

**Seaford Primary School  
Minutes of the Teaching & Learning Committee  
Thursday 17 October 2019 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)**.

| <b>Item</b> | <b>Decision</b>   | <b>Action</b>             |
|-------------|---|---------------------------|
| 1.1         | <b>Welcome</b> to all.  |                           |
| 1.2         | <b>Apologies for absence</b> were received and approved from Julie Smith  |                           |
| 1.3         | Helen Crees apologised that she will arrive late to the meeting   |                           |
| 2.          | <b>Declaration of Interests –</b>   |                           |
| 2.1         | None other than those declared as per the forms completed at the FGB Meeting on 8 <sup>th</sup> October 2019.   |                           |
| 3.          | <b>Election of Chair of Committee –</b>   |                           |
| 3.1         | Brenda Taylor expressed she was happy to stand again and seconded by Claire Lloyd   |                           |
| 3.2         | Brenda Taylor was re-elected unanimously as Chair of the T&L Committee.   |                           |
| 4.          | <b>Agree the Terms of Reference –</b>   |                           |
| 4.1         | Distributed and copy on SharePoint  |                           |
| 4.2         | Agreed by committee   |                           |
| 5.          | <b>Notification of Any Other Business –</b>   |                           |
| 5.1         | One item from Vicky Mather  |                           |
| 6.          | <b>Minutes of the meeting held on 9<sup>th</sup> May 2019</b>   |                           |
| 6.1         | Having been previously circulated, these were approved and signed and dated by the Committee Chair.   | Clerk to file the minutes |
| 7.          | <b>Matters arising –</b>  |                           |
| 7.1         | Item 5.1 – Confirmed this would be covered as part of the whole make up of the Board on Monday 21 <sup>st</sup> October   |                           |
| 7.2         | Item 7.8 – Handwriting policy is still on-going for review  |                           |
| 7.3         | Item 11.3 – <b>Governors asked if the Teaching Observation forms would be changing with the new Ofsted framework?</b> – Yes, after the Math Observations have taken place the forms will be modified. |                           |

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| Item | Decision  | Action   |
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| 8.   | <p><b>Proposed Changes to the T&amp;L Committee Meeting Structure</b></p> <p>8.1 It was discussed how the T&amp;L meetings could be structured to give the committee more opportunities to see children and talk to them about their learning.</p> <p>8.2 It was proposed that the times of the meetings be changed to the end of the school day.</p> <p>8.3 This would give the opportunity for children to stay behind after school and talk to the committee.</p> <p>8.4 It was suggested the a 3.30-5pm meeting time would allow this to happen.</p> <p>8.5 The committee agreed this was a good idea but there was concern that it may be an issue for new governors with work commitments.</p> <p>8.6 It was felt there was enough notice of the meeting dates for those governors to arrange time off with their places of work.</p> <p>8.7 The Committee <b>APPROVED</b> the change to the time and will monitor its success.</p> | Clerk to change the time of the Feb 2020 meeting |
| 9.   | <p><b>Ofsted Framework – Curriculum</b></p> <p>9.1 A document was handed out at the meeting that best describes the new framework.</p> <p><b>(Helen Crees arrived at 5.18pm)</b></p> <p>9.2 The Head Teacher highlighted the main headline from it and opened it up to the Committee for questions.</p> <p>9.3 <b>Governors asked when Ofsted is due at the school?</b> – March 2020 but most school are falling between 3.5-4yrs.</p> <p>9.4 <b>Did the Inspectors look at the curriculum last time?</b> – Yes.</p> <p>9.5 <b>Will this framework be revisited in future meetings?</b> – Yes.</p>  |  |
| 10.  | <p><b>School Improvement Plan including details of Interventions used and their success</b></p> <p>10.1 Copy of the SIP sent to the Committee prior to the meeting. Copy added to SharePoint.</p> <p>10.2 The SIP has been verified by the School Adviser and deemed detailed, robust and fit for purpose.</p>  |  |

