

**Seaford Primary School**  
**Minutes of the Teaching & Learning Committee**  
**Thursday 10 May 2018 at 5.00 p.m.**

**Present** Helen Crees (Deputy Head Teacher), Chris Davey (Head Teacher), Charlie Govett, Claire Lloyd, Sarah Mitchell (Clerk), Oli Robinson (ICT Subject Leader), Jo Sheldon (**Committee Chair**), Brenda Taylor.

<b>Item</b>	<b>Decision</b>	<b>Action</b>
1.1	<b>Welcome</b> to all.	
1.2	<b>Apologies</b> – Charlie Govett apologised that she will arrive late due to staff training.	
1.3	<b>Absent:</b> Julie Smith and Andy Steer (Apologies from Andy received after the meeting)	
2.	<b>Declaration of Interests</b> – none other than those declared as per the forms completed in September.	
3.	<b>Notification of Any Other Business –</b>	
3.1	None	
4.	<b>Minutes of the meeting held on 8<sup>th</sup> February 2018</b>	
4.1	Having been previously circulated, these were approved and signed and dated by the Committee Chair.	Clerk to file the minutes
5.	<b>Matters arising –</b>	
5.1	None	
6.	<b>ICT and Online Safety Update</b>	
6.1	The ICT Subject Leader provided and committee with an outline of how computing is currently taught in the school.	
6.2	It was explained that half of a class at a time was taken to the ICT room for computing lessons.	
6.3	Pupils also use tablets in the classrooms for research, Accelerated Reader quizzes and taking photos etc.	
6.4	Some of the classrooms now also have the new interactive boards.	
6.5	<b>Governors asked how long the children spend in the ICT suite?</b> – 45 minutes to an hour, every 2 weeks.	
6.6	<b>Does the ITC teacher have any support?</b> – No but she is very expert in teaching the curriculum.	

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6.7 6.8 6.9 6.10 6.11 6.12 6.13 6.14 6.15 6.16 6.17 6.18 6.19	<p>Online safety is embedded into computer lessons and it is also on the agenda to address in Rainbow Groups too.</p> <p>Tasks are carried out in classrooms on Internet Safety Day.</p> <p>Parents have recently been provided with a session from Andrew Gunn, providing them with tips on how to keep their children safe, online.</p> <p>Governors asked how many parents attended the sessions? – about 23 parents in total, which is about the average attendance for these talks.</p> <p>The school website will be redesigned for launch in September and will incorporate online safety advice.</p> <p>Governors asked if the school had any cyber bullying issues? – There has been some previously, but it may be going on without the school’s knowledge.</p> <p>The ICT Subject leader moved on to explains the future plan for computing in the school.</p> <p>Computing will be made mobile, allowing the whole class to be taught together.</p> <p>There is a plan to invest in laptops for the classrooms which will allow the curriculum to expand and will upskill the staff.</p> <p>Governors asked if there was a possibility of using the computing teachers at Seaford Head School to help with upskilling? – This could be looked into</p> <p>Governors asked if the ICT Suite would be kept? – The school has been looking at the SEN provision and the space for nurture provision. The ICT has been looked at as the solution to this space. Feasibility costing have been done and it looks like it will be affordable to resource.</p> <p>Is the idea to have a specialist SEN teacher in the SEN classroom and teach children in this space or will it be a space for them to cool off? – The plan is still in the early stages so not decided on the model yet.</p> <p>Governors thanked the ICT Subject Leader for his time</p> <p><b>(OR left the meeting at 5.30pm)</b></p>	
7. 7.1 7.2 7.3	<p><b>School Improvement Plan Priorities Update</b></p> <p>Writing and Maths continue to be the main improvement priorities</p> <p>The school is currently trialling materials and books from the Math Hub. This ensures the children are moving forward at a similar pace with a solid grasp of the concepts.</p> <p>The school is still at a stage where it is difficult to measure the impact of the Shanghai Method.</p>	

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7.4	Brenda Taylor has another meeting booked with Susi Hemsley to look at writing in the school.	
8.	<b>Pupil Progress Update</b>	
8.1	The progress guide was handed out to the committee at the meeting.	
8.2	The Deputy Head ran through the details on the guide and opened to the governors for questions	
8.3	<b>What do the EYFS numbers mean?</b> – The Deputy Head explained the targets and results of the EYFS monitoring.	
8.4	The data sheet was handed out in the meeting and the details explained.  <b>(CG Arrived at the meeting – 5.50pm)</b>	
9.	<b>Monitoring Timetable Terms 5&amp;6</b>	
9.1	The timetable was distributed to Governors prior to the meeting and a copy added to SharePoint.	
9.2	No further questions from Governors.	
10.	<b>Schools Partnership Programme</b>	
10.1	The Head and Deputy Head attended training for the programme 2 weeks ago.	
10.2	The idea is that the project of a cluster of schools will run for 3 years to help school leaders to be able to support and validate judgements and use it as school improvement.	
10.3	The Head and Deputy Head will visit another school and will go through what areas that school wants looked at. They will then spend time planning how to improve these areas.	
10.4	The first set of reviews take place in June through to December and the outcomes will be fed back to the T&L committee.	
10.5	<b>Governors asked if the Head felt staff would be apprehensive at all?</b> – Everyone is likely to be until the programme gets started.	
10.6	<b>The Staff Governor raised concerns that it will become competitive between schools</b> – The Head explained that the process will be explained fully to staff before the programme starts.	
11.	<b>Training Agenda</b>	
11.a	<b>Staff Training Update</b>	
11.a.1	The Head Teacher asked if the committee would prefer an overview of training or detailed CPD's? – Governors stated they would be more interested in seeing	

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	where staff training has met the needs of the staff training plan and the impact this training has had.	
11.a.2	Governors agreed this can form part of the Head Teacher's report at the FGB meetings.	
11.a.3	Safeguarding training has now been fully completed by all staff.	
11.a.4	Forest School training will be taking place after school	
11.a.5	Child Bereavement training will be provided for staff.	
11.a.6	The TA appraisal cycle will start in Term 5 and 6 and will be conducted on an annual basis away from the cycle of teacher's appraisals.	
11.a.7	Governors asked if TA's had responded positively to the appraisals? – There had been apprehension but it was set out positively and has been seen as an opportunity for TA's/INA's to share their skills.	
11.b	<b>Governor Training Update</b>	
11.b.1	The Safeguarding Governor requested that an hour before the FGB meeting in July that the ICT suite is booked for those governors that still need to complete the Online Governor Safeguarding training.	
12.	<b>Governors Looking at Books</b>	
12.1	The Committee decided that the outcome they wanted from this was to be familiar with what has been going on in classes	
12.2	Governors spent time looking at books from Years 2,3,4 and 5	
13.	<b>Any other Business Notified in Item 3</b>	
13.1	None	
<b>Meeting Ended at 6.30pm</b>  <b>Next T&amp;L Committee Meeting – TBC</b>  <b>Next FGB Meeting – 3<sup>th</sup> July 2018 5pm</b>		

**Action Points from T&L Committee Meeting 10<sup>th</sup> May 2018**

Item	Action Point	Owner	Progress
4.1	Clerk to file the signed Meeting	SM	Completed