



WESTERN ROAD C.P. SCHOOL
SOUTHOVER HIGH STREET
LEWES EAST SUSSEX
BN7 1JB
Telephone: 01273 473013 Fax: 01273 470233
email: office@westernroad.e-sussex.sch.uk
Acting Headteacher: Sarah Timlin

Meeting of Teaching & Learning Committee
3rd April 2014
6pm
Library

MINUTES

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

Associate Members Present: Carol Ofield

Officers Present: Teresa Carter (Clerk)

In Attendance: Maya Fender, Martyn Giddens

	<u>Agenda Item</u>	<u>Action</u>
1	<p>Introduction - Martyn Giddens the appointed Headteacher from term 5 was welcomed to the meeting.</p> <p>a) Apologies for Absence Apologies for absence received from Ros Toomey.</p> <p>AGREEMENT - The Teaching and learning Committee appointed Maya Fender as a member of the committee.</p> <p>b) Declarations of Interest None</p>	
2	<p>Last Meeting - Dated 13th January 2014</p> <p>a) Acceptance of Minutes The Teaching & Learning Committee reviewed and approved four pages of minutes from the meeting held on 13th January 2014. The Chair signed them as confirmation of their accuracy.</p> <p>b) Matters Arising not Included Elsewhere on Agenda</p> <ul style="list-style-type: none">• There was a reminder that Governors had requested base line data and regular updates on behaviour. The update of the behaviour policy was also out of date.	
	<p>ACTION - Behaviour policy to be updated to provide clearer guidance on behaviour management procedures. Recording system for logging incidents also required.</p>	MG
3	<p>Main Strategic Items</p> <p>a) School Development Plan The school development plan had been updated and colour coded to indicate progress made.</p> <p>The Headteacher had also provided an updated termly report to governors covering the key business areas. The following points were noted/discussed:</p> <ul style="list-style-type: none">• Additional staff had been employed specifically for the after school club to meet the required staff to child ratio. There had been no issues raised regarding the levels of supervision for the breakfast club.• The numbers of children eligible for pupil premium had increased to 24 with 6 in year 6. Whilst the numbers had increased they were remained less than other schools in Lewes.	

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- The expenditure of pupil premium and sports funding had been published on the website to meet statutory requirements. A separate cost centre would be set up for pupil premium to assist with monitoring.
- Termly tracking of children's progress in place and key data was provided for year 2, year 6 and foundation year. Levelling had been subject to internal and some external moderation.
- An analysis of data showed that within year six 83% of pupils were on track for achieving at least level 4b in maths, 83% in writing and 90% in reading. Governors asked how many children were not on track and were advised that there were 5 and that all were receiving one to one additional support.
- Progress and achievement data was held in a number of different formats creating a cumbersome system. From term 5 SIMS would be used to record assessments, which would enable easy filtering, and group assessment. Updates would be three times a year in terms 2,4 and 6. Governors requested regular progress data on all year groups.

ACTION - Governors to be provided with pupil progress and attainment data for all years at each Teaching and Learning Committee meeting. MG/CO

- The actions arising from the safeguarding audit on 12th February had been reviewed and it was noted that the target date for completion of action had been met. Governors were grateful to all those staff involved in the recent audits and recognised the additional work that had been required.
- Comments about behaviour management from the school improvement partner and external adviser had been good which was out of line with the comments from school staff about ongoing low level disruptive behaviour. High standards appeared to have been set by teachers at the school regards behaviour.
- Subject leaders in place and working on a schedule of actions including learning walks, resource audit and action planning. The recent strike day had been used for work scrutiny in maths, English and science with focus on marking and feedback.
- The external advisor had returned on 10th March and was due on the day following the meeting. It had been assessed that the school was requiring improvement under Ofsted frameworks with some good and outstanding aspects had been demonstrated and a leadership team with capacity to improve further.
- The next inset day would be used for further training on teaching and learning and the new curriculum. Governors training on the curriculum was available on 16th May, two Governors agreed to attend.
- Appraisals for support staff had been completed and personal progress targets set.
- Congratulations were passed to Sara McKenna who had secured a teaching position at an Eastbourne school. She was also congratulated on her good performance within early years.
- A handover of headship was underway and Sarah Timlin was thanked for the significant progress made to meet school development priorities during her time as interim Headteacher.
- Outdoor play area had been repaired and plans were being put together for an extension to the area funded by Friends of Western Road.
- Some ICT resources were due for replacement and a capital bidding form had been returned to the Local Authority specifically for ICT funding.
- A parent had complained regarding the number of school closures due to strike action and use of school as a polling station in addition to the

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scheduled inset days. These issues were out of the school's hands but with the transfer to foundation status the school may be in a position to have more control over the use of the premises for polling.

- Visits from pupils of a school in Sardinia were scheduled for the weeks commencing 23rd June and 30th June. The visits had been planned carefully to limit any disruption

b) School Improvement Partners Visits

Governors asked about support for children that had left reception class without passing the phonics test and were advised that grouping had taken place with a rotation system so that all children seen by all year group staff and that intervention programmes and been put in place for all those at risk of not passing the retesting.

Casual attendance of reception children was having an impact on children's learning and governors had been concerned about this previously. A clear expectation for attendance was recommended for the reception cohort from September 2014.

ACTION - Reception admission process and expectations to be included in discussions at the next committee meeting. LG

c) Progress and Attainment Data

In addition to the discussions held in 4a above the following points were discussed:

- Teachers' objectives had been set around average point score pupil progress.
- Whilst levels of achievement were not required to be recorded from September each school would need a system of monitoring progress. A discussion with the other local schools was suggested to agree upon a standard approach.

5 Regular and Other Governance Items

a) Home School Agreement

The home school agreement had been distributed to parents and the majority had signed and returned them.

b) RAISE and Performance Data

Sources of external data were discussed briefly.

c) Subject Leaders - Audit and Brief Reports

The requested reports had not been received in part to subject leaders not being in place earlier and insufficient planning time being allocated.

d) Governor Visits - Planned for terms 5/6

The maths link governor spoke about the areas covered and format of her visits to school.

e) Special Educational Needs Local Offer and Policy

The SEN policy was due for review but because of changes in legislation the SEN co-ordinator had requested a deferment. The Clerk reported that the existing SEN policy was not published on the website. The local SEN offer had been published within set time frames.

ACTION - Existing approved SEN policy to be located and published on the school's website. TC

ACTION - Updated SEN Policy to be available for Governors review at the next committee meeting. CO

6 Any Other Business

None



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7 Date of Next Meeting

The next committee meeting was agreed for 1st July, to include on the following on the agenda:

- Behaviour management
- Pupil progress and attainment data
- Special educational needs policy.

Meeting ended at 8.12pm



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Actions Arising from Teaching and Learning Committee Meeting - 3rd April 2014

Action Agreed	By Who	By When
Behaviour policy to be updated to provide clearer guidance on behaviour management procedures. Recording system for logging incidents also required.	MG	Next committee meeting
Governors to be provided with pupil progress data for all years at each Teaching and Learning Committee meeting.	MG/CO	All Meetings
Reception admission process and expectations to be included in discussions at the next committee meeting	LG	Next committee meeting
Existing approved SEN policy to be located and published on the school's website.	TC	Without delay
Updated SEN Policy to be available for Governors review at the next committee meeting.	CO	Next committee meeting

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