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| 10.3   | The deputy head attended curriculum training. It allows children to see the link between the curriculum and careers.                                  |                            |
| 11.    | <b>School Adviser Visit – Initial Feedback from visit on 7<sup>th</sup> October 2019</b>  |                            |
| 11.1   | The report will be sent to Governors prior to the next FGB meeting in December.   |                            |
| 11.2   | BT asked if she could be sent the report early as she will be absent from the next FGB meeting  | Clerk to send report to BT |
| 11.3   | The school's categorisation will remain as a 3, because of the Maths results, which impact on the combined score. This will be confirmed in November. |                            |
| 11.4   | The school has been given 4 days of Math support to use in Term 2.  |                            |
| 11.5   | The training needs will meet the school's needs and will marry up with the school's plans for improvement.  |                            |
| 11.6   | The school will work with Withiam and Polegate schools to support this training.  |                            |
| 11.7   | Governors asked if these schools had excellent SATS results? – Yes.   |                            |
| 11.8   | Governors asked if they were provided with videos of other teachers in action? – No but this would be useful.   |                            |
| 12.    | <b>Monitoring Terms 1&amp;2</b>   |                            |
| 12.a   | <b>Monitoring of T&amp;L</b>  |                            |
| 12.a.1 | Details were covered in the FGB meeting on 9 <sup>th</sup> October.   |                            |
| 12.a.2 | The monitoring is incorporated into the SIP   |                            |
| 12.b   | <b>Governor Monitoring</b>  |                            |
| 12.b.1 | Governors monitoring is also incorporated into the SIP with visits tied into the same weeks.  |                            |
| 13.    | <b>Training Agenda</b>  |                            |
| 13.a   | <b>Staff Training and CPD –</b>   |                            |
| 13.a.1 | The next 3 inset days will cover Mental health training, Writing and Math Mastery.  |                            |
| 13.b   | <b>Governor Training Update –</b>   |                            |
| 13.b.1 | BT attended the Managing Allegations training   |                            |
| 13.b.2 | CS has attended the New Governor Induction Training.  |                            |

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|--------|--|-----------------------------------|
| 13.b.3 | It was suggested that the whole Board would benefit from Governor Ofsted training.   |                                   |
| 13.b.4 | The Clerk will look at what is available and will provide information at the next FGB in December.   | Clerk to add to FGB agenda in Dec |
| 14.    | <p><b>Policies for Review and Approval</b></p> <p>All Policies were sent to Governors Prior to the meeting.</p>  |                                   |
| 14.a   | <p><b>Teaching &amp; Learning Policy – APPROVED</b></p>  |                                   |
| 14.a.1 | Governors asked about the school values and if they were explained to the children? – The children chose them.   |                                   |
| 14.a.2 | When resources are labelled, do they have picture labels as well? – Not all.   |                                   |
| 14.a.3 | Governors stated that they felt they all should.   |                                   |
| 14.b   | <p><b>Marking &amp; Feedback Policy – APPROVED</b></p>   |                                   |
| 14.b.1 | Governors asked if the learning objectives were glued into the books for children? – Children do this.   |                                   |
| 14.b.2 | Do the children peer assess as well as assess own work? – Yes  |                                   |
| 14.c   | <p><b>Assessment Policy – APPROVED</b></p>   |                                   |
| 14.c.1 | Are there individual or group targets for children? – Targets were becoming unimportant to the children so have moved away from these. It is easier to verbally give the child a target as it is more short term and more relevant to the child. |                                   |
| 14.c.2 | Governors asked what the term Ever 6 was? – the pupil premium set up for six years was explained to the Committee.   |                                   |
| 14.c.3 | Governors questioned if the SEN reference should read SEND – yes and this will be changed on the policy.   |                                   |
| 14.d   | <p><b>Mental Health Policy – APPROVED</b></p>  |                                   |
|        | Governors asked what the YMCA dialogue was? – a counselling service.   |                                   |
|        | Governors asked what Flourish was? – It has the principles of Thrive   |                                   |
|        | Governors flagged that a word was missing on P5 and that 'needs' should be added to the sentence 'warning signs that their friend [needs] help.'   |                                   |

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|   | Governors asked if there should be clarification of what was meant on P4 regarding 'storing/providing information'.   |        |
| 15.   | <b>Any other Business Notified in Item 5 –</b>  |        |
| 15.1  | VM explained to the committee that she would need to miss some of the meeting this year as the dates clash with a course she is due to attend for her work. |        |
| 15.2  | VM asked if this would be acceptable - Governors accepted her apologies.  |        |
| <b>Meeting Ended at 6.35pm</b><br><br><b>Next T&amp;L Committee Meeting – 13<sup>th</sup> February 2020 3.30pm</b><br><br><b>Next FGB Meeting – 10<sup>th</sup> December 2019 5pm</b> |   |        |

**Action Points from T&L Committee Meeting 17<sup>th</sup> October 2019**

| Item   | Action Point   | Owner | Progress  |
|--------|--|-------|-----------|
| 6.1    | Clerk to file the signed Meeting Minutes   | SM    | Completed |
| 8.7    | Clerk to change the time of the T&L Meeting in February to 3.30pm                      | SM    | Completed |
| 11.2   | Clerk to send the School Adviser Report to BT  | SM    | Completed |
| 13.b.4 | Clerk to look for Governor Ofsted Training opportunities and report to Dec FGB meeting | SM    | Completed |