

## The Federation of Abbey Schools Academy Trust

### Teaching & Learning Committee

#### Minutes

**Date & Time:** 5.30 pm on Wednesday 11<sup>th</sup> November 2020.

**Present Governors:** Mr J Briggs, Dr L Bryant, Mrs C Marley, Mrs E de la Motte, Mr M Fryer, Mr N Little 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><b>Election of Chair for the ensuing Academic Year</b></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 &amp; Learning Committee for the ensuing Academic Year.</p> <p><b>RESOLVED:</b></p> <p>That Mrs E de la Motte be appointed Chair of the Teaching &amp; 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><b>Election of Vice-Chair for the ensuing Academic Year</b></p> <p>Nominations were sought and received for the position of Vice - Chair of the Teaching &amp; Learning Committee for the ensuing Academic Year.</p> <p><b>RESOLVED:</b></p> <p>That Dr L Bryant be appointed Vice-Chair of the Teaching &amp; Learning Committee for the ensuing Academic Year.</p>	

<p><b>3.</b></p>	<p><b>Apologies for Absence and format of the meeting</b></p> <p>There were no apologies for absence. The Directors participated in a virtual Board meeting due to current Covid 19 social distancing considerations.</p>	
<p><b>4.</b></p>	<p><b>Notification of Items of Other Business</b></p> <p>There were no Items of Other Business to report.</p>	
<p><b>5.</b></p>	<p><b>Declarations of Interests:</b></p> <p><b>Declaration of personal or pecuniary interests in any matters arising from the Agenda of the current meeting.</b></p> <p>There were no declarations of personal or pecuniary interests declared.</p> <p><b>Declaration of any updates for the Register of Business Interests.</b></p> <p>There were no updates for the Register of Business Interests.</p>	
<p><b>6.</b></p>	<p><b>Approval of Minutes</b></p> <p>Note: minutes of the 5<sup>th</sup> March 2020 have previously been approved at the Board meeting held on the 14<sup>th</sup> May 2020.</p> <div data-bbox="320 1301 1198 1406" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>STANDING ITEMS OF THE COMMITTEE: AUTUMN TERM (Items 7 - 13)</b></p> </div>	
<p><b>7.</b></p>	<p><b>Attendance Summary</b></p> <p>The Head Teacher reported on the attendance summary for the school from the beginning of the Academic Year to the 20<sup>th</sup> October 2020. It was noted that no class ‘bubbles’ had been required to isolate yet within the school and attendance was good.</p> <p><b>RESOLVED:</b></p> <p>That the report be noted.</p>	
<p><b>8.</b></p>	<p><b>Data - ASP, FFT Aspire Data for EYFS, KS1, KS2 and disadvantaged groups.</b></p> <p>The Head Teacher provided a verbal report and referred to data from the FFT (Fischer Family Trust) which was shared with the Committee on screen. He advised that some baseline</p>	

<p><b>CQ</b></p> <p><b>9.</b></p>	<p>assessments had now been completed just before the half term. Assessments would now continue termly, with the Autumn assessments now being held in February until they were back on track with the tests held at the usual time.</p> <p>The Committee questioned whether the assessments were the same standard had there been no Covid? The Head Teacher advised that the levels were approximately the same for some children but other children had regressed. It was predominantly the lower achievers who had made the least progress or regressed</p> <p>The Head Teacher advised that ‘Shine’ had been purchased by the school from part of the Government’s catch up spending. This uses the NTS assessments results and supports teachers to identify gaps in learning with suggested planning for TA’s to help support catch up.</p> <p>Booster sessions were also being held to help identified areas of need, with the supply cover for these sessions being also used from the catch up funding.</p> <p><b>RESOLVED:</b></p> <p>That the report be noted.</p> <p><b>Curriculum Content</b></p> <p>The Head Teacher reported that the children were receiving the normal curriculum, plus PHSE (Personal, Social, Health and Economic Education). He further advised prior learning of core Maths and English is always undertaken at the beginning of the Academic Year, which had helped to highlight any missed learning and inform planning. The Teachers had noted there had been less mental health related issues arising from the current Covid situation amongst the pupils than anticipated.</p> <p>A Nurture group had been created in Key Stage 2, which was proving very successful and the school was considering extending this to a nurture group in the Infants as well. It was noted the school was applying for some mentoring funding for pupil premium children, with 75% funded from central Government and the rest from the school’s Catch Up Funding.</p> <p>The Committee also considered the updated Remote Learning Policy.</p> <p><b>RESOLVED:</b></p> <p>That the report be noted and that the updated Remote Learning Policy be approved.</p>	<p><i>Head Teacher</i></p>
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10.	<p><b>Governors' Learning Day</b></p> <p>The Head Teacher suggested possible means of Governors' continuing with their monitoring during the current Covid situation included talking to subject leaders via email or possibly virtually via zoom. To gain a better understanding of the welfare of staff and students Governors could also speak to the Mrs V Folkes, Deputy Head Teacher.</p> <p><b>RESOLVED:</b></p> <p>That the Head Teacher speak further with the Chair and develop a monitoring plan for the Spring Term.</p>	<p><i>Head Teacher/ Chair</i></p>
11.	<p><b>Partnership/Community</b></p> <p>The Head Teacher advised that since the beginning of March, when the last community report was shared with Governors, many of the planned and traditional school events had been cancelled as a result of Lockdown and Covid restrictions. During this time the school had however looked for alternative ways to bring the school community together.</p> <p>For example pupils created Easter cards and pictures for local residents and people in care homes. It was noted that there had not been any school visits since March, however the school had continued to invite visitors into school. So far during the Autumn Term active literacy and numeracy had been taught in 4L and Year 6 had taken part in archery lessons.</p> <p>The school wore jeans to school on Friday 18<sup>th</sup> September and raised money for 'Jeans for Genes'. The PFA organised a successful 'Spooktacular' dressing up day on the last day of term, with the children dressing up in scary costumes and the money raised to be used for ICT resources.</p> <p><b>RESOLVED:</b></p> <p>That the report be noted.</p>	
12.	<p><b>Annual Review of Terms of Reference and Standing Items for the Teaching and Learning Committee</b></p> <p>It was noted that the terms of reference had already been approved and considered at the Board meeting held on the 2<sup>nd</sup> July 2020 (Minute 5 Governing Body 2<sup>nd</sup> July 2020 refers.)</p> <p><b>RESOLVED:</b></p> <p>That no changes were required at the present time to the terms of reference and standing items as they had recently been reviewed and approved.</p>	

