

The Federation of Abbey Schools Academy Trust

Teaching & Learning Committee

Minutes

Date & Time: 5.30 pm on Wednesday 28th November 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 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>Election of Chair for the ensuing Academic Year</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 & Learning Committee for the ensuing Academic Year.</p> <p>RESOLVED:</p> <p>That Mrs E de la Motte be appointed Chair of the Teaching & 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>Election of Vice-Chair for the ensuing Academic Year</p> <p>Nominations were sought and received for the position of Vice - Chair of the Teaching & Learning Committee for the ensuing Academic Year.</p> <p>RESOLVED:</p> <p>That Dr L Bryant be appointed Vice-Chair of the Teaching & Learning Committee for the ensuing Academic Year.</p>	

<p>3.</p> <p>4.</p> <p>5.</p> <p>6.</p>	<p>Apologies for Absence</p> <p>Apologies for absence were received from:</p> <ul style="list-style-type: none"> • Mr P Bibby <p>Notification of Items of Other Business</p> <p>There were no Items of Other Business to report.</p> <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>Approval of Minutes</p> <p>a) Approval of Minutes – Tuesday 20th June 2018.</p> <p>RESOLVED:</p> <p>That the Minutes of the meeting of the Committee held on Tuesday 20th June 2018 be confirmed and signed as an accurate record by the Chair.</p> <p>b) Matters Arising –</p> <p>In relation to Minute 9 the Head Teacher advised that letters had been sent to the parents/carers of persistent late starters to school and where appropriate, with the family’s agreement, the ‘Early Years’ service was accessed by these families.</p> <p>The Head Teacher advised that in relation to Minute 6, data would be provided to Governors in January allowing them to track a year group. This data would be split into lower, middle and high attainers.</p> <p>The Head Teacher reported that in relation to Minute 11, the sports equipment had been purchased and playground markings had been completed. He advised the Committee that Ofsted now independently audit how primary schools use their primary PE and sport premium money. They measure its impact on pupil</p>	<p><i>Head Teacher</i></p>
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	<p>outcomes, and how effectively Governors hold school leaders to account for this.</p> <p>It was noted in relation to Minute 14 an Able, Gifted and Talented Policy was not a statutory requirement.</p> <p>It was also noted in relation to Minute 20, that following the receipt of questionnaires from parents/cares regarding homework the results demonstrated no strong preference with regards to how homework should be provided to pupils.</p> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <p>STANDING ITEMS OF THE COMMITTEE: AUTUMN TERM (Items 7 - 12)</p> </div> <p>7. Attendance Summary</p> <p>The Head Teacher reported on the attendance summary for the school from the beginning of the Academic Year to the 18th November 2018. A copy of tables setting out attendance for Early Years Foundation Stage, Key Stage 1 and Key Stage 2 were considered at the meeting. It was noted attendance remained strong across the school. It was also noted that the difference in the Autumn half term dates across different authorities had necessitated some authorised absences as a special circumstance and one off approval.</p> <p>RESOLVED:</p> <p>That the report be noted.</p> <p>8. Data - (Attainment) EYFS, KS1, KS2.</p> <p>The Committee discussed and noted data for EYFS, KS1 and KS2. Data was provided from both ASP (Analyse School Performance) and FFT (Fischer Family Trust) Aspire. It was noted that FFT Aspire data was only presently available for KS2, with KS1 would be available in early December. All Governors would be provided with the FFT Aspire data as soon as it became available and it would be placed on the Governors' Learning Platform</p> <p>CQ The Committee enquired how well disadvantaged pupils were reaching the 'expected standard'? The Head Teacher advised that more were reaching 'expected standard' and that it was an improving picture within the Academy.</p> <p>It was noted that Governors would also soon be able to compare the Puma and Pira assessments with the FFT Aspire data.</p> <p>RESOLVED:</p> <p>a) That the report be noted.</p>	<p><i>Head Teacher</i></p>
