

## The Federation of Abbey Schools Academy Trust

### Teaching & Learning Committee

#### Minutes

**Date & Time:** 5.30 pm on Wednesday 25<sup>th</sup> May 2022.

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

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

<u>ITEM</u>	<u>DESCRIPTION OF DISCUSSION</u>	<u>ACTION BY</u>
	<p><b><u>Note: meeting held in person: Nurture Class Room, Junior Building, the Federation of Abbey Schools.</u></b></p>	
1.	<p><b>Apologies for Absence</b></p> <p>Apologies for absence were received and accepted from Dr L Bryant and Mrs N McDowell.</p>	
2.	<p><b>Notification of Items of Other Business</b></p> <p>There were no Items of Other Business to report.</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>	
3.	<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 9<sup>th</sup> February 2022.</p> <p><b>RESOLVED:</b></p> <p>That the Minutes of the meeting of the Committee held on Wednesday 9<sup>th</sup> February 2022 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><b>STANDING ITEMS OF THE COMMITTEE: SUMMER TERM (Items 5 - 10)</b></p> </div>	
<p><b>5.</b></p>	<p><b>Attendance (Autumn, Spring and Summer Term)</b></p> <p>The Head Teacher reported that further to the last report (Minute 5 Teaching &amp; Learning Committee 9<sup>th</sup> February 2022) attendance remained slightly lower, but was still good in comparison to the national average. He advised that attendance was monitored and that any parents/carers were contacted if their child has a persistent attendance rate of below 90%.</p> <p><b>RESOLVED:</b></p> <p>That the report be noted.</p>	
<p><b>6.</b></p>	<p><b>Data – (Progress and Tracking) higher, middle, lower and disadvantaged children</b></p> <p>The Head Teacher provided a verbal overview of the current position regarding data. He advised that the main focus was currently on writing for the summer term. The Teachers would be using for writing the NTS GPS assessments (National Test Style Standardised Services – Grammar, Punctuation and Spelling). NTS assessments are higher than the teacher assessments. Pupil progress meetings have been held after each assessment and interventions using Spring data have commenced straight away.</p> <p><b>RESOLVED:</b></p> <p>That the report be noted.</p>	

<p><b>7.</b></p>	<p><b>Curriculum Update</b></p> <p>The Head Teacher verbally reported that new subject leaders have replaced those staff that have moved jobs. Leaders/teachers have recently ranked the subjects they are most confident in, with training and support planned for those subjects they are least confident in. Peer review groups will be focussing on leadership of Geography and History. Governors will be undertaking there monitoring this summer term focusing on lower attainers.</p> <p><b>RESOLVED:</b></p> <p>That the report be noted.</p>	
<p><b>8.</b></p>	<p><b>Governors' Monitoring</b></p> <p>The Head Teacher advised that, as reported at the last Governing Body 16<sup>th</sup> May 2022 (minute 9 refers) , it was noted that the Directors' monitoring would focus after half term on the lower 20% attainers.</p> <p><b>RESOLVED:</b></p> <p>That the report be noted and that the Head Teacher provide suggested dates to the Directors for Governor monitoring.</p>	<p><i>Head Teacher</i></p>
<p><b>9.</b></p>	<p><b>Partnership/Community</b></p> <p>The Head Teacher advised that the school council members had recently visited The Houses of Parliament. The visit included a tour and a visit to the House of Lords and House of Commons. The children took part in a fun workshop on balloting and elections.</p> <p>He also advised that the Rotakids had organised a collection of colouring books and/or felt tips, crayons and coloured pencils for the children of Ukraine. The PFA (Parent &amp; Friends Association) organised their first quiz night on Thursday 7<sup>th</sup> April. The evening was a huge success, with 156 tickets sold, and raffle prizes kindly donated by parents. Last term the children enjoyed taking part in 'Break the Rules Day', which raised £1116.50.</p> <p><b>RESOLVED:</b></p> <p>That the report be noted.</p>	

<p><b>10.</b></p>	<p><b>Risk Register</b></p> <p>The Committee considered their delegated risks for this Summer Term:</p> <ul style="list-style-type: none"> <li>• Lack of monitoring of the quality of teaching and learning (1.2) – It was noted no changes were required.</li> <li>• Insufficient monitoring of the academic outcomes of pupils in terms of end of key stage results (1.3) - It was noted no changes were required.</li> <li>• Out-of-date full school curriculum (1.4) – It was noted no changes were required.</li> </ul> <p><b>RESOLVED:</b></p> <p>That no changes were required for the above delegated risks for the Teaching &amp; Learning Committee for the Summer Term.</p>	
<p><b>11.</b></p> <p><b>CQ</b></p>	<p><b>Governor Visits Procedures</b></p> <p>Further to Minute 20 (Governing Body 16<sup>th</sup> May 2022) the Governor Visits Procedures were brought to the Teaching &amp; Learning Committee for approval.</p> <p>The Chair, Mrs E de la Motte, had reviewed/updated the policy and had attended a Darlington Borough Council training session regarding Governor visits.</p> <p>The Committee enquired if thought had been given to also circulating the Procedure to relevant staff who are involved in Governor visits? The Head Teacher advised that this would be a good idea and once the procedure had been approved by the Full Governing Body this would be done.</p> <p><b>RESOLVED:</b></p> <ol style="list-style-type: none"> <li>a) That the Teaching &amp; Learning Committee approve the Governor Visits Procedures, subject to the removal of text highlighted in red which was no longer relevant to Governor Visits.</li> <li>b) That the Governor Visits Procedure now be referred to the Full Governing Body on the 4<sup>th</sup> July 2022 for final approval and then circulated to Directors and relevant staff.</li> </ol>	<p><i>Head Teacher/ Governance Professional</i></p>

12.	<p><b>Teaching &amp; Learning Policy</b></p> <p>Consideration was given by the Teaching &amp; Learning Committee to the Teaching &amp; Learning Policy.</p> <p><b>RESOLVED:</b></p> <p>That the Teaching &amp; Learning Policy be approved.</p>	<i>Head Teacher</i>
13.	<p><b>Home School Agreement</b></p> <p>Consideration was given by the Teaching &amp; Learning Committee to the Home School Agreement.</p> <p><b>RESOLVED:</b></p> <p>That the Home School Agreement be approved subject to the addition of where the parents are asked to ensure that their child attends school punctually and regularly – ‘informing school by appointment letter, Parentmail or telephone if our child is ill or has a medical appointment.’</p>	<i>Head Teacher</i>
14.	<p><b>Spiritual, Moral, Social and Cultural</b></p> <p>It was noted that the SMSC (Spiritual, Moral and Cultural) Policy was not attached to the Agenda as it has been superseded by the PSHE ( Personal, Social, Health and Economic education) Policy. The PSHE Policy is due for review by the Teaching &amp; Learning Committee in Spring 2023.</p>	
15.	<p><b>ECT Policy</b></p> <p>It was noted that the ECT (Early Career Teacher) Policy had already been taken and approved by the Board at the 16<sup>th</sup> May 2022 Governing Body.</p>	
16.	<p><b>Agenda Items for the Next Meeting :-</b></p> <p>Standing items and policies due for review.</p>	<i>Governance Professional</i>
17.	<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>	<i>Governance Professional</i>

<b>18.</b>	<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 4<sup>th</sup> July 2022 Governing Body.</p> <p><b>The Meeting concluded at 6.35 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><b>Governance Professional</b></i></p>
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