13.	<p><b>Risk Register</b></p> <p>The Committee considered their delegated risks for this Autumn Term.</p> <ul style="list-style-type: none"> <li>• Lack of monitoring of the quality of teaching and learning (1.2)</li> <li>• Insufficient monitoring of the academic outcomes of pupils in terms of end of key stage results (1.3)</li> <li>• Out-of-date full school curriculum (1.4)</li> </ul> <p>The Committee also considered the residual scores at Pandemic (13) as it was noted they were missing from the document.</p> <p><b>RESOLVED:</b></p> <p>a) That at (1.2) it be noted that reference had been added to SLT (Senior Leadership Team) monitoring Home Learning weekly during Covid 19 and that no changes were required to the residual scores at present.</p> <p>b) That reference to Target Tracker be removed at (1.3) and that no changes were required to the residual scores at the present time.</p> <p>c) That at (1.4) Keeping Children Safe in Education be changed to 2020 and that no changes were required to the residual scores at the present time.</p> <p>d) That the residual score be as follows at 13:-</p> <p style="padding-left: 40px;">Likelihood: 4</p> <p style="padding-left: 40px;">Magnitude of Impact: 3</p>	<p><i>Head Teacher</i></p> <p><i>Head Teacher</i></p> <p><i>Head Teacher</i></p>
14.	<p><b>NQT Induction Policy.</b></p> <p>Consideration was given by the Committee to the NQT Induction Policy. It was noted there had been no changes since it had last been reviewed.</p> <p><b>RESOLVED:</b></p> <p>That the NQT Induction Policy be approved.</p>	<p><i>Head Teacher</i></p>
15.	<p><b>Marking and Feedback Policy.</b></p> <p>Consideration was given by the Committee to the Marking &amp; Feedback Policy. It was noted there had been no changes since it had last been reviewed.</p>	

	<p><b>RESOLVED:</b></p> <p>That the Marking and Feedback Policy be approved.</p>	<p><i>Head Teacher</i></p>
<p><b>16.</b></p>	<p><b>Special Educational Needs (SEN) Policy.</b></p> <p>(Note: this policy had already approved at the first Board meeting on the 14<sup>th</sup> September 2020.)</p>	
<p><b>17.</b></p>	<p><b>Agenda Items for the Next Meeting :-</b></p> <p>Standing items and policies due for review.</p>	<p><i>Clerk</i></p>
<p><b>18.</b></p>	<p><b>Approval of Documents for Public Inspection</b></p> <p><b>RESOLVED:</b></p> <p>That the Agenda, supporting documents and approved Minutes be made available for public inspection.</p>	<p><i>Clerk</i></p>
<p><b>19.</b></p>	<p><b>Date &amp; Time of Next Meeting</b></p> <p><b>RESOLVED:</b></p> <p>That the next meeting of the Committee be confirmed once the date had been approved at the Governing Body scheduled for the 14<sup>th</sup> December 2020.</p> <p><b>The Meeting concluded at 7.05 pm</b></p> <p>Approved by the Teaching &amp; Learning Committee</p> <p>Date: _____</p> <p>Signature (Chair): _____</p> <p>Name: _____</p> <p>(Note: the <b>CQ</b> abbreviation stands for – Challenging Question.)</p>	<p><i>Clerk</i></p>