

The Federation of Abbey Schools Academy Trust

Teaching & Learning Committee

Minutes

Date & Time: 5.30 pm on Tuesday 21st November 2017.

Present Governors: Mr J Briggs, Mrs C Marley, Mrs E de la Motte, Mr M Fryer, Mr N Little, Mrs J Scott and Mrs C Stow Smith.

Also in Attendance: Mrs L Hawksby (Clerk to the Governing Body).

<u>ITEM</u>	<u>DESCRIPTION OF DISCUSSION</u>	<u>ACTION BY</u>
1.	<p>Election of Chair for the ensuing Academic Year</p> <p>The Clerk to the Governing Body opened the meeting in the absence of a Chair. Nominations were sought and received for the position of Chair of the Teaching & Learning Committee for the ensuing Academic Year.</p> <p>RESOLVED:</p> <p>That Mrs E de la Motte be appointed Chair of the Teaching & Learning Committee for the ensuing Academic Year.</p> <p><i>(Note: Mrs E de la Motte was in the Chair for the remainder of the meeting.)</i></p>	
2.	<p>Election of Vice-Chair for the ensuing Academic Year</p> <p>Nominations were sought and received for the position of Vice - Chair of the Teaching & Learning Committee for the ensuing Academic Year.</p> <p>RESOLVED:</p> <p>That Mr M Fryer be appointed Vice-Chair of the Teaching & Learning Committee for the ensuing Academic Year.</p>	

<p>3.</p> <p>4.</p> <p>5.</p> <p>6.</p> <p>7.</p>	<p>Apologies for Absence</p> <p>Apologies for absence were received from:</p> <ul style="list-style-type: none"> • Mr P Bibby • Dr L Bryant <p>Notification of Items of Other Business</p> <p>There were no Items of Other Business to report.</p> <p>Declarations of Interests:</p> <p>Declaration of personal or pecuniary interests in any matters arising from the Agenda of the current meeting.</p> <p>There were no declarations of personal or pecuniary interests declared.</p> <p>Declaration of any updates for the Register of Business Interests.</p> <p>There were no updates for the Register of Business Interests.</p> <p>Approval of Minutes</p> <p>a) Approval of Minutes – Tuesday 20th June 2017.</p> <p>RESOLVED:</p> <p>That the Minutes of the meeting of the Committee held on Tuesday 20th June 2017 be confirmed and signed as an accurate record by the Chair.</p> <p>b) Matters Arising –</p> <p>There were no matters arising</p> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <p>STANDING ITEMS OF THE COMMITTEE: AUTUMN TERM (Items 7 - 12)</p> </div> <p>Attendance Summary</p> <p>The Head Teacher reported on the attendance summary for the school from the beginning of the Academic Year to the 8th November 2017. A copy of tables setting out attendance for Early</p>	
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<p>CQ</p> <p>CQ</p> <p>CQ</p>	<p>Years Foundation Stage, Key Stage 1 and Key Stage 2 were considered at the meeting. It was noted attendance remained good across the school, however the committee asked the following challenging questions:</p> <p>The Committee questioned why the percentage attendance for Year 5 was lower? The Head Teacher advised this was due to a persistent absentee who had special mitigating circumstances.</p> <p>The Committee also questioned why there was a high number of authorised absences for the Infants in this period? The Head Teacher advised this was due to a bout of chicken pox which had effected the Infant years.</p> <p>The Committee further questioned whether there had been any need to impose any fines? The Head Teacher advised that the data had not indicated any need to do so at the present time.</p> <p>RESOLVED:</p> <p>That the report be noted.</p>	
<p>8.</p>	<p>Data - (Attainment) EYFS, KS1, KS2 and progress of disadvantaged learners.</p> <p>The Head Teacher reported on data for attainment for the Early Years Foundation Stage (EYFS), Key Stage 1 (KS1) and Key Stage 2 (KS2) and progress of disadvantaged learners. It was noted for information that there had been a different curriculum in 2015 to 2016 & 2017 and it was therefore harder to make a comparison between these years with the data results (With the exception of EYFS and Year 1 Phonics which were the same).</p> <p>He advised in 2017 Infant headline data demonstrated that in KS1 :-</p> <ul style="list-style-type: none"> • Phonics was ‘above expected’ • Reading was ‘above expected’ • Writing was ‘above expected’ (However had dropped from last year’s figures) • Maths was ‘above expected’ (However had dropped from last year’s figures). <p>In 2017 Junior Headline data also indicated good attainment, with the percentage of pupils attaining the standard expected for their age in reading, writing and mathematics combined being 73% which was above the national average by 12%. Progress in reading and mathematics was above the national average while writing was below. Progress for disadvantaged learners and special educational needs pupils was also below the national average. The School Improvement Plan, with action plans, had therefore focused on improving progress in writing and disadvantaged pupils/special educational needs.</p>	

