

## The Federation of Abbey Schools Academy Trust

### Teaching & Learning Committee

#### Minutes

**Date & Time:** 5.30 pm on Wednesday 26<sup>th</sup> May 2021.

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

**Also in Attendance:** Mrs L Hawksby (Clerk to the Governing Body).

<u>ITEM</u>	<u>DESCRIPTION OF DISCUSSION</u>	<u>ACTION BY</u>
	<p><i>Note: Director N Little in the Chair until Director Ede la Motte arrived (Chair of Teaching &amp; Learning Committee.)</i></p>	
1.	<p><b>Apologies for Absence and format of the meeting</b></p> <p>Apologies for absence were received and accepted from Dr L Bryant. The Directors participated in a virtual Board meeting due to current Covid 19 social distancing considerations.</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 10<sup>th</sup> February 2021.</p> <p><b>RESOLVED:</b></p> <p>That the Minutes of the meeting of the Committee held on Wednesday 10<sup>th</sup> February 2021 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; margin-top: 10px;"> <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 10<sup>th</sup> February 2021) attendance still remained good.</p> <p><b>RESOLVED:</b></p> <p>That the report be noted.</p> <p><i>(Director E de la Motte arrived at the meeting at approximately 5.45 pm.)</i></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.</p> <p>He advised that most of the curriculum was taught while the children were absent from school in Lockdown 3. Teachers assess prior knowledge before starting a new topic. In Key Stage 1 phonics assessments were completed so that gaps could be filled as soon as possible, any gaps have been filled with extra teaching. Across school the gap between the low attainers and others has increased.</p> <p>All year groups are undertaking summer NTS (National Test-style Standardised) assessments and data is due sometime after half term. The school uses ‘Century’ and ‘Shine’ to support gaps in Key Stage 2, phonics and early maths are key in Key Stage 1. Early signs are mastery has worked well to embed early maths skills.</p>	

	<p><b>RESOLVED:</b></p> <p>That the report be noted.</p> <p><b>7. Curriculum Update</b></p> <p>The Head Teacher reported that through Lockdown 3 year groups tried as much as possible to maintain the curriculum, however there were some aspects with less coverage. The Committee enquired whether the curriculum would be complete by the end of the Academic Year? The Head Teacher advised yes it should be.</p> <p>Family Fischer Trust Curriculum Tracker was completed at the end of the spring term so gaps could be addressed in the summer term. Subject leaders are revising and tweaking the curriculum. The phonics curriculum has been revised and we will be revisited again with regards to letters and sounds. The school has a whole school book look planned to take place in the summer term.</p> <p><b>RESOLVED:</b></p> <p>That the report be noted.</p> <p><b>8. Governors' Learning Day</b></p> <p>Further to Minute 6 b. (Full Governing Body 17<sup>th</sup> May 2021) the Head Teacher advised that some Directors' had been in contact to make arrangements to come in to School to speak to the curriculum leads later in the Summer Term with regards to their subject areas.</p> <p><b>RESOLVED:</b></p> <p>That the report be noted.</p> <p><i>(Note: Directors Mrs C.Marley and Mrs S.Howe, joined the meeting at approximately 6.00 pm)</i></p> <p><b>9. Partnership/Community</b></p> <p>The Head Teacher advised that even though most of the children were home learning this didn't stop the school celebrating World Book Day. The children took part in many activities to promote the love of reading.</p> <p>Pupils both at home and in school enjoyed a zoom session with poet Paul Cookson. They also joined Liz Pichon, children's book writer and illustrator, for a doodle session and to hear about the newest Tom Gates book.</p> <p>On Friday 30<sup>th</sup> April, a whole school fundraising event was held, where the children (and staff) paid to break the rules. The school managed to raise £1259. The PFA is organising another event</p>	
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<p>10.</p>	<p>later this term to raise more money for IT equipment. The school target is to raise enough money for 60 ipads.</p> <p>On Friday 30<sup>th</sup> pupils took part in the 'England does the daily mile'. and all junior classes took part.</p> <p><b>RESOLVED:</b></p> <p>That the report be noted.</p> <p><b>Risk Register</b></p> <p>The Committee considered their delegated risks for this Summer Term, with changes noted as being in red in the document.</p> <ul style="list-style-type: none"> <li>• Lack of monitoring of the quality of teaching and learning (1.2) – It was noted reference had been updated from NQT (Newly Qualified Teacher) to ECT (Early Careers Teacher). It was requested by the committee that at No. 15 that it be changed to 'when required', rather than a weekly review in the timescale for senior leadership monitoring home learning through covid lockdown.</li> <li>• Insufficient monitoring of the academic outcomes of pupils in terms of end of key stage results (1.3) - It was noted reference had been updated from NQT (Newly Qualified Teacher) to ECT (Early Careers Teacher).</li> <li>• Out-of-date full school curriculum (1.4) – It was requested that at No. 1 reference should be made to the curriculum being reviewed at least annually by the subject leads and timescale changed to ongoing. It was also requested at No. 3 to refer to middle leaders,</li> </ul> <p><b>RESOLVED:</b></p> <p>That the delegated risks for the Teaching &amp; Learning Committee for the Summer Term be approved subject to the changes made above</p>	<p><i>Head Teacher</i></p>
<p>11.</p>	<p><b>Physical Contact &amp; Intervention Policy</b></p> <p>Consideration was given to the Physical Contact and Intervention Policy. The Committee requested that the following be amended:-</p> <p>Page 7 do not shout or volume match – add in 'likely to be ineffective .....</p> <p>Page 9 add in third question – 'why is there a difference?'</p>	