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	<p>b) That in relation to the reporting of data to Governors, the standing items in the three terms be amended as follows :-</p> <p>Autumn Term - ASP, FFT Aspire Data for EYFS, KS1, KS2 and Disadvantaged Groups.</p> <p>Spring Term - Progress and Tracking higher/middle/lower and disadvantaged groups.</p> <p>Summer Term - Progress and Tracking higher/middle/lower and disadvantaged groups.</p> <p>9. School Improvement Plan – Curriculum Content and review of the success of SIP priorities of the previous academic year.</p> <p>It was agreed by the Committee that a review of the success of SIP priorities from the previous academic year had already been considered by the Board. It would be more focused for this Committee to amend its standing item to considering ‘SIP Curriculum Content’ at this Autumn Term meeting.</p> <p>The Head Teacher reported that Teachers were currently reviewing how all aspects of the national curriculum could be linked to all subjects/areas. The Academy’s curriculum folder was currently being linked further to the national curriculum and leaders of the different subjects will be tracking how effective the links across the curriculum have been made.</p> <p>RESOLVED:</p> <p>a) That the report be noted.</p> <p>b) That the SIP Autumn Term standing item for this Committee be amended to read ‘School Improvement Plan – Curriculum Content’</p> <p>10. School Self Evaluation</p> <p>A copy of the both the Infant and Junior School’s Self Evaluation (SEF) were appended to the Agenda and noted by the Committee.</p> <p>The Committee advised that going forward it would still be helpful to receive a verbal update of the Senior Leadership’s monitoring relating to the SEF’s. The Head Teacher advised that he has a termly timetable which he would bring to the Teaching & Learning Committees advising of the monitoring undertaken.</p>	<p><i>Head Teacher/ Clerk</i></p> <p><i>Clerk</i></p> <p><i>Head Teacher</i></p>
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<p>14.</p>	<p>b) That Governors' walk around school be removed from the standing items as this was now covered by the Governors' Learning Days.</p> <p>c) That Curriculum Observations be replaced with Review of Governors' Learning Day.</p> <p>Risk Register</p> <p>The Committee considered their delegated risks for this Autumn Term.</p> <ul style="list-style-type: none"> • Lack of monitoring of the quality of teaching and learning. • Insufficient monitoring of the academic outcomes of pupils in terms of end of key stage results. • Out-of-date full school curriculum. <p>RESOLVED:</p> <p>That no amendments were required at the current time.</p>	<p><i>Clerk</i></p> <p><i>Clerk</i></p>
<p>15.</p>	<p>Induction Policy</p> <p>Consideration was given to the Induction Policy. It was noted that this policy did not refer to the induction of Governors.</p> <p>RESOLVED:</p> <p>That approval of the policy be deferred to include further amendments and an induction policy be added to the Governors' Code of Conduct</p>	<p><i>Head Teacher/ Clerk</i></p>
<p>16.</p>	<p>NQT Policy</p> <p>Consideration was given to the NQT Policy.</p> <p>RESOLVED:</p> <p>That the NQT Policy be approved.</p>	<p><i>Head Teacher</i></p>
<p>17.</p>	<p>Marking & Feedback Policy</p> <p>Consideration was given to the Marking and Feedback Policy.</p>	

18.	<p>RESOLVED:</p> <p>That the Marking and Feedback Policy be approved.</p> <p>Agenda Items for the Next Meeting :-</p> <ul style="list-style-type: none"> • Induction Policy <p>Plus the following Standing Items:-</p> <ul style="list-style-type: none"> • Attendance. (to include Autumn and Spring Term figures) • Data Progress and Tracking – Higher/Middle/lower/Disadvantaged groups • School Improvement Plan (SIP) – Curriculum Content • Quality of Teaching & Learning – School Self Evaluation • SEF Monitoring timetable – verbal report back • Review of Governors' Learning Day • Partnership/Community • Risk Register – Delegated risk due for review by the Teaching & Learning Committee <p>Policies Scheduled for Review:-</p> <ul style="list-style-type: none"> • ICT & E-Safety Policy • Camera/Mobile EYFS Policy • Assessment Policy 	<i>Head Teacher</i>
19.	<p>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>	
20.	<p>Date & Time of Next Meeting</p> <p>RESOLVED:</p> <p>That the next meeting of the Committee be confirmed once the date had been approved at the Governing Body scheduled for the 10th December 2018.</p>	

