



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

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

Apologies:

Quorum: 5 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 welcomed AF to the T&L committee and formally introduced themselves.

There were no apologies for absence or declarations of interest for this meeting.

2. Minutes of T&L committee meeting held on 20.06.18 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 confirmed that there is an equivalent of Sumdog for English, and Helen Banks is currently looking into the details [*ongoing action, see below*].
- The HT has checked the action plan provided by Jenny Barnard-Langston and suggested that this be transferred to an FGB meeting as an agenda item for discussion and review.
- The Clerk has added Governors Feedback on SIP evaluation as an agenda item for this T&L committee meeting.

Matters arising, not otherwise on the agenda:

N/A

ACTIONS

2.1 HT to look into an equivalent of Sumdog for English – **Ongoing**

2.2 Clerk to add JB-L's action plan as an agenda item to an FGB meeting



3. Headteacher's report - Quality of Teaching & Learning, Progress on the SIP

Quality of Teaching & Learning

The HT advised the T&L committee of the following:

- The first round of performance management interviews for teachers have taken place, and that observations with appraisees were planned for next week with a clear monitoring schedule in place to follow up.
- A number of learning walks have been planned, subject leaders will be doing observations in classes, and the HT will be conducting behaviour observations in the next few weeks.
- The consultant for teaching and learning standards who was appointed by the LA last year to provide support and coaching for staff in Maths will be returning this year to provide support for other staff.
- Ofsted's observation reported that teaching and learning was good.

Which is more effective - learning walks or observations?

The HT advised that learning walks are generally more effective, and that Linda MacMillan has supported them. The HT advised that learning walks provide a more holistic view of the school, and that anything that arises during a learning walk can be checked back on again after a short interval.

How do the findings of a learning walk get translated into feedback for staff in practice?

The HT advised that there will usually be a particular focus e.g. behaviour, and the feedback will be provided in whichever form is most appropriate, such as a quick chat or a written document.

From a teacher's perspective what is more useful? *[question addressed to the DHT and IB]*

IB advised that learning walks are more useful provided that they are followed up with feedback that is relevant to the person. The DHT advised that learning walks give a broader perspective of the entire school and that a variety of things can be picked up on during them.

AF asked if governors were qualified to do observations, and RB advised that qualifications as such weren't required by governors for this, as the role of the governor during an observation is to take a description of lessons and provide this as feedback at the governing body meetings. RB also advised that when a governor conducts a learning walk it has the advantage of being less formal in nature.



There was a broader discussion around the procedure concerning observations and school visits.

Progress on the SIP

The HT advised the T&L committee of the following:

- The HT has sent out the school monitoring schedule (which has been constructed in line with the SIP) and that within this there is time allocated once a term for teaching staff to input their updates to the SIP.
- The HT has launched the new draft of the Teaching and Learning policy and that this is ready for review *[see item 7 below]*.
- Updated assessment sheets for English have been introduced.
- The school is now part of a writing project that is run by the Downs and Pavilion teaching School Alliance funded through a bid to SSIF (Strategic School Improvement Fund) that only Local Authorities and Teaching Schools can access.

The DHT advised that the Project involves an SLE (Senior Leader in Education) visiting the school to help raise the standards of the current Year 5 and Year 6 classes. The DHT also advised that this was awarded to the school by means of a bidding process against other schools, and that the school has to demonstrate that standards have been improved by the end of the project. The DHT also explained that the school has introduced the opportunity for children to complete freewriting once a week. This enables them to write in any genre around a broad theme.

How will you demonstrate that free writing has been successful?

The HT advised that if the pupils are actively participating in writing then this will be a positive result, and that the project may also spark a good piece of writing from the class in which case the teacher will advise/encourage them towards follow up steps. The DHT advised that the hot tasks/cold tasks system has been introduced to encourage pupils further with this.

The HT advised that attendance is being closely monitored, and that they have met with particular families to discuss this and will follow up with them again soon. The HT also advised on the following regarding attendance:

- A new rewards system for pupils has been introduced to encourage 100% attendance (the first round of this system has taken place already); this consists of all pupils with 100% attendance being rewarded with fun activities or prizes.
- Accumulative Attendance for the term so far is 96%.
- Pupils are very enthusiastic about coming to school, and there was one day recently where the school had 100% attendance.



There was a brief discussion about the technicalities of the rewards system, followed by a general discussion about the significant improvements regarding pupil attendance at the school. The HT advised that a decline in attendance may take place as the year progresses (particularly during the summer term due to unauthorised holidays), and governors acknowledged this. The HT also advised that through discussion and sharing of attendance figures amongst staff and with parents at parents' evening, there has been genuine acknowledgment of the issue of attendance and all have adopted a fresh commitment to improving this.

