



Present: Rupert Bagilhole (Teaching & Learning Chair), Katie Blood (HT),
Francesca Urquhart, Ian Beggs

In attendance: Fiona Keeling (Deputy HT)
Tom Way - Clerk to Governors

Apologies:

Quorum: 4 out of 4 governors were present. The meeting was quorate (at least 50% attending).

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

1. Welcome / apologies for absence and declarations of interest

There were no apologies for absence or declarations of interest to declare.

2. Terms of Reference - Review

The Teaching & Learning Committee Terms of Reference were presented for review.

Governors agreed that points 1 – 4 were to remain the same, and acknowledged that there was currently a vacancy on the committee as there were only four named governors, but also that FK was part of the committee as an associate member and has full voting rights.

A detailed review of point 5 (Purpose of committee) was undertaken, and it was agreed that the timeline of each item within point 5 should be agreed to and specified within the final document.

The following additional points were agreed/confirmed -

5a) - The specification of performance management for the Headteacher and all staff is an addition

5e) - Subject Leaders to attend summer term meetings to report on their subject as it comes up for review

5j-l) - It was requested that the HT look into the statutory requirements for policies and report back at the next meeting

Governors agreed that point 6 is to remain the same.



ACTIONS

2.1 Clerk to make amendments to T&L Terms of Reference, to be circulated for ratification at next FGB meeting

2.2 HT to look into statutory requirements for policies and report back at next T&L meeting

3. Headteacher's report – Quality of Teaching & Learning/Progress on SIP

The HT advised that they had combined the topics listed for item 4 on the agenda into the written Headteacher's report [a) Performance Management, b) Expectations and Challenges, c) Expertise Shared, d) Science, e) Maths].

The HT presented the report to governors, and each topic was discussed with questions addressed to the HT.

a) Monitoring/Performance Management

It is noted that 88% of teaching is good or better; what actions are being taken in regard to the 12% that isn't?

The HT advised that the Performance Management policy has been rewritten and that meetings with staff will be conducted focusing on this. The HT further advised that one of the targets of the policy is to meet the National Teacher's Standards, and also that the standards and guidelines set out within Brighton & Hove council's Teacher's Performance Management booklet will be incorporated into the school's performance management practice.

It is noted under Book Scrutiny that there is much improvement from this time last year; can examples be provided?

The HT and the DHT advised that more developmental marking was being used, and also that the school is currently planning to look at further ways of tracking progress.

b) Expectations and Challenges

What has the staff's response been to the outlined Pupil Progress targets?

The HT advised that the response had been varied, and that the Senior Leadership Team (SLT) will constantly refer to these targets during Pupil Progress and Performance Management meetings.

If the staff feel intimidated by the targets, do they know how to seek help with this?



The HT advised that meetings will be held with staff on Teaching & Learning strategies that will include differentiation, feedback strategies and training on intervention plans, and also that meetings are held to offer support as and when required, a recent example of this being a meeting held between the HT, DHT and IB with Year2 and Year 6 teachers to offer restructured Maths support. The HT also advised about the possibility of a staff survey being conducted soon that would include a question on who they would go to for support if struggling with a certain subject.

c) Expertise Shared

The HT advised that they have deviated from the SIP in practice here, and that pursuing the aforementioned staff survey would be useful in this area.

When is the meeting referenced in this section going to take place?

The HT advised that there isn't a specific date currently, but that it will most likely take place in January. The HT acknowledged that holding this meeting is a priority, but also that it will need to be re-evaluated from the SIP beforehand.

The HT advised on the possibility of the first staff meeting after the Christmas period being used as an opportunity for staff to share their recent experience with their teaching methods.

d) Science

The HT advised that the school is slightly behind in this area in relation to the SIP, and that this is due to SLT meetings being delayed because of staff on maternity leave. The HT advised that recent meetings have been held and that the school is catching up again, and that plans have been made for National Science Week in March.

What role can governors play in the National Science Week?

The HT advised that practical assistance during events would be useful, as well as attendance from any governors with a background/interest in science, and also looking out for fundraising/grant opportunities for science projects.

e) Maths

The HT advised that Helen Banks has done a recent evaluation of this area that can be circulated to governors shortly. Governors agreed that they will read the report and discuss



this topic at the next meeting, and also that this might be a good opportunity for the subject leader to attend the committee and take the lead on this item as discussed earlier.

Governors agreed that they were happy with the Headteacher's report.

ACTIONS

3.1 HT to circulate Maths evaluation report to governors to be discussed at the next meeting and the Maths Coordinator to be invited to the next meeting

4. Pupil Progress

The DHT presented the statistics report, and advised that these statistics will be kept in the executive data record with all other statistics.

The DHT discussed the fluctuations within the statistics, and the HT advised how the Pupil Progress targets relate to Performance Management and the challenges involved.

Looking at Maths for instance, in Year 4 the ARE target is 93% and in Year 6 it is 78%, the latter being the lowest figure across the school; can you advise upon the discrepancy between these targets?

The DHT advised that there had been issues with the progress of the current Year 6 class, and that by the time the current Year 4 group get to Year 6 the systems that have been put in place now will have taken effect and will reflect in the scores, and that this class will less likely be in a situation of catching up on progress.

Governors agreed that as this committee meeting had overrun, the Pupil Progress item will roll over to the next meeting first on the agenda.

ACTION

4.1 Pupil Progress item to continue at the next meeting first on the agenda

5. Governor visit report

Governors agreed this item would be deferred to the next meeting.

ACTION

5.1 Item deferred to the next meeting



6. Ethos Statement and School Vision

Governors agreed this item would be deferred to the next meeting.

ACTIONS

6.1 Item deferred to the next meeting

7. Urgent business not on agenda

Governors agreed to change the date of the next Teaching & Learning committee meeting to Wednesday 17 January so that FU will be able to attend.

The meeting closed at 7.37pm.

[signed copy kept in school office]

Signed Chair of Governors

Date.....

The next Teaching & Learning committee meeting will be on Wednesday 17 January 2018 at 6.00pm