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Present: Katie Blood (HT), Tony Firmin (T&L Chair), Ian Beggs, Dan MacIntyre

In attendance: Tom Way - Clerk to Governors

Apologies: Francesca Urquhart, Fiona Keeling (Deputy HT)

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**.

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## **1. Welcome / apologies for absence and declarations of interest**

Governors accepted apologies for absence from the DHT and FU.

There were no declarations of interest for this meeting.

## **2. Minutes of T&L committee meeting held on 12.06.19 accuracy / matters arising**

The GB agreed that the minutes were an accurate representation of the meeting. IB also gave a brief update on French teaching as discussed in the previous minutes.

*The following actions have been met:*

- The HT has ensured that the Teaching & Learning policy is accessible on the school website
- The HT has provided action plans from all subject leaders following the FGB meeting on 18.07.19
- The HT and the DHT have set a timeline for covering T&L data at three points over the next school year (the HT provided further explanation of this)
- The HT and the DHT have looked into providing some kind of brief update for interim meetings relating to Pupil progress
- The Clerk added an item to the FGB 17.10.19 agenda on reviewing and finalising governor's roles and responsibilities
- The Clerk added the ratification of the SEND policy to the FGB 17.10.19 agenda
- The Clerk has implemented a new system of setting earlier policy review reminders for the HT
- Governors read the Anti-Bullying policy following the previous T&L committee and raised any issues/feedback within 2 weeks of 12.06.19 (the policy was ratified at the FGB meeting 17.10.19)



- The HT has ensured that the SIAMS inspection is published on the school's website
- The Clerk added the self-evaluation toolkit for SIAMS as an agenda item to this meeting (the HT has begun completing this and is working towards the January deadline, see action 2.1 below)

Matters arising, not otherwise on the agenda:

TF suggested that inessential paperwork for governors' meetings should be reduced if possible. The HT advised that they will try streamlining things where possible, and also that they will look at the policy review schedule with the Chair and the Clerk to see if there is a way of reducing the workload for governors, but also that there are some policies that haven't been reviewed since the HT has been appointed.

#### **ACTIONS**

- 2.1** HT to fill in the self-evaluation toolkit for SIAMS by January 2020 – *ongoing*
- 2.2** All paperwork to be submitted to the Clerk at least 14 days before the meeting and the Clerk to distribute 7 days before the next meeting

### **3. Headteacher's report – 'School at a Glance', Data Summary & School Performance**

The HT advised the Clerk and governors that items 3 and 4 on the agenda will be combined here and for future meetings. The HT presented the Headteacher's report to governors and apologised that they hadn't sent it prior to the meeting due to a timetable error but that will do this in the future.

The HT advised that the first few pages of the report are the same as in the previous version, and that after this the school info page includes current data on pupil numbers, pupil premium, EAL and attendance figures. The HT advised that attendance is currently at 95.4-96%, and that the persistent absentee rate is falling and currently at 8.6% which is still higher than the national average but a good improvement for the school. The HT also advised that Jackie Storey the attendance officer has been helping to lower this via working with pupils and families directly, and there was a broader discussion around this. IB advised that the recent CPOMS reports the school received were very positive about attendance.

#### **Is there a correlation between higher attendance and the length of time that a pupil has been at St Bartholomew's?**

The HT advised that it can vary, and that some pupils get better over time whereas some develop issues towards the end of primary school.

The HT provided the following summary on the Other School Info section of the Headteacher's report:



- The Yr1 teacher is off sick but they have had the same supply teacher, and the Yr5 teacher is currently off sick
- The school is looking to possibly advertise for a Sports TA as a sports funding grant has been received, but that the sports playground also needs resurfacing and this may take priority
- The school needs to advertise for temporary individual needs assistants
- The Teaching and Learning section is curriculum-based with an emphasis on creativity
- Infants' engagement with school trips has been very positive
- The data section still contains the Summer term data (no new data is available yet)

The HT provided a brief update on action plans, and there was a broader discussion around this and the topics above. The HT apologised again that the report hadn't been circulated in advance and suggested that governors take the report away and to email back with any questions that might arise.