	<p>The Head Teacher advised that summative assessments are now being undertaken every term. This enables school leaders to identify under-achievement and take immediate steps to address any issues. Pupil Premium children in Year 6 in particular, had been noted as falling behind and their learning needs have been identified in order to accelerate their progress.</p> <p>CQ The Committee enquired what form the School Reports would take in order to help parents/cares understand their child's progress. The Head Teacher advised that data would be taken from Target Tracker and the report would set out whether that child was below, at expected or above target. There will be a key contained on the report to help explain what these phrases equate to and aid the understanding of parent/cares. Also in addition an effort grade will be provided to demonstrate how hard a pupil is working.</p> <p>RESOLVED:</p> <p>That the report be noted.</p> <p>9. School Improvement Plan – (Curriculum Content)</p> <p>CQ The Head Teacher updated the Committee on the School Improvement Plan and action plans which were contained on the Governors' Learning Platform. The Committee enquired how Governors would be provided with evidence that the school are on track with the action plans. The Head Teacher advised that the actions that had been completed were currently highlighted in red but that for the spring meeting of the Board he would RAG rate the actions (traffic light rating system – Red, Amber and Green).</p> <p>CQ The Committee considered how best key elements discussed at the termly sub-committees could be relayed back to the Board. At present the draft minutes from each sub-committee are taken to the last Board meeting of the term. The suggestion was made that this could be further strengthened by the Chair of each committee preparing a feedback form of the key areas discussed/approved by the individual committees.</p> <p>RESOLVED:</p> <p>a) That the SIP Action Plans be brought back to the Spring Term meeting of the Board with a RAG rate of the actions.</p> <p>b) That the Board be asked, at its meeting on the 4th December 2017, whether an additional feedback form should be brought back with the draft minutes from each termly sub-committee in order to identify key discussions/recommendations.</p>	<p><i>Head Teacher</i></p> <p><i>Governors</i></p>
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<p>10.</p> <p>School Self Evaluation</p> <p>A copy of the School's Self Evaluation (SEF) was appended to the Agenda and discussed by the Committee. The Head Teacher advised the red highlighted text set out areas currently being actioned.</p> <p>CQ</p> <p>The Committee enquired why changes had been made to the use of Pupil Premium Funding. The Head Teacher advised the pupil premium money was now being more targeted for the benefit of disadvantaged pupils. For example current funding was now being used to purchase a mathematics 1 to 1 programme specifically designed to accelerate the progress of disadvantaged pupils (Third Space Learning). Extra skilled teaching assistants are also used to provide quality intervention programmes and one to one support for pupil premium children. The impact of this targeted funding could already be evidenced by book scrutiny in Year 6, undertaken by Senior Leadership, which demonstrated pupils had made some accelerated progress.</p> <p>CQ</p> <p>The Committee further asked if a budget had been set aside for the priority areas identified in the SEF and SIP. The Head Teacher advised that a budget of £10,000 had been allocated for this purpose.</p> <p>RESOLVED:</p> <p>a) That the report be noted.</p> <p>b) That the word 'exclusively' be added at the top of page 5, second sentence, to read 'It is now used exclusively for the benefit of disadvantaged pupils.'</p>	<p>11.</p> <p>Review of Curriculum Observations Summary</p> <p>Further to Minute 9 (Full Governing Body meeting 10th July 2017) the Chair of the Teaching and Learning Committee advised that a summary of curriculum observations completed in the 2016/17 Academic Year had been taken to the Board. It was noted that focus for this Autumn term for Governors had been the SIP priority areas, which would continue for the remainder of the Academic Year. It was agreed however that there remained a requirement for curriculum observations by Governors and that consideration should be given at the Board meeting on the 4th December to what form this should take. The Head Teacher advised that he would look at the curriculum observation areas and ascertain where they could be linked to the current SIP priorities.</p> <p>RESOLVED:</p> <p>a) That the current Governor links to curricular/specialist areas be considered by the Board at the meeting scheduled for the 4th December 2017.</p>	<p><i>Head Teacher</i></p>
		<p><i>Governors</i></p>

<p>12.</p>	<p>b) That the Head Teacher consider how the curricular/specialist areas may be linked to the current SIP priorities.</p> <p>Partnership/Community</p> <p>The Head Teacher reported on ongoing work with partnerships and within the community. He advised for example that the children and parents had donated food to be given to Darlington Baptist Church and that David Rose had attended two assemblies to let the children know what had happened to their donations. Local charities had also been supported with the donation of toys and presents for Christmas for local families. The Mayor and British Legion had attended the school's Remembrance Assembly to talk about the importance of Remembrance Day with the children. The Head Teacher had also been in the local news twice, with the Northern Echo to promote the new Behaviour Policy and in the council ward news by way of introduction to the local residents.</p> <p>RESOLVED:</p> <p>That the report be noted.</p>	<p><i>Head Teacher</i></p>
<p>13.</p>	<p>Annual Review of Terms of Reference and Standing Items for the Teaching and Learning Committee</p> <p>The Committee considered the current Terms of Reference and Standing Items of the Teaching & Learning Committee.</p> <p>RESOLVED:</p> <p>a) That the Terms of Reference remain the same, with the exception of the maximum of Governors being amended from 8 to 9.</p> <p>b) That the Standing Items be amended in the Autumn Term to remove the word 'timetable' from School Self Evaluation heading and the word 'summary' from Review of Curriculum Observations heading.</p>	<p><i>Clerk</i></p> <p><i>Clerk</i></p>
<p>14.</p>	<p>Risk Register</p> <p>The Committee considered their delegated risks for this Autumn Term.</p> <ul style="list-style-type: none"> • Lack of monitoring of the quality of teaching and learning. • Insufficient monitoring of the academic outcomes of pupils in terms of end of key stage results. 	