There was a discussion around long term absentees, and the HT advised there have been a couple of families who had left the school and then came back again, and that there are also two persistent absentees whose attendance is already around the 75% mark. The HT advised that this is partly due to a lack of school funding for pupils' transport in extenuating circumstances, and there was a general discussion around this.

RB thanked the HT for providing the Headteacher's report and advised that the school should continue to focus on attendance as this was highlighted under the behaviour section of the Ofsted report.

4. Governors feedback on SIP evaluation

RB checked with governors that they had individually reviewed the SIP evaluation and asked if all were happy with this and if there were any comments. There was a brief discussion regarding clarification of some of the terminology in the document, and governors confirmed that they were all happy and pleased that there is an ongoing and thorough evaluation of the SIP.

5. Pupil Premium

The HT advised that all of the school's legal documents and publications regarding Pupil Premium are up to date. The HT also advised on the following regarding Pupil Premium:

- The majority of the PP budget goes towards TAs.
- Some of the PP budget goes towards subsidising temporary transport for families that have recently moved further away from the school (e.g. the cost of one month's transport for the pupil to attend school after the family has moved).
- There is an occasional need for subsidising pupils' attendance at after-school clubs when their parents' circumstances have recently changed.
- 67 of the pupils attending at the school are eligible for PP (44% of all pupils), last year it was around 35%.



6. Executive data summary and progress data with reference to specific groups of pupils – Summer data

The DHT advised that the data is the same as at the end of the Summer term, and that a Pupil Progress meeting has been held to discuss ARE. The DHT also advised that book monitoring is now being conducted weekly.

How are things going with the Year 6 class?

The DHT advised of the following in regard to the Year 6 class:

- There are 22 pupils in this class, 2 of which might not sit tests.
- There is room for improvement with Writing; it is a high PP class and a lot of pupils do not have much experience reading books. Writing may be approximately 68% at the end of the year (same figure as last year), but this will be due to the cohort.
- Maths is very positive, and this stage of the year feels more promising than last year.
- It has been harder to engage pupils with English, and more classroom reading sessions are being conducted to address this. The pupils' backgrounds may be a barrier for this subject as they don't always have the relevant life experiences and references to help them engage with the content.

The DHT advised that with a lot of encouragement and support the Year 6 pupils may achieve the desired results. The HT advised that there are pupils with significant needs in this cohort, and acknowledged that it will be difficult to achieve ARE in English but advised that the aim is help the pupils improve at greater depth. A general discussion was had around this topic.

7. Policies for Review – Behaviour Policy, Teaching and Learning Policy

The HT acknowledged that although these policies had been sent to governors in advance, there had been confusion over previous versions of these policies being sent out as well.

Behaviour policy

The HT presented the new behaviour policy for review.

Is there a specific procedure for reporting racist and prejudiced-based bullying incidents as per the previous behaviour policy?

The HT advised that the school follows an internal procedure.

RB asked if it would be possible for a list of what is considered as bullying to be set out in the behaviour policy, and the HT advised that there is a separation between the behaviour



and anti-bullying policies, and the latter may be more appropriate for this, although the two policies will cross-reference each other.

The HT agreed to have a draft of the new anti-bullying policy ready by Easter.

RB advised that regardless of the form of the current behaviour policy, Ofsted have acknowledged that behaviour at the school is impeccable. There was a discussion around the historic reasons for the inclusion of particularities in the new behaviour policy (point 2.1, agreed by SLT) and the previous methods and techniques for behaviour improvement.

All governors agreed to the new behaviour policy.

Teaching and Learning policy

Governors agreed that the review of this policy would be postponed to the next T&L committee in order to allow sufficient time to read it beforehand and review it thoroughly [see beginning of this item].

ACTIONS

7.1 HT to prepare a draft of new anti-bullying policy by Easter

7.2 Clerk to check on the school system for previous versions of the anti-bullying policy and send to the HT

7.3 Clerk to formalise the new behaviour policy document and send to all governors and update records

7.4 Clerk to add review of Teaching and Learning policy item as a priority item to the next T&L committee agenda (30.01.19), and all governors to read the policy draft thoroughly beforehand.

8. School website planning

The HT advised that the school website is up to date, and the DHT advised that links to other areas of the website are being included and that out of date material has been removed. The HT advised that possible future work on the website might involve the removal of the current calendar and the introduction of a rolling newsfeed, but that this would be subject to budget allowances for reprogramming of the website.

Governors agreed to remove this item from the next agenda.

9. Urgent Business not on agenda

AF gave their apologies for absence from the next T&L committee meeting on 30.01.18.

St Bartholomew's CE Primary School
Teaching & Learning Committee Meeting
Thursday 22nd November 2018 at 5.45pm



The meeting closed at 7:19pm

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

Date.....

The next Teaching & Learning committee meeting will be held on 30th January 2019 at 5.45pm.