### **How has Phonics been going?**

The HT advised that there has been great progress on this, particularly in Yr2, and that TAs have been doing interventions which has helped a lot. The HT advised that they and Keely Allaway visited the Phonics hub which was very informative and provided food for thought as to how to progress with Phonics teaching. There was further discussion around this.

### **How has Maths been going?**

The HT advised that it is difficult to say as there is no new data yet, but that Helen Banks and the DHT have conducted books scrutiny which will be fed back in the staff meeting and that it is moving in the right direction. TF offered to attend the next staff meeting about Maths and the HT advised that they are very welcome and that governors are encouraged to come to any staff meeting. There was a broader discussion around this and the HT agreed to send out the list of staff meetings to governors regularly again.

The HT advised that the Ofsted Primary Inspection Data Summary Report has been sent to the school and provided a copy for governors, and the HT asked the Clerk to put this on the next T&L agenda. There was a brief discussion regarding the report.

### **When is the school next due for an Ofsted visit?**

The HT advised that they are expecting one around January 2021, but also advised that there have been a few unexpected earlier visits by Ofsted to other schools in the area. There was a broader discussion around this.

### **Are you confident about a future visit by Ofsted?**



The HT advised that work on the curriculum was required, but that they know what they need to work on. The HT also advised that they have a finite amount of staff, which is not an excuse but that it also makes it difficult, and that they are looking to be more efficient where possible e.g. using Inset days to focus on priorities. DM suggested that governors can play a more supportive role with this and come in and help where required.

Governors agreed that items 3 and 4 from the agenda had been covered (it was also agreed that item 4b is only relevant to the Summer term data review).

#### **ACTIONS**

**3.1** HT to send list of staff meetings out to governors

**3.2** Clerk to add Ofsted Primary Inspection Data Summary Report to the next T&L agenda

### **4. Policy Reviews**

#### **A) Teaching & Learning Terms of Reference**

The HT advised that there is not much to look at here as this was reviewed in close detail last year and that it just needs updating with current committee members and dates. The HT confirmed that the content is in accordance with the SIP, and there was a broader discussion around this.

*All governors agreed that no amendments to the Terms of Reference were required.*

#### **B) Behaviour Policy**

The HT apologised that copies of this hadn't been circulated prior to the meeting, and provided copies to governors here. The HT advised that nothing has changed in this since the review last year, and suggested that governors unfamiliar with the policy can read it separately and provide any feedback before the next FGB meeting if required. There was a broader discussion around the policy and it was agreed that it will be ratified at the next FGB meeting if governors have no objections by this time.

#### **ACTIONS**

**4.1** Clerk to update the ToR and prepare for ratification at the next FGB meeting

**4.2** Governors to read the Behaviour policy and provide feedback if required before the next FGB meeting

### **5. SIAMS self-evaluation toolkit**

The HT advised that they had no documentation to provide for this item currently. The HT advised that they had attended a couple of SIAMS courses which had been very



informative in regards to filling in the required evaluation schedule, and also that Linda MacMillan is coming to the school in January and that they will work on the document together then.

## 6. Pupil Premium – Annual Monitoring

The HT confirmed that they had updated the school website with Pupil Premium information. The HT advised that the strategy review and action plan are the two main focuses for this and that both are in place and moving forward. The HT provided further clarification of a few details in the report provided to governors here.

## 7. Urgent Business not on agenda

The Clerk requested that DM provide their narrative text for the governors' noticeboard at the first opportunity.

### **ACTIONS**

7.1 DM to provide the Clerk with their noticeboard narrative

The meeting closed at 6:55pm.

Signed .....[Signed copy kept in school office]..... Chair of Teaching & Learning Committee

Date.....

The next Teaching & Learning committee meeting will be held on Wednesday 29<sup>th</sup> January 2020 at 5.45 pm.