



- Present:** Rev Alice Whalley (AW) – Chair of Committee
 Amanda Healey (AH) – Headteacher
 Rupert Bagilhole (RB)
 Lara Coleman (LC)
- Apologies:** Ian Beggs (IB)
 Fiona Keeling (FK) – Associate Member / Deputy Headteacher
- 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>Apologies for absence and declarations of interest</p> <p>Governors accepted the apologies of IB and FK. There were no declarations of interest.</p>
2.	<p>Minutes of the meeting held on 19.04.16</p> <p>The minutes were accepted as an accurate record.</p> <p>Matters arising not covered elsewhere in minutes</p> <p>The following actions have been met:</p> <ul style="list-style-type: none"> • AW and RB have now been set up with RAISE logins • The report from the Initial Scoping Meeting of the Review of Governance has been circulated to all governors <p>The following actions are pending:</p>
	<p>ACTIONS</p> <p>2.1 The badge making machine for producing ID badges cannot be borrowed – clerk to check if schools can buy into the council badge scheme (cost per 50 and then for individual badges when required)</p> <p>2.2 Deputy headteacher to make laminated cards to show the agreed 'MAGIC' priorities – for all staff, governors and parents</p> <p>2.3 Chair to email all governors to encourage representation at Sports Day, which has been moved to 14.07.16 due to the NUT strike</p> <p>2.4 Headteacher and clerk to set date to work on Policy Review Schedule</p>



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3.	<p>Review of attainment and progress data</p> <p>The headteacher reported that the phonics threshold was published last night at 32%. We achieved 64%, a drop from 83% last year. All can be explained (new arrivals, children with English as an Additional Language) – only one child didn't achieve what was expected. 70% of children receiving Pupil Premium passed the test, so have done better than others. 40% of Year 2 children were doing retakes, of which two fifths were successful and three fifths have significant Special Educational Needs but made good progress on last year.</p> <p>Teacher assessments for KS1 and KS2 have been submitted. KS2 is above the floor target and the test results are published on 5 July so will be discussed in full at the next meeting of the full governing body.</p> <p>Q: What is your impression overall of the teaching of phonics? A: We really focus on this and continue to work on pace in lessons</p> <p>The headteacher informed governors that RAISEonline will be available in October but will be presented differently because the two methods of assessment can't be compared. However, our tracking system will still show expected progress as it helps us to monitor this.</p> <p>Data was circulated to show the percentage increase from 2013 to 2015, tracking the same class. Governors noticed that the biggest impact was in Writing, due to the primary writing project. It was agreed that the committee chair would meet with the head and deputy to scrutinise the data in more detail before the next FGB meeting.</p> <p>ACTION 3.1 AH, FK and AW to meet to discuss the data in more detail in order to report back at the next FGB meeting</p>
4.	<p>Policies for agreement:</p> <p>a) Pupil Premium Policy Governors discussed whether there was the need to link to other policies, but it was agreed that this was not required. Governors agreed to approve the policy, pending the addition of the vision statement.</p> <p>The following are the council's model policies:</p> <p>b) Acceptable Use of ICT, Data Protection and e-Safety Policy c) School Laptop and iPad Agreement for Staff d) Social Networking Policy</p>



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	<p>The headteacher informed governors that most staff disciplinary issues in the city related to inappropriate ICT use. Governors asked for the headteacher to query whether there is an age limit in relation to staff communicating with an ex-pupil on Facebook (paragraph 7.12 of Social Networking Policy). Governors agreed to approve the policy once this had been clarified.</p> <p>Governors agreed to approve the Acceptable Use of ICT, Data Protection and e-Safety Policy and the School Laptop and iPad Agreement for Staff.</p> <p>Q: Have these policies been communicated to staff? A: Jess Evans is going through these with all teaching and support staff, and will include in the safeguarding update in September for all staff.</p> <p>Governors also commented that it was important to inform parents. LC agreed to contact a university colleague who may be able to run a workshop.</p> <p>ACTION 4.1 AW to send vision statement to AH to add to Pupil Premium policy and then for approval at the next FGB meeting 4.2 AH to check the query re ex-pupils on Facebook (paragraph 7.12 of Social Networking Policy) 4.3 LC to investigate running a parent workshop about safe use of ICT</p>
5.	<p>Report from evaluation of subject leaders</p> <p>The headteacher had circulated summaries of the subject leader monitoring that had taken place in the summer term (DT, More Able, RE, Science and PE). Governors found the reports very useful and noted that they would be helpful in identifying whether we need to appoint link governors to certain subjects next year.</p> <p>The headteacher reminded governors that this exercise is being undertaken to develop the school's middle leaders. It has been very labour intensive, spending a whole day with each subject leader, but it has been a good opportunity to provide extra support to those who have needed it. The subject leaders had reported that it was valuable for them spending the day with the headteacher.</p> <p>Q: What is the timeline for this? A: We are aiming to have this completed this term and then the subject leaders will complete their action plans by the end of September – they may need support with success criteria etc.</p> <p>Q: Are there any subject leaders who are not being monitored? A: The geography lead is currently on maternity leave and the science lead will be on maternity leave next term.</p>



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	<p>Q: Do you have any teaching assistants as subject leaders? A: Not at present but it is worth bearing in mind for the future, depending on their experience.</p> <p>ACTION 5.1 Clerk to add to next FGB agenda: use subject leader monitoring report to identify link governors for 2016/17</p>
6.	<p>Governor visits</p> <p>Governors agreed the schedule for Governor Day on 11.07.16:</p> <ul style="list-style-type: none"> • 9.45 am Arrival • 10.00am Presentation of SATs data from FK • 11.00am Classroom visits • 12.30pm Lunch with children • 2.00pm Review of Governance • 4.00pm Full Governing Body Meeting <p>Governors agreed they would like to focus on talking to the children so the headteacher will draw up a list of suggested questions – to cover safeguarding, learning, RE and More Able in particular.</p> <p>ACTION 6.1 AH to send all governors a list of suggested questions for Governor Day</p>
7.	<p>Update on priorities for lanyards</p> <p>This was discussed in Item 2.</p>
8.	<p>Statutory Inspection of Anglican and Methodist Schools (SIAMS) inspection information</p> <p>The clerk showed some documents that had been discussed at the Diocesan Governor Induction session, so agreed to send these to governors. The SIAMS inspection focuses on the Christian ethos of a church school. AW and AH will be meeting before the end of term to discuss the inspection, which is due next academic year.</p> <p>ACTION 8.1 Clerk to send SIAMS information to all governors</p>

St Bartholomew's CE Primary School
Teaching and Learning Committee Meeting
Wednesday 29 June 2016 at 8.30am



Item	Discussion and Decisions
9.	Matters brought forward by the Chair There were none.

The meeting closed at 9.40am.

Signed *A. H. King* (Chair of Committee)

Date...*(27/6/16)*.....