

The Federation of Abbey Schools Academy Trust

Teaching & Learning Committee

Minutes

Date & Time: 4.45 pm on Wednesday 19th June 2019.

Present Governors: Mr J Briggs, Mr M Fryer, Mrs C Marley, Mrs E de la Motte 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>Apologies for Absence</p> <p>Apologies for absence were received from:</p> <ul style="list-style-type: none"> • Dr L Bryant • Mr N Little 	
2.	<p>Notification of Items of Other Business</p> <p>There were no Items of Other Business to report.</p>	
3.	<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>4.</p>	<p>Approval of Minutes</p> <p>a) Approval of Minutes – Wednesday 6th March 2019.</p> <p>RESOLVED:</p> <p>That the Minutes of the meeting of the Committee held on Wednesday 6th March 2019 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: SUMMER TERM (Items 5 - 11)</p> </div>	
<p>5.</p>	<p>Attendance (Autumn, Spring and Summer)</p> <p>The Head Teacher reported on the attendance summary for the school. It was noted that attendance was good in both Key Stage 1 and 2.</p> <p>The Head Teacher advised that attendance is monitored by the Senior Leadership Team & Business Team. Support for persistent non-attenders is provided.</p> <p>The Head Teacher advised the school's Leave of Absence Form will be updated shortly and consideration was being given to imposing a fine if the leave is over an excessive amount of time.</p> <p>RESOLVED:</p> <p>That the report be noted.</p>	
<p>6.</p>	<p>Data – Progress and Tracking higher/middle/lower and disadvantaged groups.</p> <p>The Head Teacher advised that this data had previously been reviewed by the Board at the beginning of the Summer Term on the 20th May 2019. There were no updates at this present time and the Committee had no further questions.</p> <p>RESOLVED:</p> <p>That the report be noted.</p>	

<p>7.</p>	<p>Curriculum Update</p> <p>Directors Mrs E. de la Motte and C. Marley provided an update on the curriculum as they had recently attended the Governors' Learning Day and explored this area.</p> <p>They advised that the school had been updating its curriculum since September 2018 and was also working towards aligning it with the new Ofsted framework. All subject leaders were mapping progression of topics to ensure there is a link throughout the different year groups and ensuring that there is not repetition. They were also looking at topics at a more local level, for example investigating local rivers.</p>	
<p>8.</p>	<p>School Self Evaluation – Updates for the next Academic Year</p> <p>The Head Teacher advised of some preliminary ideas for the next Academic Years' SEF/SIP :-</p> <ul style="list-style-type: none"> • Curriculum • Anxiety/Resilience • Growth Mind-set • Leadership of Subjects • Writing <p>RESOLVED:</p> <p>That the report be noted.</p>	
<p>9.</p>	<p>Governors' Learning Day</p> <p>The Chair of the Board (Mrs E de la Motte) reported that she and other Directors had found the learning day, which had been held earlier in the day, had been successful and invaluable in fact finding. It had been very useful in meeting both the staff and pupils in relation to the SIP priorities.</p> <p>RESOLVED:</p> <p>That the report be noted and consideration be given to having the next Governors' Learning Day at the end of the Spring Term.</p>	<p><i>Head Teacher</i></p>
<p>10.</p>	<p>Partnership/Community</p> <p>The Head Teacher reported on ongoing work with partnerships and within the community. It was also noted that the Year 6 had a successful residential visit at Carlton Lodge.</p> <p>RESOLVED:</p> <p>That the report be noted.</p>	

<p>11.</p>	<p>Risk Register</p> <p>The Committee considered their delegated risks for the Summer Term.</p> <ul style="list-style-type: none"> • Lack of monitoring of the quality of teaching and learning (1.2) • Insufficient monitoring of the academic outcomes of pupils in terms of end of key stage results (1.3) • Out-of-date full school curriculum (1.4) <p>RESOLVED:</p> <p>That no further changes were necessary to the Risk Register on this occasion.</p>	
<p>12.</p>	<p>Policies for Review:</p> <p>Early Years Foundation Stage Policy</p> <p>Consideration was given to the Early Years Foundation Stage Policy.</p> <p>RESOLVED:</p> <p>That the Early Years Foundation Stage Policy be approved.</p> <p>Special Educational Needs (SEN) Policy</p> <p>(Note this item was deferred until Autumn Term 2019 when the new SENCO would be in position.)</p> <p>Teaching and Learning Policy</p> <p>Consideration was given to the Teaching & Learning Policy.</p> <p>RESOLVED:</p> <p>That the Teaching & Learning Policy be approved.</p> <p>Home School Agreement</p> <p>Consideration was given to the Home School Agreement.</p> <p>RESOLVED:</p> <p>That the Home School Agreement be approved subject to the inclusion of reference to Parentmail.</p>	<p><i>Head Teacher</i></p> <p><i>Clerk</i></p> <p><i>Head Teacher</i></p> <p><i>Head Teacher</i></p>

	<p>School Prevent Duty Risk Assessment and Action Plan</p> <p>Consideration was given to the School Prevent Duty Risk Assessment and Action Plan.</p> <p>RESOLVED:</p> <p>That the School Prevent Duty Risk Assessment and Action Plan be approved.</p> <p>Spiritual, Moral, Social and Cultural policy</p> <p>Consideration was given to the Spiritual, Moral, Social and Cultural policy.</p> <p>RESOLVED:</p> <p>That the Spiritual, Moral, Social and Cultural policy be approved.</p>	<p><i>Head Teacher</i></p> <p><i>Head Teacher</i></p>
<p>13.</p>	<p>Scheme of Delegation – Sub Committees to review following approval at the 1st April 2019 Board meeting.</p> <p>Further to Minute 12, it was noted that the new Scheme of Delegation had been approved at the Board meeting held on the 1st April 2019.</p> <p>Each sub - committee this term was now tasked with reviewing the Scheme of Delegation in relation to their committee. It was noted the scheme would be reviewed on an annual basis.</p> <p>RESOLVED:</p> <p>That no changes were required from a Teaching & Learning Committee perspective to the Scheme of Delegation.</p>	
<p>14.</p>	<p>Agenda Items for the Next Meeting:</p> <p>The following Standing Items:-</p> <ul style="list-style-type: none"> • Attendance (Autumn Term) • Data – ASP, FFT Aspire Data for EYFS, KS1, KS” and disadvantaged groups • School Improvement Plan (SIP) – Curriculum Content • School Self Evaluation – Termly Timetable (verbal report) • Governors’ Learning Day • Partnership/Community • Policy Review Table (To consider any policies due for review by the T&L Committee.) • Risk register delegated risks 	<p><i>Clerk</i></p>

	<p style="text-align: center;">Polices/Information Scheduled for Review:-</p> <ul style="list-style-type: none">• NQT Induction Policy• Quality Feedback/Marking Policy <p>15. 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>16. Date & Time of Next Meeting</p> <p>RESOLVED:</p> <p>That the date and time of the next meeting be confirmed following the approval of the draft Autumn term dates at the next meeting of the Board scheduled for the 8th July 2019.</p> <p>The Meeting concluded at 5.50 pm</p> <p>Approved by the Teaching & Learning Committee</p> <p>Date: _____</p> <p>Signature (Chair): _____</p> <p>Name: _____</p>	<p style="text-align: center;"><i>Clerk</i></p> <p style="text-align: center;"><i>Clerk</i></p>
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