

The Federation of Abbey Schools Academy Trust

Teaching & Learning Committee

Minutes

Date & Time: 5.30 pm on Wednesday 10th November 2021.

Present Governors: Mr J Briggs, Dr L Bryant, Mrs E de la Motte, Mr M Fryer, Mrs S Howe and Mrs C Stow Smith.

Also in Attendance: Mrs L Hawksby (Governance Professional).

<u>ITEM</u>	<u>DESCRIPTION OF DISCUSSION</u>	<u>ACTION BY</u>
1.	<p><u>Note: meeting held in person: Nurture Class Room, Junior Building, the Federation of Abbey Schools.</u></p> <p>Election of Chair and Vice Chair for the ensuing Academic Year</p> <p>The Governance Professional opened the meeting in the absence of a Chair. As Director Mrs E de la Motte had not yet arrived at the meeting (and being quorate), the Committee deferred the election of the Chair and proceeded with the election of the Vice Chair.</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 Dr L Bryant be appointed Vice-Chair of the Teaching & Learning Committee for the ensuing Academic Year.</p> <p><i>Director Mrs E de la Motte arrived at approximately 5.35 pm.</i> 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>(Note: Mrs E de la Motte was in the Chair for the remainder of the meeting.)</p>	<p><i>Governance Professional</i></p> <p><i>Governance Professional</i></p>

<p>2.</p>	<p>Apologies for Absence and format of the meeting</p> <p>Apologies for absence were received and accepted from Director Mrs N.McDowell.</p>	
<p>3.</p>	<p>Notification of Items of Other Business</p> <p>There was 1 items of other business (Please refer to Minute 20 below) :</p> <p>Pupil Premium Strategy Statement</p>	
<p>4.</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>5.</p>	<p>Approval of Minutes</p> <p>a) Approval of Minutes – Wednesday 26th May 2021</p> <p>RESOLVED:</p> <p>That the Minutes of the meeting of the Teaching & Learning Committee held on Wednesday 26th May 2021 be approved as an accurate record.</p> <p>b) Matters Arising –</p> <p>It was noted that in relation to Minute 13 a homework progression model had been brought back to this Committee. It was agreed by the Chair that it would be brought forward on the agenda and considered next:</p>	
<p>6.</p>	<p>Homework progression</p> <p>Consideration was given by the Committee to the homework progression expectations.</p> <p>RESOLVED:</p> <p>That the homework progression expectations be approved.</p>	<p><i>Head Teacher</i></p>

STANDING ITEMS OF THE COMMITTEE: AUTUMN TERM (Items 7 - 13)		
7.	<p>Review of standing items and terms of reference</p> <p>The Committee gave consideration to their annual review of their standing items and terms of reference.</p> <p>RESOLVED:</p> <p>That no changes were required at the present time to the terms of reference and standing items</p>	<i>Governance Professional</i>
8.	<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 3rd November 2021. It was noted attendance was good.</p> <p>RESOLVED:</p> <p>That the report be noted.</p>	
9.	<p>Data - ASP, FFT Aspire Data for EYFS, KS1, KS2 and disadvantaged groups.</p> <p>The Head Teacher provided a verbal report and reported that there was no new data since that reported to the Board on the 13th September 2021 (Minute 14 Governing Body 13th September 2021). Emphasis had moved away from scrutiny of data to identifying the gaps and the resultant actions. He advised that at the beginning of the next academic year, in the Autumn term national data and end of year data would be brought to the Board.</p> <p>This year the focus would be on phonics catch up, SHINE interventions (personalised support following standardised diagnostic tests), Lexia and Century as well personalised interventions to help plug any gaps. The school had identified Year 2 and Year 3 for catch up tuition. It was noted that Early Years had completed their baseline assessments.</p> <p>RESOLVED:</p> <p>That the report be noted.</p>	

10.	<p>Curriculum Content</p> <p>The Head Teacher advised that in the Early Years new curriculum there was less focus on evidence gathering more on questioning. Little Wandle phonics scheme had been purchased by the school, with staff trained in using it in both Early Years and Year 1. It was more prescriptive and provided support for children unable to blend.</p> <p>Subject leaders have had more time dedicated for leadership, focusing on monitoring and CPD (Continued Professional Development). Year 3 were now teaching maths using the mastery approach following implementation in Year 1, Year 2 and Early Years.</p> <p>There were a number of curriculum enhancements happening across the school including school visits, visitors into the school and parental talks advising the children of their professions and what their jobs involved.</p> <p>RESOLVED:</p> <p>That the report be noted.</p>	
11.	<p>Governors' Monitoring.</p> <p>The Head Teacher advised that a number of Directors had been in this week in their monitoring role. It was noted by the Directors who had been in how enthusiastic the children had been for what they do in class and that it was good for the Directors to be able to back into school.</p> <p>Reports of their visits were being written up by Directors and would be reported back to the Board.</p> <p>CQ The Committee suggested that at future monitoring it would be helpful to look at the work of pupils who had different interventions and how the pupils were being challenged.</p> <p>RESOLVED:</p> <p>That the report be noted.</p>	<p><i>Directors</i></p> <p><i>Head Teacher</i></p>
12.	<p>Partnership/Community</p> <p>The Head Teacher advised that the school was getting back to normal with many activities that the children enjoy having resumed. For example swimming lessons at Hummersknott, visits to Darlington Library, singing assemblies and taking part in sports competitions.</p>	

