April. We are not far off the national figures and it looks positive with a term to go. There has been a decrease in progress for pupils with SEN in writing from 89% to 76%, which is four pupils and they will be targeted moving forward.</p>
5.	<p><b>Governor Visits</b></p> <p><b>Rupert Bagilhole: Meeting with Helen Banks, Maths Co-ordinator on 23.03.16</b></p> <p>RB reported back from a Maths monitoring visit, where he and HB discussed the report from Darren Ellsum's learning walk and RB asked what was being put in place as a result of this.</p> <p>HB had showed a summary of actions that had gone out to all staff, which included:</p> <ul style="list-style-type: none"> <li>- Sharing of best practice about learning objectives and next steps</li> <li>- More explanations from teachers rather than just telling pupils the answers</li> <li>- Ensuring starters to lessons include revision of previous lessons, reinforcing what has been learnt before</li> <li>- Using the Maths vocabulary booklet which HB had produced</li> </ul> <p>HB had reported back that RB had been very challenging and will be carrying out a follow-up visit on 29.06.16. RB will continue talking to HB regularly and review data.</p> <p><b>Lara Coleman: 'Numbers Count' visit with Ian Beggs on 24.03.16</b></p> <p>LC reported back from observing a one-to-one extra support session for a pupil struggling with maths. LC had a meeting with IB beforehand to discuss the purpose of these one-to-one sessions that are carried out with four individual pupils. These are funded by the Pupil Premium and LC noticed how the extra range of equipment had really helped to explain certain concepts. LC was impressed with how much the pupil could progress in the session.</p> <p><i>(Fiona Keeling arrived at this point)</i></p> <p>LC had identified that the session was quite long, which the headteacher clarified was due to it being a diagnostic session, so a little longer than usual. LC had also noticed that the environment that was used was quite distracting and reiterated about the possible negative effects of fluorescent lighting. AH reported that they do keep the lights off as much as possible and will aim to minimise disruption.</p> <p><b>Q: How can we prove the impact that these one-to-one sessions are having?</b> A: We track progress for each pupil against national figures.</p>



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	<p><b>Q: How are other staff benefiting from IB's work in this area?</b>                      A: IB carried out a staff meeting last term re using the apparatus. We also encourage staff to visit his lessons.</p>
6.	<p><b>Pupil Premium Policy</b></p> <p>The headteacher had circulated a sample of Pupil Premium policies from other schools, so that governors could give their views on what should be included in our policy.</p> <p>Governors agreed that the following should be included:</p> <ul style="list-style-type: none"> <li>- Vision statement – committee chair and chair of governors are working on this</li> <li>- Explanation of what the Pupil Premium funding is and how it can be used, although we don't need to include amounts as this may change each year</li> <li>- Needs analysis – how we make decisions on where it will be used</li> <li>- Range of provision, including attendance support</li> <li>- Update of Monitoring &amp; Reporting section</li> <li>- Explanation of how each member of staff monitors its use, reiterating that it is everyone's responsibility</li> </ul> <p>Governors recognised that it had been useful to see examples from other schools. They agreed that the policy should be updated every three years unless there are compelling reasons to update more regularly. The data is monitored termly and a report on expenditure and impact is published on the website annually.</p> <p><i>(Fiona Keeling left the meeting)</i></p> <p><b>ACTION</b>                      6.1 Headteacher to draft policy and bring to next T&amp;L committee meeting for agreement</p>
7.	<p><b>Review action plans of curriculum leaders</b></p> <p>The headteacher reported that the School Partnership Adviser had carried out some coaching with the curriculum leaders. Two action plans were circulated and also the plan for the co-ordinator evaluation day, which includes looking at timetables, pupils' books, interviews with pupils, learning walk etc with each curriculum leader. The SPA will carry out one of these visits with the headteacher as it will be useful to receive his perspective also. Governors asked for a report at the next meeting.</p> <p><b>Q: How are we ensuring we provide a broad and balanced curriculum and that we inform parents about what we offer?</b>                      A: There is curriculum information on the website for parents. We are having a staff meeting this term on British values and an inset day with teachers developing class portfolios and taking to subject co-ordinators.</p>



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	<p><b>Q: What curriculum areas are looked at during a SIAMS inspection?</b>                      A: They focus on the school ethos as well as school improvement and how we provide RE and collective worship.</p> <p>The committee chair and headteacher are attending SIAMS inspection training at the Diocese on 17.07.16. We are due to receive an inspection in the 2016/17 year and will have a week's notice. This can be discussed further at the next T&amp;L meeting.</p> <p><b>ACTION</b>                      7.1 Clerk to add report from curriculum leader evaluations to next T&amp;L agenda                      7.2 Clerk to add SIAMS inspection preparation to next T&amp;L agenda</p>
8.	<p><b>Matters brought forward by the Chair</b></p> <p>There were none.</p>
9.	<p><b>Dates of future meetings</b></p> <p>The next meeting of this committee will be on 29 June 2016 at 8.30am.</p>

Signed A. Hally ..... (Chair of Committee)

Date 29/6/16 .....