	<p><b>RESOLVED:</b></p> <p>That the Physical Contact &amp; Intervention Policy be approved subject to the above amendments.</p> <p><b>12. Early Years Foundation Stage Policy</b></p> <p>Consideration was given to the Early Years Foundation Stage (EYFS) Policy. The Head Teacher advised that a new Early Years framework was due to come out, which moved towards less assessments, and more towards phonics and maths practice. The Committee requested that the Camera &amp; Mobile phone EYFS policy be added as an appendix to this policy.</p> <p><b>RESOLVED:</b></p> <p>That the Early Years Foundation Stage Policy be approved, subject to the inclusion of the Camera &amp; Mobile phone EYFS policy being added as an appendix to this policy.</p> <p><b>13. Homework Policy</b></p> <p>Consideration was given to the Homework Policy. The Committee requested that reference be added into the policy with regards to parents accessing via class teachers more homework if they feel their child needs extra support. The Committee also requested that reference should also be made to sending homework expectations to parents at the beginning of every term.</p> <p>The Committee also requested that a progression model through the different year groups be brought back to the next meeting for the Committee's information.</p> <p><b>RESOLVED:</b></p> <p>a) That the Homework Policy be approved subject to reference being added into the policy with regards to parents accessing via class teachers more homework if they feel their child needs extra support and to sending homework expectations to parents at the beginning of every term.</p> <p>b) That a progression model through the different year groups be brought back to the next meeting for the Committee's information.</p> <p><b>14. Teaching &amp; Learning Policy</b></p> <p>Consideration was given to the Teaching &amp; Learning Policy. It was noted that the TLR's (Teaching &amp; Learning Responsibility) had also all reviewed this policy.</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>RESOLVED:</b></p> <p>That the Teaching &amp; Learning Policy be approved.</p>	<p><i>Head Teacher</i></p>
<p><b>15.</b></p>	<p><b>Home School Agreement</b></p> <p>Consideration was given to the Home School Agreement. It was noted that this was no longer statutory but was agreed by the Committee was still an important document to keep use of in the school.</p>	
	<p><b>RESOLVED:</b></p> <p>That the Home School Agreement be approved.</p>	<p><i>Head Teacher</i></p>
<p><b>16.</b></p>	<p><b>School Prevent Duty Risk Assessment and Action Plan.</b></p> <p>Consideration was given to 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><i>Head Teacher</i></p>
<p><b>17.</b></p>	<p><b>Agenda Items for the Next Meeting :-</b></p> <ul style="list-style-type: none"> <li>• Standing items and policies due for review.</li> <li>• Progression Model Homework</li> </ul>	<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 July Governing Body 2021.</p>	<p><i>Clerk</i></p>

	<p><b>The Meeting concluded at 6.45 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>	
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