13.	<p>This term the Deputy Head Teacher (Mrs Folkes) had worked with Darlington Rotary Club to set up an Abbey RotaKids club. Darlington Rotary Club spoke to the junior children in assembly and each class elected a RotaKid representative who will attend meetings and decide on the projects that they are going to support. The children decided to raise awareness for World Polio Day by asking everyone to wear an item or items of purple clothing</p> <p>This year there is a whole school council with children from Year 1 to Year 6. After Christmas, some Reception children will be elected as councillors too. The children have created a letter to parents reminding them about the importance of a balanced packed lunch. This year the school council is involved in a 'Council of School Councils' with other primary and secondary schools in Darlington. They attended a virtual meeting and shared branding and logo ideas and discussed future projects that can raise the profile of pupil voice across Darlington. The junior school council members are also taking part in a virtual workshop with the UK Parliament in London, where they will learn about how Parliament works and will have the opportunity to ask questions.</p> <p>RESOLVED:</p> <p>That the report be noted.</p> <p>.</p> <p>Risk Register</p> <p>The Committee considered their delegated risks for this Autumn Term and requested the following amendments:</p> <ul style="list-style-type: none"> • Lack of monitoring of the quality of teaching and learning. (1.2) – point 15 be removed 'SLT monitoring Home Learning weekly during Covid' as this was no longer relevant. • Insufficient monitoring of the academic outcomes of pupils in terms of end of key stage results (1.3) – add at point 9 'Governors have subjects areas of responsibility.' • Out-of-date full school curriculum (1.4) – that all of the actions be moved up to management control with the exception of 'curriculum to be reviewed in light of Covid 19' which could now be removed. <p>RESOLVED:</p> <p>That the above be updated on the Risk Register.</p>	<p><i>Head Teacher</i></p>
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14.	<p>ECT Induction Policy.</p> <p>RESOLVED:</p> <p>That consideration of this item be deferred.</p>	<i>Head Teacher</i>
15.	<p>Marking and Feedback Policy.</p> <p>The Committee gave consideration to the Marking and Feedback Policy.</p> <p>RESOLVED:</p> <p>That the Marking and Feedback Policy be approved.</p>	<i>Head Teacher</i>
16.	<p>Special Educational Needs (SEN) Policy and SEND information report.</p> <p><i>(Note this has been previously approved at the first Board meeting of the Autumn Term held on the 13th September 2021.)</i></p>	
17.	<p>(Primary) Curriculum Policy.</p> <p>The Committee gave consideration to the (Primary) Curriculum Policy which had been updated.</p> <p>RESOLVED:</p> <p>That the (Primary) Curriculum Policy be approved.</p>	<i>Head Teacher</i>
18.	<p>(LAC) Looked After Children Policy.</p> <p>The Committee gave consideration to the (LAC) Looked After Children Policy. It was noted that Director Mrs N McDowell had been made the link Governor for Looked After Children.</p> <p>RESOLVED:</p> <p>That the (LAC) Looked After Children Policy be approved.</p>	<i>Head Teacher</i>
19.	<p>(Primary) Reading Policy.</p> <p>The Committee gave consideration to the (Primary) Reading Policy.</p> <p>RESOLVED:</p> <p>That the (Primary) Reading Policy be approved.</p>	<i>Head Teacher</i>

<p>20.</p> <p>Item of Any Other Business:</p> <p>Pupil Premium Strategy Statement</p> <p>The Head Teacher reported upon the Pupil Premium Strategy Statement, which was required to be published on the school web-site by December 2021.</p> <p>This statement details the school's use of pupil premium (and recovery premium for the 2021 to 2022 academic year) funding to help improve the attainment of disadvantaged pupils. It outlines the school's pupil premium strategy, how it is intended to spend the funding in this academic year and the effect that last year's spending of pupil premium had within our school.</p> <p>CQ</p> <p>The Committee flagged up that attendance data over the last 3 years indicated that attendance among disadvantaged pupils had been between 3 - 9% lower than for non-disadvantaged pupils, and that it was important that this would continue to be addressed.</p> <p>The Committee noted that the School's internal assessments during 2020/21 suggested that the performance of disadvantaged pupils was lower than in the previous 2 years in key areas of the curriculum, particularly writing but also in early reading and maths in some year groups. Disadvantaged children made good progress in the second half of 2020/21 but unfortunately, this did not make up for the lost learning in the summer of 2020.</p> <p>RESOLVED:</p> <p>That the pupil premium strategy statement be approved and noted.</p>	<p>Head Teacher</p>	<p>Head Teacher</p>
<p>21.</p> <p>Agenda Items for the Next Meeting :-</p> <p>Standing items and policies due for review.</p>	<p>Governance Professional</p>	<p>Governance Professional</p>
<p>22.</p> <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>Governance Professional</p>	<p>Governance Professional</p>

<p>23.</p>	<p>Date & Time of Next Meeting</p> <p>RESOLVED:</p> <p>That the next meeting of the Committee be held on Wednesday 9th February 2022 at 5.30 pm.</p> <p>The Meeting concluded at 6.20 pm</p> <p>Approved by the Teaching & Learning Committee</p> <p>Date: _____</p> <p>Signature (Chair): _____</p> <p>Name: _____</p> <p>(Note: the CQ abbreviation stands for – Challenging Question.)</p>	<p><i>Governance Professional</i></p>
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