



Present: Rev Alice Whalley (AW) – Chair of Committee  
 Amanda Healey (AH) – Headteacher  
 Rupert Bagilhole (RB)  
 Ian Beggs (IB)  
 Fiona Keeling (FK) – Associate Member (arrived during Item 3)

Apologies: Lara Coleman (LC)

In attendance: Sharon MacKenzie (SM) – Clerk

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

Questions from the governors to the headteacher 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 LC. There were no declarations of interest.</p>
2.	<p><b>Minutes of the meeting held on 11.11.15</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 FK to amend wording on Shared Writing section of handout to: 'The classrooms are immersed...'</p> <p>2.2 AH to set up RAISE logins for governors</p>
3.	<p><b>Progress of more able pupils</b></p> <p>AH referred to the whole school attainment from September to December 2015.</p> <p>The amount of pupils achieving ARE+ in reading has remained static in most year groups. We are assessing with new measurements and are quality assuring ourselves, which other schools are also doing. We are also carrying out moderation with other schools in the partnership this term.</p> <p>In writing, it has remained the same or increased in all year groups except Year 4, but this is just one child who is being added to the Raising Attainment Plan.</p>



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	<p>In maths, it has remained the same or increased in all areas in Year 1, where one child is receiving mentoring.</p> <p><b>Q: Are we on track to reach the end of year targets?</b>                      A: We have been carrying out practice tests and making significant progress. We have identified the children we need to work with to get to ARE (Age Related Expectations) and have put targeted interventions in place.</p> <p><b>Q: Is there any hint that expectations are too low in Year 6?</b>                      A: The staff have high expectations but we need to concentrate on the children and parents also having high expectations. Programmes have not been geared to the current higher targets but this is true for all schools.</p> <p>Governors asked for a snapshot of updated data at the end of this term, as it is too long to wait until the next meeting.</p> <p><b>Progress of girls</b></p> <p>AH had circulated a report showing the attainment and progress of girls in maths.</p> <p>Governors noticed in particular that girls' attainment at KS2 was much lower than boys at ARE and ARE+. AH explained that they had identified specific girls who are receiving interventions. Also, Year 4 is boy heavy so this can sometimes mean that teaching is more directed at boys, but there is nothing obvious.</p> <p>A grant of £5000 has been received from the Wolstonbury Teaching Schools Alliance, brokered through the City Centre Partnership, to explore further what can be done differently when teaching girls.</p> <p>Reviews at half-term identified the children not making expected progress, especially in maths.</p> <p>Governors noted that progress for Year 6 for both boys and girls is good, showing that interventions are working.</p> <p>AH had circulated a report from Darren Ellsum's Maths Learning Walk on 24.02.16. He had noted that presentation in books was better.</p> <p><b>Q: The report states that lesson objectives are not always child friendly. Is this being addressed?</b>                      A: We do need to tighten this up and share good practice to ensure consistency. Helen Banks (HB) is working on this and also has other specific issues to follow up with individuals, that aren't referred to in the report.</p>



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	<p><b><i>FK joined the meeting at this point.</i></b></p> <p>FK reported that in this week's staff meeting, she and HB will talk about introducing "Explainer" tasks in maths and English for the more able pupils, to be indicated by "Explainer" stickers in their books. These tasks will develop pupils' understanding at a deeper level.</p> <p>RB agreed to support with maths monitoring and will visit HB to discuss the report in greater detail.</p> <p><b>ACTION</b>                      3.1 AH/FK to send governors an update of the spring term data at the end of term – don't wait until next meeting                      3.2 RB to meet HB and discuss Darren Ellsum's report</p>
4.	<p><b>Samples of pupils' books</b></p> <p>All teachers had provided a couple of examples of maths and extended writing books to share with governors, covering a range of abilities. AH explained that post-it notes stick out of the books to show where their 'next steps' tasks are, so they are easily accessible.</p> <p>Governors noted that work was well presented and marking was detailed, with the comments really challenging the children and making them think more deeply. There was some discussion around being aware of using idioms that children can take at face value, especially for those with EAL or on the autistic spectrum.</p> <p>If teachers have targets about monitoring the 'next steps' tasks, then this is monitored by senior leaders.</p>
5.	<p><b>Publicising school priorities to parents</b></p> <p>AW reported that the school priorities are listed on business cards at Moulsecoomb Primary for all. These are also on the back of staff ID badges that are produced in-house, so governors asked if it would be possible to borrow the machine.</p> <p>Governors agreed that whenever parents are in school, the opportunity should be used to gain parental feedback, such as Sports Day. A whiteboard could also be put in the playground with post-it notes for comments, and the Ofsted Parent View questionnaire could be printed out.</p> <p><b>ACTION</b>                      5.1 AW to check if we can use Moulsecoomb's machine for producing ID badges for</p>



Item	Discussion and Decisions
	staff and governors 5.2 FK to work on priorities that we expect all staff, governors and parents to know – aim for parental feedback at Sports Day
6.	<p><b>Policy Review Schedule</b></p> <p>The Clerk had circulated the draft Policy Review Schedule for governors' comments. This sets out the list of statutory policies, the frequency they can be reviewed and the approval level. Governors agreed this was a useful document and will help to ensure we are compliant and make it easier to plan the meeting agendas throughout the year.</p> <p>Governors asked for the approval level to be clearer, showing what level the GB had agreed. The Scheme of Delegation also outlines the frequency of some policies, so this needs to be checked.</p> <p>It was agreed that the clerk and AH would meet to come up with recommendations to bring to the FGB to sign off by the end of the year.</p> <p><b>ACTION</b>                      6.1 AH/SM to work on proposal for GB re approval level and frequency of policies – ready for September implementation</p>
7.	<p><b>Governor Visit Day</b></p> <p>The clerk circulated a report from the Hertford Junior governor day on 01.03.16, so that governors may consider carrying out a similar exercise at St Bartholomew's. The aim of the day was for as many governors as possible to visit for a few hours to see a range of activities, to give them a greater understanding of the work that their committee had specifically been monitoring.</p> <p>AW also reported that this is carried out at Moulsecoomb Primary where governors attend for a whole day after SATS and also have training and meetings during the day, so is a good use of time. It also raises the profile of governance.</p> <p>AH suggested that we could carry out a Governor Day on 11 July and the FGB meeting could be brought forward to 4.00pm. This will be discussed with the FGB on 07.03.16.</p>
8.	<p><b>Matters brought forward by the Chair</b>                      There were none.</p>
9.	<p><b>Dates of future meetings</b>                      The next meeting of this committee will be on 19 April at 8.30am.</p>

St Bartholomew's CE Primary School  
Teaching and Learning Committee Meeting  
Tuesday 1 March 2016, 4.00 – 5.30pm



Signed .. *Penhalley* ..... (Chair of Committee)

Date... 19/4/16 .....

### Summary of actions

2.1 **FK** to amend wording on Shared Writing section of handout to: 'The classrooms are immersed...'

2.2 **AH** to set up RAISE logins for governors

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3.2 **RB** to meet HB and discuss Darren Ellsum's report

5.1 **AW** to check if we can use Moulsecoomb's machine for producing ID badges for staff and governors

5.2 **FK** to work on priorities that we expect all staff, governors and parents to know – aim for parental feedback at Sports Day

6.1 **AH/SM** to work on proposal for GB re approval level and frequency of policies – ready for September implementation

