

**Seaford Primary School**  
**Minutes of the Teaching & Learning Committee**  
**Thursday 8 February 201 at 5.00 p.m.**

**Present** Helen Crees (Deputy Head Teacher), Chris Davey (Head Teacher), Helayna Goodwin (Maths Subject Leader), Sarah Mitchell (Clerk), Andy Steer, Brenda Taylor (**Acting Committee 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 Charlie Govett, Claire Lloyd and Jo Sheldon.	
1.3	<b>Absent:</b> Julie Smith and Jodie Bovill	
1.4	The Clerk made the meeting aware that there was 3 Governors present, including the Head Teacher. This made the meeting quorate, however the clerk advised that the other committee members should also agree items 4. And 13. Via email confirmation after the meeting.	Clerk to email T&L committee for agreement of these items.
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	One item raised by Andy Steer	
4.	<b>Minutes of the meeting held on 17<sup>th</sup> October 2017</b>  Having been previously circulated, these were approved and signed and dated by the Acting Committee Chair.	Clerk to file the minutes
5.	<b>Matters arising –</b>	
5.1	None	
6.	<b>Mathematics Improvement Plan Update</b>	
6.1	The T&L Committee was presented to by the Maths Subject Leader, Helayna Goodwin.	
6.2	The school has become part of a government funded initiative to disseminate the Shanghai maths approach throughout schools, using the mastery approach. The school is part of the second cohort and means it is linked to other schools and a teacher from Balfour Primary in Brighton, who is the supporting school.	
6.3	The approach encourages small steps, a slower pace and deeper levels of understanding.	

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6.4	On 10 Oct'17 the teachers had a maths place value staff meeting to discuss strategies and barriers. This helped identify areas that need to be focused on.	
6.5	On 2 Nov'17 there was a meeting with Balfour school and lesson observations around reasoning and using the mastery approach.	
6.6	On 8 Nov'17 the school held a math parents evening to showcase the strategies, resources and expectations. It was a vey well attended evening and parent packs were sent home to those parents that could not attend, at their request.	
6.7	The TAs have received twilight training from Debbie Spiller on CPA and Bar Modelling (New maths approaches)	
6.8	On 18 Jan'18 Helayna Goodwin visited a school in Hastings and watched 2 lessons delivered by teachers who were visiting from Shanghai.	
6.9	There is a plan for a Maths Week at the school in July.	
6.10	<b>Governors asked if the Shanghai and Singapore Methods were the same thing?</b> – They are very similar, both using the visual and smaller steps, greater depth approach.	
6.11	<b>Governors asked how long Balfour school had been involved in the scheme and how the teachers found working with them?</b> – The hub is working well. They are supportive. They were one of the four trained initially and now their job this year is to share that knowledge.	
6.12	<b>Governors asked if the school had invested in the text books that were mentioned in the T&amp;L meeting in Feb'17?</b> – Yes, they are currently being trialled and will be used a supplement.	
7.	<b>Writing Improvement Plan Update</b>	
7.1	An overview of writing improvement strategies was provided to Governors.	
7.2	Writing week was a success with the theme of comic writing	
7.3	There have been concerns on Yr6 about the attainment of students close to the 'At' level. Class teacher are providing one to ones and one to two tuition sessions, at least once a week for these students.	
7.4	Mark McCachon continues to come in to school on a Friday to work with the greater depth Yr6 students and this has had a positive impact.	
7.5	Staff have received training on boys writing and mindfulness to go with writing.	
7.6	The SLT have worked with staff to fit in writing in real life context.	
7.7	<b>Governors asked if Greater Depth students have the same success criteria as the other students?</b> – The students write their own success criteria.	

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8.	<p><b>Curriculum Design and Overview</b></p> <p>8.1 The committee was provided with a history of the current curriculum – a cluster curriculum with the other Seaford schools, written so that it would function for the cluster.</p> <p>8.2 Overviews of the curriculum are published on the website.</p> <p>8.3 The school has chosen to teach science as a separate subject from the learning journeys</p> <p>8.4 The documents and statements in the curriculum will be assessed in May to bring them fully up to date.</p> <p>8.5 The art curriculum has been modified recently.</p> <p>8.6 Mapping skills need to be incorporated into the curriculum with plans to have a mapping week later in the school year.</p> <p>8.7 Ofsted are focusing on the curriculum and its design, and how maths and writing are incorporated.</p>	<p>CD/HC to update committee of any changes at next meeting.</p>
9.	<p><b>Attendance Update</b></p> <p>9.1 The census information for Terms 1&amp;2 was submitted in January.</p> <p>9.2 The overall attendance was 95.82%, which was just below the national average of 96.1%.</p> <p>9.3 Persistent absence was in line with the national average at 7.53%.</p> <p>9.4 Term 3's latest figures for attendance are 95.43% (0.67% below target). This has been impacted by the time of year.</p> <p>9.5 Issues remain with Pupil Premium students.</p> <p>9.6 <b>Governors asked how the school was focusing on these students?</b> – The Deputy Head sends out letters for attendance below 95% and persistent absences are invited in for a meeting to discuss.</p> <p>9.7 Overall, those who did receive an attendance letter have improved term to term.</p> <p>9.8 <b>Governors asked if attendance figures are added to the student's reports?</b> – The registration sheet is printed and added to the end of year report.</p>	

