



WESTERN ROAD C.P. SCHOOL  
SOUTHOVER HIGH STREET  
LEWES EAST SUSSEX  
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Acting Headteacher: Sarah Timlin

**Meeting of Teaching & Learning Committee**  
**13<sup>th</sup> January 2014**  
**5pm**  
**Library**

**MINUTES**

**Governor Members Present:** Ken Caplan, Chloe Edwards, Lynn Gayford (Chair), Saskia Knowles, Sara McKenna, Romey Sawtell, Sarah Timlin

**Officers Present:** Teresa Carter (Clerk), Carol Ofield

**In Attendance:** Maya Fender

	<u>Agenda Item</u>	<u>Action</u>
1	<b>Introduction</b> a) <b>Apologies for Absence</b> Apologies for absence received from Ros Toomey. Sarah Timlin was welcomed to her first governing body meeting as Acting Headteacher. b) <b>Declarations of Interest</b> None	
2	<b>Last Meeting - Dated 14<sup>th</sup> October 2013</b> a) <b>Acceptance of Minutes</b> The Teaching and Learning Committee reviewed and approved four pages of minutes from the meeting held on 14 <sup>th</sup> October 2013. The Chair signed them as confirmation of their accuracy. b) <b>Matters Arising not Included Elsewhere on Agenda</b> <ul style="list-style-type: none"><li>It was reported that the distribution of the home school agreement had been further delayed and there was concern from staff members about the time it would take to administer the returned agreements and chasing up of parents. It was suggested that the parents' evenings could be used for following up of any non returned agreements. The clerk advised that whilst the home school was currently statutory the government were considering its withdrawal from the list of statutory requirement. Governors felt that it was a useful document for setting out expectations and wished for it to continue despite the proposed change to legislation.</li><li>The Governor links had not yet been revised, as there had been some suggestion to linking them to the school development areas. This was discussed further under item 4a.</li></ul>	
3	<b>Follow Up Items</b> a) <b>Behaviour</b> At the previous committee meeting the issue of low level disruptive behaviour had been raised by the Headteacher. It was confirmed that this was still an issue for the school particularly in years 5 and 6. There was a discussion about the possible reasons for the behaviour and strategies to deal with it. <ul style="list-style-type: none"><li>Governors heard that the leadership team were looking at ways of managing behaviour that were easy for staff to implement and for the children to understand what was expected of them. The use of a "time to think" slot at the end of the lunch break had been implemented and the use of positive sanctions had worked well.</li><li>In response to their questions Governors heard that the behaviour was</li></ul>	



limited to about six children in each class and was taking place during every subject and involved walking around, talking and interrupting.

- The clerk reminded Governors that they had requested baseline data on behaviour incidents to enable monitoring and evaluation of the effectiveness of the policies for dealing with behaviour. Staff members were concerned about impact on workloads for teachers if they were required to record every incident. The use of SIMS for recording of incidents was suggested but ultimately it was agreed that it would be up to the management team to introduce a system to suit the school and to meet governors expectations.

#### 4 Strategic Items

##### a) School Development Plan

The Acting Headteacher demonstrated the school development plan in a revised version incorporating a summary of the main objectives, traffic light colour coding and structure in line with the Ofsted criteria with an additional section for infrastructure. Governors who noted that in addition to each outcome there were associated activities and measurable targets positively welcomed the revised plan format. The activities were reviewed and governors were pleased to see many completed items highlighted green or in progress items highlighted amber.

In response to governors questions the following information was provided:

- The Fischer Family Trust (FFT) targeting system had been adopted with challenging targets (FFT level D) of 97% year 6 achieving expected levels for reading and 90% for writing.
- The school development objectives had been set around the overall aim for all children to make good progress and their achievements would demonstrate whether the set objectives had been effective. Six levels of progress for each pupil during their time at the school had been set as an ambitious target.
- A teacher had been appointed with key stage 2 responsibilities. Governors were keen for a literacy lead to be appointed to support writing, which was currently considered weak.
- The Ofsted Inspector engaged by county to support the school would be providing training to staff in preparation for an inspection.
- The quality of teaching was to be supported by peer observations and joint planning.
- The outcome of a recent early years moderation session was particularly pleasing and staff were congratulated on the improvement.
- The new curriculum introduction presented challenges in implementation due to resources in terms of planning time and equipment. The initial focus would be on delivering the new English and maths curriculums. Governors suggested seeking support from other schools and sharing of good practices.
- Inset activities had brought both the child protection and first aid training up to date.
- Punctuality remained an issue and continued to disrupt learning. This led to a discussion on attendance generally with governors making suggestions including communication to parents, rewards for good attendance, late gate manning and learning from other schools experiences.
- The teacher performance management process had not been completed and previous individual targets had been unclear. Governors were keen for clear targets relating to school improvement to be set for 2013/14.
- The school development plan extended from January 2014 to August 2014 and there was an expectation that all objectives were achievable within that time frame.
- The development of the website was still an issue but had not been considered a priority area for the school development plan. The clerk offered to update the website with policies and minutes.



5 **Regular and Other Governance Items**

a) **Pupil Progress & Attainment**

Some pupil progress and attainment data for 2013/14 had been received for early years but governors were disappointed that current whole school data was not available. Problems with technology were cited as a barrier for staff with updating of SIMS. Governors insisted on regular up to date tracking data to alert them to any issues much earlier in future.

b) **Governor Visits**

Link governor visits had taken place for maths and pupil progress. It was felt that the current link arrangement could continue with individual governors identifying items of the school development plan to monitor in relation to their areas of responsibility.

**ACTION - Link governors to review the school development plan and plan the nature of their visits in relation to it.**

All

**ACTION - Acting Headteacher to advise governors of the staff leads for the specific link governor areas and to oversee the visits programme to ensure that no member of staff was over burdened with visiting governors.**

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c) **RAISEonline**

Governors received a report from the RAISEonline reviewing team, which included two governors the contents of which were noted. The whole governing body training session was planned around RAISEonline data interpretation.

6 **Policies/ Guidance Documents for Review/Agreement**

a) **Behaviour Policy**

A revised behaviour policy had not been provided as requested and the existing draft policy was presented in its place. It was felt that an approved policy was required to meet statutory requirements pending the proposed policy revision.

**AGREEMENT - The Teaching and Learning Committee approved the behaviour policy as presented and for its recommendation to the Full Governing Body.**

7 **Any Other Business**

a) **Lewes Co-operative Trust**

Governors were scheduled to meet with staff the following day to discuss the proposed co-operative trust.

b) **Finance Audit**

The local authority was currently undertaking a financial audit.

Meeting ended at 7.08pm

Date of next meeting 27<sup>th</sup> March 2014



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### Actions from Teaching and Learning Committee meeting 13<sup>th</sup> January 2014

Actions Agreed	By Who	By When
Link governors to review the school development plan and plan the nature of their visits in relation to it.	All	End March 2014
Acting Headteacher to advise governors of the staff leads for the specific link governor areas and to oversee the visits programme to ensure that no member of staff was over burdened with visiting governors.		Ongoing