

**Seaford Primary School
Minutes of the Teaching & Learning Committee
Tuesday 16 October 2018 at 5.00 p.m.**

Present Helen Crees (Deputy Head Teacher), Chris Davey (Head Teacher), Claire Lloyd, Vicky Mather, Sarah Mitchell (Clerk), Andy Steer, Brenda Taylor **(Chair)**.

Item	Decision	Action
1.1	Welcome to all.	
1.2	Apologies for absence were received and approved from Charlie Govett and Julie Smith	
2.	Declaration of Interests –	
2.1	None other than those declared as per the forms completed at the FGB Meeting on 9 th October 2018.	
3.	Election of Chair of Committee –	
3.1	Brenda Taylor was nominated by Andy Steer and seconded by Claire Lloyd	
3.2	Brenda Taylor was elected unanimously as Chair of the T&L Committee.	
4.	Agree the Terms of Reference –	
4.1	Distributed and copy on SharePoint	
4.2	Agreed by committee	
5.	Notification of Any Other Business –	
5.1	None	
6.	Minutes of the meeting held on 10th May 2018	
6.1	Having been previously circulated, these were approved and signed and dated by the Committee Chair.	Clerk to file the minutes
7.	Matters arising –	
7.1	Item 6.16 – Governors checked that the ICT teacher was happy with the new arrangements for ICT teaching in the classrooms. It was confirmed that it was a positive start to the new set up.	
7.2	The Staff Governor reported back to the committee that it was very successful.	
8.	School Improvement Plan – Key Priorities	
8.1	The SIP priorities were covered in the FGB Meeting on 9 th October. This	

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	meeting will focus on Maths.	
8.2	The main improvement priority is Maths. The Greater Depth achievements are below the National Average and this has impacted on the school's progress measure for Maths.	
8.3	The Deputy Head and Math Subject Leader have met with Helen Hackett, who works in the most deprived area of the country but has had great successes with Maths improvement.	
8.4	Training has been arranged by looking at the school development plan and agreed that every child is able, but the school needs to increase the expectations of the children's ability	
8.5	The use or resources needed to be embedded into lessons	
8.6	The school has a wealth or resources to draw from, but a decision needs to be made of what to use.	
8.7	Staff will look at a shared vision in Term 2, of what maths will look like in the school.	
8.8	Each lesson should have a Hook task/Anchor task. The teacher will come to each lesson having already thought about what the children will come up with.	
8.9	Lessons will look different than they have done.	
8.10	Parents will be told about the broadening of understanding rather than the children just getting through the tasks.	
8.11	Governors questioned how all the children in the class can have the same anchor task? – The teacher will get the GD children to broaden their answer and they are able to self-differentiate while progressing through the lesson.	
8.12	Teachers will be told about the Maths plans during staff meetings.	
8.13	The Staff Governor stated that it is a relief to know a clear progression using resources that help to plan and provides examples.	
8.14	The NCETM website has all the resources including progression maps and examples.	
8.15	Governors asked if this was a private website? – No, it is a government-led website.	
8.16	Teaching Assistants have been tasked to challenge children in lessons to keep up their positivity in maths.	
8.17	There will be 2 staff meeting on Maths on 13 th and 28 th November. Governors are invited to come along to these.	

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9.	<p>School Adviser Visit – Initial Feedback from visit on 3rd October 2018</p> <p>9.1 Most of the details of this visit were discussed at the FGB Meeting on 9th Oct 2018</p> <p>9.2 The Categorisation will be confirmed in November at which point the school will be told how many Adviser visits it will receive this year.</p>	
10.	<p>Monitoring Timetable Terms 1&2</p> <p>10.a Monitoring of T&L – Received at the FGB Meeting on 9th Oct 2018</p> <p>10.b Governor Monitoring –</p> <p>10.b.1 The Maths Link Governor will be coming to school in Term 2 for a maths visit</p> <p>10.b.2 The English link Governor will be visiting for SPAG/Reading Visit.</p> <p>10.b.3 A comment has been made from staff that they would like to see more from Governors around school</p> <p>10.b.4 Governors agreed that they need to set a focus of visits that fits in with the SIP.</p> <p>10.b.5 The Assessment Link Governor will meet with the Deputy Head to discuss anything that needs to be done.</p>	CL/HC to arrange meeting.
11.	<p>Training Agenda</p> <p>11.a Staff Training and CPD –</p> <p>11.a.1 Most of the training will be maths based but there will be some literacy staff training sessions too.</p> <p>11.a.2 The Inset Days in January will focus on Maths and Dyslexia Awareness</p> <p>11.b Governor Training Update –</p> <p>11.b.1 Covered in the FGB Meeting on 9th Oct 2018</p>	
12.	<p>Policies for Review and Approval</p> <p>All Policies were sent to Governors Prior to the meeting.</p> <p>12.a Teaching & Learning Policy - APPROVED</p> <p>12.b Marking & Feedback Policy - APPROVED</p> <p>12.c Assessment Policy - APPROVED</p> <p>12.d SEND Policy – Governors raised queries regarding the need to explain the referencing numbers on the policy and that the Policy title was SEN not SEND.</p>	Clerk to add to the FGB

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	Policy was no approved at this meeting. Alterations will be made, and it will be brought to the FGB Meeting on 11 th Dec 2018, for approval.	agenda on 11/12/18
13.	Any other Business Notified in Item 5 –	
13.1	None	
<p>Meeting Ended at 6.20pm</p> <p>Next T&L Committee Meeting – 7th February 2019 5pm</p> <p>Next FGB Meeting – 11th December 2018 5pm</p>		

Action Points from T&L Committee Meeting 16th October 2018

Item	Action Point	Owner	Progress
6.1	Clerk to file the signed Meeting	SM	Completed
10.b.1	The Assessment Link Governor to meet with the Deputy Head to discuss Governor visits to the school to link with the SIP.	CL/HC	
12.d	Add amended SEND Policy to FGB Agenda for meeting on 11 th Dec 2018	SM	Completed