



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

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**.

1. Welcome / apologies for absence and declarations of interest

Governors acknowledged that AF had given their apologies for absence in advance of the meeting.

There were no declarations of interest for this meeting.

2. Election of T&L Committee Chair

It was acknowledged that the election of the T&L committee chair should have been held in the Autumn term meeting, and the Clerk agreed to set an annual reminder for this.

RB advised that they were happy to continue in the role of T&L committee chair for the time being if the committee agreed to this.

The HT nominated RB, and IB and FU seconded this.

All governors unanimously agreed for RB to continue as T&L committee chair.

ACTIONS

2.1 Clerk to set annual reminder for committee elections to take place in the Autumn term
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3. Minutes of T&L committee meeting held on 22.11.18 accuracy / matters arising

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

The following actions have been met:



- The HT has looked into an equivalent of Sumdog for English and this has been trialled, Helen Banks is currently reviewing it (*ongoing, see action below*)
- The Clerk has added Jenny Barnard-Langston's action plan as an agenda item to the next FGB meeting
- The Clerk has found previous versions of the anti-bullying policy on the school system and sent to the HT
- The Clerk has added Review of Teaching and Learning policy item as a priority item to this T&L committee agenda, and all governors have read the policy draft thoroughly beforehand

Matters arising, not otherwise on the agenda:

N/A

ACTIONS

- 3.1** HT to report back to governors on review of Sumdog for English
- 3.2** HT to prepare a draft of new anti-bullying policy by Easter – **Ongoing**
- 3.3** HT to formalise the new behaviour policy document and send to all governors and update records – **Ongoing** (*agreed action transferred from Clerk to HT*)

4. Review of Teaching and Learning Policy

The HT and DHT presented the Teaching and Learning policy.

The HT advised that the purpose of the policy is to establish what kind of teaching is happening at the school. The main topics included within the policy are Learning at St Bartholomew's, General overview, the Cold and Hot Tasks system, Planning and Lesson Structure, Presentation and Books, Differentiation, EYFS (Early Years Foundation Stage), Classroom Environment and Feedback & Marking.

The HT advised that there may still be a couple of edits to be made to the Classroom Environment section to make it more specific.

Regarding the Multiplication Grid or Maths Times Table displays – will this be put up on the classroom wall?

The HT advised that this can be displayed anywhere that is appropriate and wherever is the most accessible for pupils and enables them to practice regularly.

There was a general discussion around the progression of the school's teaching policy in recent times.



How was the Teaching and Learning policy drawn up? Was it a consultative process or otherwise?

The HT advised that the process was less consultative, but that the policy is a culmination of many things that have been introduced over the previous year that were developed with feedback from teachers, and that teachers are already familiar with the content of the policy. The HT advised that the Hot and Cold Tasks system has been the biggest change over the last year but that teachers had been implementing this already.

The HT advised that the expectations of the policy are high, but no more so than other schools. FU commented that the policy is a secure framework to rely upon as a teacher and a useful tool to refer to. The HT also advised that a condensed version of the policy had been created with Linda McMillan consisting of a checklist of the explicit aims of the policy, and that this had been useful for focusing classroom observations.

RB commented that in a small number of cases the policy contains comments highlighted in heavy bold capitals and asked if there was a particular purpose to this, and IB advised that this indicates a summary of the key points of a section. There was a brief discussion of possible minor edits to the format of the policy to help make it clearer.

Regarding Cold and Hot Tasks, is this common jargon amongst teachers? Is there a glossary for teachers?

The HT and DHT advised that there are examples in the policy and an indicator is included near the top of this section, but that they will also look at this again.

Do we need to make reference to Social/Moral/Spiritual/Cultural values in this policy? Or is there another relevant policy for this?

The HT advised that this can be referenced/included as this permeates everything that the school does, and also that it is an open decision for governors to advise upon as to whether it should be explicitly included in this policy or if it would be more appropriate in another policy. The HT also advised that this can be reviewed in one year's time.

RB commented that they think the Teaching and Learning policy is a great document and thanked the HT and DHT for producing it.

It was proposed to governors if they agreed to the Teaching and Learning policy.

All governors agreed to the Teaching and Learning policy.

