

## The Federation of Abbey Schools Academy Trust

### Teaching & Learning Committee

#### Minutes

**Date & Time:** 5.30 pm on Wednesday 20<sup>th</sup> June 2018.

**Present Governors:** Mr J Briggs, Dr L Bryant, Mrs C Marley, Mrs E de la Motte, Mr M Fryer, Mr N Little and Mrs J Scott.

**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>Apologies for Absence</b></p> <p>Apologies for absence were received from:</p> <ul style="list-style-type: none"> <li>• Mr P Bibby</li> <li>• Mrs C Stow Smith</li> </ul>	
2.	<p><b>Notification of Items of Other Business</b></p> <p>There were no Items of Other Business to report.</p>	
3.	<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>4.</b></p>	<p><b>Approval of Minutes</b></p> <p>a) Approval of Minutes – Wednesday 7<sup>th</sup> March 2018.</p> <p><b>RESOLVED:</b></p> <p>That the Minutes of the meeting of the Committee held on Wednesday 7<sup>th</sup> March 2018 be confirmed and signed as an accurate record by the Chair.</p> <p>b) Matters Arising –</p> <p>Further to Minute 9, the Head Teacher advised that the curriculum teams had now been put into place. Governors suggested it would therefore now be a good idea for the ‘Hot Desking’ event to be held before a Teaching &amp; Learning Committee in the next Academic Year.</p> <p>In relation to Minute 18, the Head Teacher advised that an internal audit had been carried out by IT Systems and Support Limited and that the report would be taken to the next meeting of the Governing Body on the 9<sup>th</sup> July 2018.</p> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <p><b>STANDING ITEMS OF THE COMMITTEE: SUMMER TERM (Items 5 - 12)</b></p> </div>	<p><i>Head Teacher</i></p>
<p><b>5.</b></p>	<p><b>Attendance Summary</b></p> <p>The Head Teacher reported on the attendance summary for the school, for both the Autumn Term 2017, Spring Term 2018 and current Summer Term. It was noted that attendance across the year groups was above the national average. Reception and Year 1 were the lowest due to some medical cases and persistent lateness which was being monitored/managed by the Senior Leadership Team and Business Team.</p> <p><b>RESOLVED:</b></p> <p>That the report be noted.</p>	
<p><b>6.</b></p>	<p><b>Data - (Progress and Tracking).</b></p> <p>The Head Teacher reported on the data presented to the Committee, with the following particularly noted:-</p> <p><u>Early Years</u></p> <p>The benefits of play led learning and good observation techniques were starting to show an impact this year. There had been an</p>	



<p>7.</p>	<p><b>Monitoring School Improvement Plan (SIP) – Curriculum Content</b></p> <p>The Committee began to discuss SIP priorities for the next Academic Year. These included:</p> <ul style="list-style-type: none"> <li>• Middle leadership – curriculum areas</li> <li>• SEN/Pupil Premium – outcomes</li> <li>• Teaching &amp; Learning – embedding skills, for example in writing, maths and science.</li> <li>• Mental Health of Children/PSHE (Personal, Social, Health Education.)</li> <li>• Early Years – ensuring consistent quality of observations</li> </ul> <p><b>RESOLVED:</b></p> <p>That the report be noted</p>	
<p>8.</p>	<p><b>Curriculum Observation Progress</b></p> <p>It was noted by the Committee that this item was deferred until the Autumn Term when the new curriculum would be in place and new teams were working together.</p> <p>The Head Teacher had brought along a sample of books to the meeting form each year group for the Governors to review.</p> <p><b>RESOLVED:</b></p> <p>That the report be noted.</p>	
<p>9.</p>	<p><b>Partnership &amp; Community</b></p> <p>The Head Teacher reported on partnership and community work which had been undertaken within the school this term. In addition he advised that the £5 challenge had been held by Year 6 pupils today, which had been a big success with the children making a profit from their enterprises.</p> <p><b>RESOLVED;</b></p> <p>That the report be noted.</p>	
<p>10.</p>	<p><b>Pupil Premium Information</b></p> <p>The Head Teacher reported on Pupil Premium spending this Academic Year and circulated corresponding figures at the meeting. He advised that he did not have the impact figures for this Academic Year but progress had been shown to be improved.</p>	