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<p>10.</p> <p>10.1</p> <p>10.2</p> <p>10.3</p> <p>10.4</p> <p>10.5</p>	<p><b>Peer Review Project – Seaford/Newhaven/Peacehaven Schools</b></p> <p>Schools are being encouraged to support each other with their school improvement. As such the school is looking at ways it can offer support and advice to other schools and what support it could receive.</p> <p>The school on the project are SPS, Cradle Hill, Chyngton, Harbour, Denton, Telscombe and Peacehaven Heights.</p> <p>The project will involve the head and deputy head teachers, as well as senior leaders from the other schools looking at each school's practices and provide support and feedback.</p> <p>Senior leaders from the schools involved will meet next month to look at the plan for the next few years.</p> <p>Governors asked if the other schools were Ofsted 'good' schools – Yes</p>	
<p>11.</p> <p>11.1</p> <p>11.a</p> <p>11.a.1</p> <p>11.a.2</p> <p>11.a.3</p> <p>11.a.4</p> <p>11.b</p> <p>11.b.1</p> <p>11.b.2</p> <p>11.c</p> <p>11.c.1</p> <p>11.c.2</p> <p>11.c.3</p>	<p><b>Monitoring Timetable Terms 3&amp;4</b></p> <p>The timetable was circulated to governors prior to the meeting. Copy added to SharePoint.</p> <p><b>Quality of Teaching</b></p> <p>The teaching was looked at as part of each teacher's appraisal.</p> <p>Observations have been completed in terms 1 and 3.</p> <p>Further observations will take place in term 6.</p> <p>95% of teaching was good or better.</p> <p><b>Pupil Progress Update</b></p> <p>Pupil Progress data was handed out during the meeting for Governors to look at.</p> <p>No further questions were asked.</p> <p><b>Governor Monitoring</b></p> <p>BT has done a writing visit to the school.</p> <p>Clerk to send BT a copy of the visit form for her to complete and report back to the next FGB meeting in March.</p> <p>JF was due to do a Maths visit but was unable to.</p>	<p>Clerk to send form to BT</p> <p>HC to confirm with JF when she will visit.</p>

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11.c.4	The committee agreed to add 5 minutes to the agenda in May to look at books	Clerk to add this agenda item to next T&L agenda
11.d	<b>Future Focus for T&amp;L Committee Meetings</b>	
11.d.1	The T&L committee were invited to think of areas that should be covered in future meetings	
11.d.2	Governors agreed it would be good to see more of the children's work	
12.	<b>Training Agenda</b>	Clerk to email governors.
12.a	<b>Staff Training and CPD</b>	
12.a.1	The head teacher provided an overview of the training that staff had undertaken recently.	
12.a.2	This included details of writing training, safeguarding, mindfulness, maths training and down syndrome training.	
12.b	<b>Governor Training Update</b>	
12.b.1	AS attended the Outdoor learning course	
12.b.2	There are still Governors who need to complete the online safeguarding training	
12.b.3	Clerk to email the governors who still need to complete the safeguarding training to remind them.	
13.	<b>Policies for Review and Approval</b>	CD to update the policy
All Policies were handed out to Governors for reading prior to the meeting (Copies added to SharePoint)		
13.a	<b>Teaching and Learning Policy - APPROVED</b>	
13.b	<b>Presentation Policy – APPROVED</b>	
13.b.1	Governors queried neatness with the practise of gluing work into books rather than filing separately – Explained that this was done by teachers or TAs in the younger classes.	
13.c	<b>Assessment, Recording and Reporting Policy - APPROVED with minor correction</b>	
13.c.1	Governors queried the Raise Online in the policy - the head teacher confirmed that this needed to change to ASP in the policy	
13.d	<b>Curriculum Policy – APPROVED</b>	

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13.d.1	Governors asked if weekly lesson plans were kept in the office – It was confirmed that they were held and updated electronically and used as a live piece of work.	
14.  14.1  14.2	<p><b>Any other Business Notified in Item 3</b></p> <p>AS updated the committee on the successful trip to the O2 that took place the previous day.</p> <p>Thank you from the governors to all the staff who helped on this trip.</p>	
<p><b>Meeting Ended at 6.24pm</b></p> <p><b>Next T&amp;L Committee Meeting – 10<sup>th</sup> May 2018 5pm</b></p> <p><b>Next FGB Meeting – 27<sup>th</sup> March 2018 5pm</b></p>		

**Action Points from T&L Committee Meeting 8<sup>th</sup> February 2018**

<b>Item</b>	<b>Action Point</b>	<b>Owner</b>	<b>Progress</b>
1.4	Clerk to email absent committee members for approval of Items 4 and 13	SM	Completed
4	Clerk to file the signed Meeting	SM	Completed
8.4	Update Committee of any changes to the curriculum documents/Statements at next T&L meeting in May	CD/HC	
11.c.2	Clerk to send visits report form to BT	SM	Completed
11.c.3	Confirm with the Maths link Governor when she will conduct a visit in school	HC	
11.c.4	Clerk to add book viewing to May T&L agenda	SM	
12.b.3	Clerk to email a reminder to those governors still to complete their online safeguarding training	SM	Completed
13.c.1	Update the wording in the Assessment Policy to refer to ASP rather than Raise Online	CD	