<p>15.</p>	<ul style="list-style-type: none"> • Out-of-date full school curriculum. <p>RESOLVED:</p> <p>a) That at 1.2 Lack of monitoring of the quality of teaching & learning (No. 10) - wording be changed to ‘Use of target tracker and summative data.’</p> <p>b) That at 1.3 Insufficient monitoring of the academic outcomes of pupils in terms of progress and end of key stage results (No. 7) – wording be changed to ‘End of KS results and ASP documentation analysed ...’</p> <p><i>(Note: Mr M Fryer left the meeting at approximately 7.10 pm)</i></p> <p>Writing – approach for 2017/18</p> <p>The Head Teacher advised that writing had been identified as an important priority in the 2017/18 SIP (School Improvement Plan). The key aim was to improve the quality of writing for all learners and to rapidly accelerate progress for groups of learners.</p> <p>He advised that the ‘literacy shed’ had been purchased which aided literacy teaching using visual resources such as film, animation, photographs and picture books. This was aimed at particularly engaging boys in writing. Training in the Literacy Shed had also been provided to all Teachers this evening, the 21st November 2017.</p> <p>A new teaching spelling programme had been introduced which focused on using ‘No Nonsense Spelling’ and this was being monitored through book scrutiny.</p> <p>A new SLE (Specialist Leaders of Education) in English had been commissioned, who specialises in working with disadvantaged children. The curriculum was being developed and improved so there are more opportunities to write about exciting topics and parents had recently been involved with ghost story writing in Year 4 to help engage the children.</p> <p>The Head Teacher also advised that ‘Kindle for PC’ was being used in the school, which is a free application that enables pupils to read Kindle books on computers. The purchase of new White Boards to help support learning and writing was also currently being progressed by the school and Governors.</p> <p>RESOLVED:</p> <p>That the report be noted.</p>	<p><i>Clerk</i></p> <p><i>Clerk</i></p>
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16.	<p>Mini Bus – Report Back</p> <p>The Head Teacher advised that further to Minute 7 (Governing Body 11th September 2017) the lease of the Mini-Bus had not been taken forward.</p> <p>RESLOVED:</p> <p>That the report be noted.</p>	
17.	<p>NQT Induction Policy</p> <p>Consideration was given to the Newly Qualified (NQT) Induction Policy which set out the roles and requirements necessary following the appointment of an NQT.</p> <p>RESOLVED:</p> <p>That the policy be approved subject to the inclusion within the policy of reference to:</p> <ul style="list-style-type: none"> • During the first meeting with new staff they are made aware by the school of the key procedures/documentation and requested to read & sign them where appropriate. • In addition ‘safeguarding’ should be added in the policy to the list of information provided to NQTs. 	<i>Head Teacher</i>
18.	<p>Marking & Feedback Policy – Updated</p> <p>The Head Teacher reported on the Marking and Feedback Policy which had been updated to reflect small changes in marking codes.</p> <p>RESOLVED:</p> <p>That the updated Marking and Feedback Policy be approved.</p>	<i>Head Teacher</i>
19.	<p>Agenda Items for the Next Meeting</p> <p style="text-align: center;">Plus the following Standing Items:-</p> <ul style="list-style-type: none"> • Attendance. (to include Autumn and Spring Term figures) • Data – (Progress and Tracking) • Monitoring School Improvement Plan (SIP) – Curriculum Content • Quality of Teaching & Learning – School Self Evaluation 	<i>Clerk</i>

<p>20.</p>	<ul style="list-style-type: none"> • Curriculum Observation Progress • Partnership/Community • Risk Register – Delegated risk due for review by the Teaching & Learning Committee <p>(Governors walk around school)</p> <p style="text-align: center;">Policies Scheduled for Review:-</p> <ul style="list-style-type: none"> • ICT & E-Safety Policy • Camera/Mobile EYFS Policy • Keeping Children Safe in Education • Pupil Premium Information • P.E & Sports Funding Action Plan • Homework Policy • Assessment Policy <p>Approval of Documents for Public Inspection</p> <p>RESOLVED:</p> <p>That the Agenda, supporting documents and approved Minutes be made available for public inspection.</p>	<p><i>Clerk</i></p>
<p>21.</p>	<p>Date & Time of Next Meeting</p> <p>RESOLVED:</p> <p>a) That the next meeting of the Committee be confirmed once the date had been approved at the Governing Body scheduled for the 4th December 2017.</p> <p>b) That Board be advised that Wednesdays would be the preferred meeting date for the Teaching & Learning Committee.</p>	<p><i>Clerk</i></p> <p><i>Clerk</i></p>