CQ	<p>Governors enquired whether the money was spent as a whole or split per group? The Head Teacher advised that this depended upon where the extra support was found to be most required and where the greatest impact could be demonstrated.</p> <p><b>RESOLVED:</b></p> <p>a) That the report be noted.</p> <p>b) That this item be removed from the standing items of the Teaching &amp; Learning Committee and taken to the first meeting of the Board in September.</p>	<i>Head Teacher/ Clerk</i>
11.	<p><b>P.E &amp; Sports Funding Action Plan</b></p> <p>The Head Teacher reported on the P.E and Sports Funding Action Plan and circulated the spending for this academic year.</p> <p>It was noted that more of this funding had been spent on Key Stage 1 than in previous years. There was some money remaining which would be used to purchase more sports equipment and marking out the playgrounds. Investigations could also be made into using a coaching app and nutrition/healthy lifestyle initiatives within the school.</p> <p><b>RESOLVED:</b></p> <p>a) That the report be noted.</p> <p>b) That this item be removed from the standing items of the Teaching &amp; Learning Committee and taken to the first meeting of the Board in September.</p>	<i>Head Teacher/ Clerk</i>
12.	<p><b>Risk Register</b></p> <p>The Committee considered their delegated risks for the Spring 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><b>RESOLVED:</b></p> <p>That no changes were currently necessary to the Teaching and Learning Committee’s delegated risks for the Summer Term.</p> <p><b>13. Physical Contact and Intervention Policy</b></p> <p>Consideration was given to the Physical Contact and Intervention Policy.</p> <p><b>CQ</b> Governors enquired where the designated quiet space was and were Teachers trained in physical contact? The Head advised that he would look into further where the designated quiet space could be, although it was noted this could possibly be the outside classroom. The Head Teacher confirmed that Teachers had been trained on physical restraint.</p> <p><b>RESOLVED:</b></p> <p>That the Physical and Intervention Policy be approved.</p> <p><b>14. Able, Gifted and Talented Children</b></p> <p><b>CQ</b> Consideration was given to the Able, Gifted and Talented Children Policy. Governors questioned whether this was still a statutory policy?</p> <p>If the policy were still a requirement suggested that it should be changed to focus more on challenging every ability.</p> <p><b>RESOLVED:</b></p> <ul style="list-style-type: none"> <li>a) That it be checked to see if this policy remained a statutory requirement.</li> <li>b) That if it were not a statutory requirement, it should be removed and merged partly with the Teaching &amp; Learning Policy to help ensure challenge to every ability, including higher attainers.</li> <li>c) That Governors be provided with high attainers progress data to analyse and to help identify which cohorts were driving progress within the school.</li> </ul> <p><b>15. Early Years Foundation Stage Policy</b></p> <p>Consideration was given to the Early Years Foundation Stage Policy.</p> <p><b>RESOLVED:</b></p> <p>That the Early Years Foundation Stage Policy be approved.</p>	<p><i>Head Teacher</i></p> <p><i>Head Teacher</i></p> <p><i>Head Teacher</i></p> <p><i>Head Teacher</i></p>
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<p><b>16.</b></p>	<p><b>Special Educational Needs (SEN) Policy</b></p> <p>Consideration was given to the Special Educational Needs (SEN) Policy.</p> <p><b>RESOLVED;</b></p> <p>That the Special Educational Needs Policy be approved subject to the font being changed to all the same throughout the document and in Appendix 2 reference to the following being removed:</p> <p>‘School website: www.longfurlongprimaryschool.org.uk Policy last reviewed: 24th September 2014’</p>	<p><i>Head Teacher</i></p>
<p><b>17.</b></p>	<p><b>Teaching and Learning Policy</b></p> <p>Consideration was given to the Teaching &amp; Learning Policy.</p> <p><b>RESOLVED:</b></p> <p>That the Teaching &amp; Learning Policy be approved subject to the inclusion in the aims section of the wording:</p> <p>‘all make good progress’</p>	<p><i>Head Teacher</i></p>
<p><b>18.</b></p>	<p><b>Home School Agreement</b></p> <p>Consideration was given to the home school agreement.</p> <p><b>RESOLVED:</b></p> <p>That the Home School Agreement be approved.</p>	
<p><b>19.</b></p>	<p><b>School Prevent Duty Risk Assessment and Action Plan</b></p> <p>The Head Teacher circulated the School Prevent Duty Risk Assessment and Action Plan.</p> <p><b>RESOLVED:</b></p> <p>That the School Prevent Duty Risk Assessment and Action Plan be approved.</p>	
<p><b>20.</b></p>	<p><b>Homework Policy.</b></p> <p>Consideration was given to the Homework Policy which had been deferred from the last meeting of the Committee.</p>	





**The Meeting concluded at 7.30 pm**

Approved by the Teaching & Learning Committee

Date: \_\_\_\_\_

Signature (Chair): \_\_\_\_\_

Name: \_\_\_\_\_

(Note: the **CQ** abbreviation stands for – Challenging Question.)