The HT and DHT agreed to formalise the policy as a document.

ACTIONS

4.1 HT/DHT to formalise the Teaching and Learning policy as a final document



5. 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 they and the DHT have begun to introduce coaching sessions for staff, and that Observations may be replaced by Supported Learning Reviews, the aim of this being to make them more helpful and for teachers to feel supported by them. The HT advised that more of these have been booked in after the holidays.

The HT advised that recent Learning Walks have been good, though occasionally there is a lack of pupil pacing and engagement. The DHT advised that this can be the case in English classes and that higher quality texts would be more engaging. The HT advised that the aim is to look at alternative means of addressing this directly i.e. giving teachers more freedom to be creative in engaging the class (whilst also sticking to the formal teaching plan).

Is there a culture of willingness and wanting to improve amongst staff, including Teaching Assistants?

The HT advised that this is absolutely the case, but that perhaps the Teaching Assistants' role needs to change slightly and that the school needs to help them understand their importance and how much of a difference they make whilst not adding additional pressure on to them.

RB suggested that there may be more scope in the Teaching and Learning policy in regard to Teaching Assistants, and the HT agreed and advised that they will look at this with the DHT.

The HT advised that they have committed to providing more feedback from Learning Walks and that they feel that this has been useful. The HT also advised that Data progress has been more or less okay.

Progress on the SIP

The HT advised on the following regarding progress on the SIP –

- The school council has been very active and a few resources/staff had unexpectedly become available for this
- The Attendance Officer began their first session today and this should prove useful going forwards
- The new SEN policy has been written (the HT requested that this be added as an item to the next T&L committee agenda)



- The DHT is now qualified as a lead moderator for the local authority and the school is hosting and organising three moderation events
- Most staff have now updated their area of the SIP and have additional time this term (covered by the HLTA) to work on their area of the SIP
- Natasha Marris is continuing to provide support for 4 teachers
- Most classes have started the Daily Mile

Governors commented that it is great news regarding the DHT's qualification as a lead moderator and congratulated them.

ACTIONS

5.1 Clerk to add SEN policy as an item to the next T&L committee agenda

6.

A) Executive data summary and progress data with reference to specific groups of pupils

The DHT presented the executive data summary from Autumn and advised that this is the most recent data available.

The DHT advised that the Autumn data is complex as certain things haven't been covered yet and that this results in nuances in the monitoring of progress. The DHT advised that Writing is at 38% when the aim is 68% for Year 6, and that the school is aiming to produce 4 GDS students (Greater Depth). The HT advised that there is no official guidance on what GDS work should look like. There was a discussion regarding the general method used to assess GDS and the methods used to achieve it. The HT advised that it would be more useful for staff to see what Year 6 GDS work looks like and they agreed to look into this.

RB commented that this is a good and transparent data summary.

The DHT agreed to bring a Venn diagram that demonstrates where the school is up to with combined attainment to the next T&L committee.

B) Review of school performance against national and local indicators

Governors agreed that this item would be more relevant for the late Spring term meeting, and that the ASP (Analysing School Performance) local data pack can be brought to the meeting.

There was a general discussion around this broader topic.



ACTIONS

- 6.1 HT to look into finding guidance/examples of Year 6 GDS work
- 6.2 DHT to bring a Venn diagram that demonstrates where the school is up to with combined attainment to the next T&L committee
- 6.3 Clerk to transfer item 6B to the next T&L committee
- 6.4 HT/Governors to bring the ASP data pack to the next T&L committee

7. Ensure annual assessment and examination arrangements comply with national requirements

The HT advised that they had attended training on this today and that they can confirm that the school is compliant with national requirements.

The HT advised that it would be useful to have a governor in the school during KS2 SATS week to assist and ensure compliance with the regulations. The HT agreed to forward the dates to governors.

ACTIONS

- 7.1 HT to forward KS2 SATS dates to governors regarding possible attendance

8. Urgent Business not on agenda

n/a

The meeting closed at 7:06pm

Signed[Signed copy kept in school office]..... Chair of Governors

Date.....

The next Teaching & Learning committee meeting will be held on 8th May 2019 at 5.45pm.