

MINUTES of a meeting of the Teaching and Learning Committee of  
 Parc Eglos School held at the school on 19th April 2016 at 4.00pm

PRESENT: Mr Marc Talbot (Chair)  
 Mr Stewart Paterson  
 Mrs Julia Worsdell  
 Mr Brett Dye (Head)

IN ATTENDANCE: Mrs Jayne Banner (Deputy Head)  
 Mr Luke Haslam, Clerk

		ACTION
1.	<p><b>APOLOGIES</b></p> <p>Apologies were received and accepted from Mr Dave Reynolds and Mr John White.</p> <p>No apologies were received from Mr Andrew O'Neill.</p>	
2.	<p><b>DECLARATION OF BUSINESS AND PECUNIARY INTERESTS</b></p> <p>No additional interests were declared at this meeting.</p>	
3.	<p><b>MINUTES OF THE LAST MEETING 26.01.2016</b></p> <p>The previous minutes were agreed as a true record and the chair signed them as such.</p>	
4.	<p><b>MATTERS ARISING FROM THE PREVIOUS MINUTES</b></p> <p>Governors reviewed action points from the previous meeting.</p>	
5.	<p><b>SELF EVALUATION AUDIT TOOL</b></p> <p>This item will be merged with Pupil Progress.</p>	
6.	<p><b>SCHOOL DEVELOPMENT PLAN</b></p> <p>Governors discussed completed projects, JB outlined actions for the Summer Term:          Reviewing APP and use of MAPPIX.          Peer mentoring a focus for this term, TAs undertaking peer observations as part of this, peer mentoring being rolled out to staff and pupils.          Break &amp; Lunch time being reviewed, further training for lunchtime staff is planned and behaviour policy being reinforced to ensure consistency.</p> <p>One area noted for not being included for review this term:          Subject leadership (roles &amp; responsibilities)</p>	

	<p><b>Governors asked how progress was with reviewing phonics tuition in the school?</b> BD indicated Trewirgie Infant School had been identified as a successful model, a large Infant School, Mrs Tonkin would be visiting them to observe and share practice.</p> <p>Governors requested updates be fed back into the SDP on the school website.</p> <p><b>Governors asked how the long term review process for the SDP would work?</b> JB indicated a full consultation and review should take place every 3 years with rolling yearly reviews.</p> <p>Governors discussed governor monitoring, would like to see this included in the SDP.</p>	JB
7.	<p><b>PUPIL PREMIUM</b></p> <p>JB notified governors that she was in the process of meeting with Mrs Collins to review pupil premium spending and the spending statement.</p> <p>Governors asked if arranging a short presentation from Mrs Monks on the Service Premium would be possible.</p>	BD
8.	<p><b>PUPIL PROGRESS</b></p> <p><b>Governors asked if a trust-wide review was being completed to provide comparative data and an idea of where the school stands.</b> BD responded that another trust wide review was being undertaken during the summer term which would provide some points for comparison.</p> <p>Governors discussed internal assessment data, conscious that a lack of comparative data presents some risk, JB noted progress is the new focus of assessment and the data available suggests good progress. BD indicated he felt there was good reason to be optimistic about SATs results and trust-wide comparative data.</p> <p><b>Some concern was shown by governors over disparity between data on the Self Evaluation Tool and the Data report from Jason Hurr.</b> BD responded that the Self Evaluation Tool was an outdated model and would be revised for the next board.</p> <p>BD agreed to consult with Jason Hurr on including comparative data in his next report.</p>	
9.	<p><b>ATTENDANCE REVIEW</b></p> <p>Note that although attendance flagged as an area that can be improved that does not necessarily mark it as an area for major concern.</p>	

	<p>Governors heard that JB had held meetings with Mrs Dyer to redevelop attendance policy and procedures. Staff meeting to take place soon followed by sharing information with parents. The focus of the report had been on lateness and this was incorporated into the redesigned policy.</p> <p><b>Governors asked what the ultimate penalty would be for continued poor attendance?</b> BD responded that the final step of the process would be instigating fines and this was built into the policy.</p> <p>Mr Paterson (as attendance gov) to meet with JB and Mrs Dyer to discuss further.</p>	
10.	<p><b>DATE &amp; TIME OF NEXT TEACHING AND LEARNING MEETING</b></p> <p>Weds 20th July at 3.45pm</p>	
11.	<p><b>ANY OTHER RELEVANT BUSINESS</b></p> <p>No additional matters were raised at this meeting.</p>	

The meeting concluded at 5.11pm

<b>Summary of Action Points</b>	
<ul style="list-style-type: none"> <li>• Governors requested SDP updates be fed back into the online public SDP.</li> <li>• Governors asked if Mrs Monks able to provide a short presentation on Service Premium - BD</li> <li>• Head to consult with Jason Hurr on including comparative data in next report. - BD</li> <li>• Attendance Governor, Deputy Head &amp; Attendance Coordinator to meet.</li> </ul>	

SIGNED .....

DATED.....