

The Federation of Abbey Schools Academy Trust

Teaching & Learning Committee

Minutes

Date & Time: 5.30 pm on Thursday 5th March 2020.

Present Governors: Mr J Briggs, Dr L Bryant, Mr M Fryer and Mrs C Marley.

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><u>Dr L Bryant in the Chair</u></p> <p>Apologies for Absence</p> <p>Apologies for absence were received from:</p> <ul style="list-style-type: none">• Mrs E de la Motte• Mr N Little• Mrs C Stow Smith.	
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 23rd October 2020.</p> <p>RESOLVED:</p> <p>That the Minutes of the meeting of the Committee held on Wednesday 23rd October 2020 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: SPRING TERM (Items 5 - 13)</p> </div>	
<p>5.</p>	<p>Teaching & Learning Committee Terms of Reference</p> <p>The Clerk advised that it had been agreed at the last Teaching & Learning Committee that consideration could be given to moving the work undertaken by the Leadership & Management Committee to the Board (Minute 8, 13th February 2020 refers). It was agreed that the terms of reference for the Teaching & Learning Committee could be reviewed at the same time.</p> <p>RESOLVED:</p> <p>That Director R.Kershaw and the Clerk meet before the last summer term meeting to further look at the Teaching & Learning Committee’s terms of reference in consultation with the Chair of the Committee.</p>	<p><i>Director R.Kershaw / Clerk</i></p>
<p>6.</p>	<p>Attendance (including Autumn and Spring Term figures).</p> <p>The Head Teacher reported on the attendance summary for the school from the Spring Term figures. The Autumn term figures were also attached for comparison purposes. The Committee noted that attendance was average for the Spring Term.</p> <p>RESOLVED:</p> <p>That the report be noted.</p>	

<p>7.</p> <p>CQ</p>	<p>Data – Progress and Tracking/Updated IDSR</p> <p>The Head Teacher reported on the inspection data summary reports (IDSR) for both the Infants and Juniors. The IDSR shows data for Ofsted inspectors to use when preparing for and during an inspection.</p> <p>The Committee drew attention to the absence level across the school being strong, however in the Infants’ SEND, FSM and EAL pupil groups absence was in the highest of 20% of all schools.</p> <p>Progress and attainment was strong across both the Infants and Juniors.</p> <p>RESOLVED:</p> <p>That the report be noted.</p>	
<p>8.</p>	<p>Monitoring School Improvement Plan (SIP) – Curriculum Content</p> <p>The Committee noted SIP updates had already been reported at the 3rd February 2020 Governing Body (Minute 7 refers) and the 13th February 2020 Leadership & Management Committee (Minute 5 refers).</p> <p>RESOLVED:</p> <p>That the report be noted.</p>	
<p>9.</p>	<p>SEF (School Self Evaluation) updates and termly monitoring/ Quality of Teaching & Learning – School Self Evaluation</p> <p>The Head Teacher advised that a SPP (Schools Partnership Programme) peer review had been carried out earlier in the day. It had lead by a Head Teacher and two Deputies from partnership schools with Abbey.</p> <p>They spoke to the Head Teacher, subject leaders and teaching staff. They looked at the school’s data, undertook learning walks, including lesson observations, with subject leaders for science and history. Work scrutiny of science and history was also undertaken, as well as pupil voice discussions.</p> <p>Their findings had been good and the staff had been thanked for their positive contributions to the review.</p> <p>Vocabulary was the main area identified for some improvement, with consistency in its approach. This is something the school would continue to work on with their ‘improvement champions’ and also focus on the Governors’ Learning Day.</p>	

	<p>RESOLVED:</p> <p>That the report be noted.</p> <p>10. Governors' Learning Day</p> <p>It was noted that the Governors' Learning Day was due to be held on the 30th March 2020.</p> <p>Director C.Marley had completed a form for a visit she had undertaken on the 31st January 2020 to the EYFS (Early Years Foundation Team). She advised progress in EYFS and against the SIP (School Improvement Plan) was good, which has been validated in the feedback from Doug Lowes' visit. At her next visit she hoped to see how the new data tracking is working and to look at the impact of targeted interventions.</p> <p>RESOLVED:</p> <p>That the report be noted.</p> <p>11. Partnership/Community</p> <p>The Head Teacher reported on ongoing work with partnerships and work undertaken with the community.</p> <p>RESOLVED:</p> <p>That the report be noted.</p> <p>12. Risk Register</p> <p>The Committee considered the delegated risks on the Risk Register for the Teaching & Learning Committee for the Spring Term:</p> <p><u>Inability to recruit and retain appropriately qualified and experienced staff (1.1)</u> – it was agreed no change was required on this occasion.</p> <p><u>Lack of monitoring of the quality of teaching and learning (1.2)</u> – subject lead monitoring was added in at item 11.</p> <p><u>Insufficient monitoring of the academic outcomes of pupils in terms of end of key stage results (1.3)</u> – at item 1 in the evidence section 'evidence in the monitoring file' was added and at item 7 reference to the ISDR in the management control section was added. Within the actions section reference to Governors having a subject/s area of responsibility by the summer term was also included.</p>	
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<p>14.</p> <p>15.</p> <p>16.</p> <p>17.</p> <p>18.</p>	<p>Out-of-date full school curriculum (1.4) - new curriculum policy was added into the evidence section of item 4. Within the actions section reference was made to collaboration with Hummersknott Mowden and the Swaledale Alliance with regards to curriculum support and transition between Key Stages 2 and 3.</p> <p>RESOLVED:</p> <p>That the above changes to the Risk Register be implemented.</p> <p>Policies:</p> <p>ICT & E-Safety Policy.</p> <p>Consideration was given to the ICT and E-safety Policy.</p> <p>RESOLVED:</p> <p>That the ICT and E-Safety Policy be approved.</p> <p>Camera/Mobile EYFS Policy.</p> <p>Consideration was given to the Camera/Mobile EYFS Policy.</p> <p>RESOLVED:</p> <p>That the Camera/Mobile EYFS Policy be approved.</p> <p>Assessment Policy. – Note: following review of the Policy Table, this has now moved to a 2 year review cycle and will be next reviewed in Spring 2021.</p> <p>Agenda Items for the Next Meeting :-</p> <p>Standing Items:-</p> <p>Attendance (Autumn, Spring and Summer) Data – (Progress and Tracking)higher, middle, lower and disadvantaged children Monitoring School Improvement Plan – 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> <p>Approval of Documents for Public Inspection</p> <p>RESOLVED:</p>	<p><i>Head Teacher</i></p>
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<p>19.</p>	<p>That the Agenda, supporting documents and approved Minutes be made available for public inspection.</p> <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 30th March 2020.</p> <p>The Meeting concluded at 6.20 pm</p> <p>Approved by the Teaching & Learning Committee</p> <p>Date: _____</p> <p>Signature (Chair): _____</p> <p>Name: _____</p> <p>(Note: the CQ abbreviation stands for – Challenging Question.)</p>	
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