



**WESTERN ROAD C.P. SCHOOL**  
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**Headteacher: Garry Thompson**

**Meeting of Teaching & Learning Committee**  
**14<sup>th</sup> October 2013**  
**5pm**  
**Library**

**MINUTES**

**Governor Members Present:** Ken Caplan, Chloe Edwards, Lynn Gayford (Chair), Saskia Knowles, Sara McKenna, Alexis Maguire, Garry Thompson.

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

**In Attendance** May Fender, Ruth O’Keeffe (from 6.29pm)

	<u>Agenda Item</u>	<u>Action</u>
1	<b>Introduction</b> a) <b>Apologies for Absence</b> Apologies for absence received from Romey Sawtell and Ros Toomey. b) <b>Declarations of Interest</b> None	
2	<b>Last Meeting - Dated 13<sup>th</sup> May 2013</b> a) <b>Acceptance of Minutes</b> The Teaching & Learning Committee reviewed and approved three pages of minutes from their meeting held on 13 <sup>th</sup> May 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 home school agreement had been passed through staff and was ready to go out.</li><li>• Governors were reminded to use the Governor visits record book to evidence Governor activity.</li><li>• It was reported that the sex and relationships education policy had been circulated and that there had been no comments from Governors,</li></ul>	

Signature.....Date.....

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**Strategic Items**

**a) New Curriculum**

Governors were updated with the progress made with revision of teaching schemes to meet the new curriculum that would need to be fully in place by September 2014.

- There was some concern expressed about the lack of guidance from County and that Governors were required to step into an information sharing and supportive role to fill gaps particularly in relation to maths.
- In history resourcing had been identified as a potential issue due to changes in the historic events within the curriculum.
- The literacy curriculum presented fewer issues as it was more specific on what should be taught and when.
- Religious education (RE) whilst not changing substantially it would be examined more rigorously by Ofsted.
- In addition to resourcing issues there were potential implications for training.
- It was agreed that it would be difficult to try and solve all curriculum issues resulting from national changes at once and that initial focus should be on maths, English and science followed by RE.

**ACTIONS - The following actions were agreed in relation to the revised curriculum:**

GT,  
CO

- Deputy Headteacher to look into assessment criteria.
- Headteacher to look into support fro County for maths curriculum changes.
- Headteacher to look into the provision for Gifted and talented within the new curriculum.
- Resources Committee to be alerted to the likely cost implications of resources, training and staff cover needed to implement the new curriculum.

**b) Leadership of KS2 & Literacy**

Not discussed.

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**Regular and Other Governance Items**

**a) Pupil Progress & Attainment**

- Pupil assessment data had been circulated previously by email.
- It was reported that foundation stage had some catching up to do due to incorrect teaching methods in pre schools. Governors felt that there should be some feedback and that a guidance document could be produced, which could be suitable for parents and professionals. A further parent workshop to explain phonics teaching was also suggested.
- Phonics testing had improved to a 53% pass rate against the previous years pass rate of 25%. This was still some way off

Signature.....Date.....

the national average of 70%.

An additional agenda item was taken at this point supported by a tabled copy of the school development plan. Governors considered the aspects of the plan that fell within the committee's areas of responsibility with the following points noted:

- The record of class observations was maintained by the Headteacher and available for inspection if required.
- The review process for special educational needs (SEN) was discussed and Governors were advised of the use of education and health plans.
- Some sort of streaming had commenced in years five and six and students from LOGS were coming in to support learning.
- There had been a significant increase in low level behaviour that was becoming disruptive to learning. This would be a key focus for the school with a review of the behaviour policy, levels and types of sanction and communication with parents. An emphasis of the home school agreement rules was suggested along with family workshops. Training for staff in methods of engaging children in the playground in activities was also considered to help avoid potential conflicts during break times.

**ACTION - Behaviour policy to be circulated and a report to next committee meeting on proposed training for staff, workshops for parents and some base line data on numbers and types of behaviour incidents.**

GT,  
CO

**b) Governor Visits**

Governors felt that identified links with the school development plan would be useful for evaluating and supporting the school in addition to the subject links. A link with early years was requested by the school staff prior to the next moderation session. Ken Caplan agreed to take on the role of early years link Governor.

**ACTION - Revised link Governor arrangement to be proposed to Full Governing Body.**

LG

**c) Raiseonline**

The Clerk provided an update on the release dates for 2013 school performance data on Raiseonline and advised that Governors could have log ins for Governor limited information if required. Further use of other external data sources including performance tables, Ofsted data dashboard and FFT dashboard were recommended.

Signature.....Date.....

Ruth O’Keeffe arrived at 6.29pm

**5 Policies/ Guidance Documents for Review/Agreement  
a) Committee Terms of Reference**

**AGREEMENT** - Subject to a slight amendment in the section on membership the Teaching & Learning Committee agreed the terms of reference for the committee.

- b) Child Protection Policy**  
The Teaching & Learning Committee reviewed the child protection policy.

**ACTION** - Child protection policy to be circulated to all Governors for comment prior to approval at Full Governing Body meeting TC

**6 Any Other Business**

6.36pm meeting ended

Date of next meeting - 13<sup>th</sup> January 2014

**Actions from T & L Meeting 14<sup>th</sup> October 2013**

**By who**

**By when**

Behaviour policy to be circulated and a report to next committee meeting on proposed training for staff, workshops for parents and some base line data on numbers and types of behaviour incidents.

GT, CO

January 2014

Revised link Governor arrangement to be proposed to Full Governing Body.

LG

End Dec 13

Child protection policy to be amended to all Governors for comment prior to approval at Full Governing Body meeting

TC

Dec 13

The following actions were agreed in relation to the revised curriculum:

GT, CO

By next meeting

Deputy Headteacher to look into assessment criteria.

Headteacher to look into support fro County for maths curriculum changes.

Headteacher to look into the provision for Gifted and talented within the new curriculum.

Resources Committee to be alerted to the likely cost implications of resources, training and staff cover needed to implement the new curriculum.

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