The Federation of Abbey Schools Academy Trust

Teaching & Learning Committee

Minutes

Date & Time: 5.30 pm on Wednesday 6th March 2019.

Present Governors: Mr J Briggs, Dr L Bryant, Mrs C Marley, Mrs E de la Motte, Mr N Little and Mrs C Stow Smith.

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

ITEM	DESCRIPTION OF DISCUSSION	ACTION BY
1.	**Apologies for Absence** Apologies for absence were received from: • Mr P Bibby • M Fryer	
2.	**Notification of Items of Other Business** There were no Items of Other Business to report.	
3.	**Declarations of Interests:** **Declaration of personal or pecuniary interests in any matters arising from the Agenda of the current meeting.** There were no declarations of personal or pecuniary interests declared. **Declaration of any updates for the Register of Business Interests.** There were no updates for the Register of Business Interests.	

4.	**Approval of Minutes** a) Approval of Minutes – Wednesday 28st November 2018. **RESOLVED:** That the Minutes of the meeting of the Committee held on Wednesday 28th November 2018 be confirmed and signed as an accurate record by the Chair. b) Matters Arising – There were no matters arising. **STANDING ITEMS OF THE COMMITTEE: SPRING TERM (Items 5 - 12)**	
5.	**Attendance Summary** The Head Teacher reported on the attendance summary for the school. It was noted that attendance was good in both Key Stage 1 and 2. Attendance was slightly lower in Key Stage 1 due to a sickness bug which had affected the pupils. .**RESOLVED:** That the report be noted.	
6.	**Data – Progress and Tracking higher/middle/lower and disadvantaged groups.** The Head Teacher advised that this data had previously been reviewed by the Board at the meetings held in the Autumn Term and beginning of the Spring Term. The Head Teacher advised that Mr D Lowes, from the Swaledale Alliance, had been into the school on the 5th March 2019 for a development day to help review the progress of the SIP (School Development Plan) priority areas. He had looked at the SIP plans, talked to middle leaders, undertook a book scrutiny, and looked at the curriculum and at Early Years. Mr Lowes would be writing a report, which would include any resulting recommendations/actions. This would be fully fed back to the Board. Mr Lowes had verbally fed back to the Head Teacher that with regards to Early Years he had liked a lot of features. He had noted that the outdoor area however could be improved by the provision of more equipment and for it to be more utilised (although it was noted this could often be challenging when the weather was not so favourable.) Mr Lowes had also noted that	

	the SENCO provision was an improving picture and had been tightened up. He had been impressed with the books during the book scrutiny, with a small suggestion for improvement in a couple of inconsistencies in marking feedback.		
CQ	The Committee enquired with regard to the Early Years how do Directors' know the data is on track? The Head Teacher advised that it would not be fully clear until the end of the Academic Year and all the data was in, however the Teachers are updating Target Tracker and monitoring books. The Head Teacher would also look at Target Tracker and get back to the Committee. Directors were also welcome to look at the books and talk to the Teachers.	*Head Teacher*	
	RESOLVED:		
	That the report be noted and Mr Lowes' report be shared with the Board.	*Head Teacher*	
7.	**Monitoring School Improvement Plan (SIP) – Curriculum Content**		
CQ	The Head Teacher updated the Committee further on the School Improvement Plan (SIP). The Committee requested that a bit more detail be included on the School Improvement Plan in order to help demonstrate to the Directors that it was on track. The Head Teacher advised that he would make the SIP document on the Governors Learning Platform a live document which would continue to be updated and Directors could add their questions/comments directly onto the document.		

	RESOLVED:
	
	   a) That the report be noted.
	
	   b) That the following Directors review the SIP priorities on the Governors' Learning platform and any comments/questions they felt applicable :-
	
	   • Mrs C Marley – Early Years
	   • Mr N Little – Middle Leadership
	   • Mrs C Stow Smith – PHSE
	   • Mrs E de la Motte – Writing
	   • Dr L Bryant - SEND
		Governors	

8.	**SEF (School Self Evaluation) termly monitoring timetable.**	
	The Head Teacher reported on the SEF termly monitoring timetable. It was noted it was good that the subject leaders also partook in the monitoring as it helped share good practice amongst the staff.	
	RESOLVED:	
	That the report be noted.	
9.	**Quality of Teaching & Learning – School Self Evaluation.**	
	The Head Teacher provided a report on the quality of teaching, learning and assessment in both the Infants and Juniors.	
	RESOLVED:	
	That the report be noted.	
10.	**Governors' Learning Day.**	
	It was noted that all the Governors' visit forms and questions from the Governors' Learning Day were on the Governors' Learning Portal. The Head Teacher would at the next meeting of the Board on the 1st April 2019 report back on the resulting actions and questions. It was noted the Chair of the Board was also drawing up a protocol of good practice when conducting monitoring visits.	
	RESOLVED:	
	That the Head Teacher bring back a report to the next meeting of the Board on the 1st April 2019, on the Governors' Learning Day actions and questions.	*Head Teacher*
11.	**Partnership/Community**	
CQ	The Head Teacher reported on ongoing work with partnerships and within the community. The Committee enquired how the PFA money raised from the discos had been spent? The Head Teacher advised all the money raised from the Discos had been used to purchase books for the school.	
	RESOLVED:	
	That the report be noted and that parents be advised at the end of the academic year how the money raised by the PFA had been used.	*Head Teacher*

12.	**Risk Register**	
	The Committee considered their delegated risks for the Spring Term.	
	• Inability to recruit and retain appropriately qualified and experienced staff (1.1)	
	• Lack of monitoring of the quality of teaching and learning (1.2)	
	• Insufficient monitoring of the academic outcomes of pupils in terms of end of key stage results (1.3)	
	• Out-of-date full school curriculum (1.4)	
	The Head Teacher advised that he had added some small amendments to the Risk Register with regard to wording and updated reference to documents.	
	RESOLVED:	
	That no further changes were necessary to the Risk Register on this occasion.	
13.	**Induction Policy.**	
	It was noted that this policy was currently being reviewed by the Leadership & Management Committee.	
14.	**ICT & E-Safety Policy**	
	Consideration was given by the Committee to a new ICT and E-Safety Policy.	
	RESOLVED:	
	That the policy be approved.	*Head Teacher*
15.	**Camera/Mobile EYFS Policy**	
	Consideration was given by the Committee to the Camera/Mobile EYFS policy**.**	
	RESOLVED:	
	That the policy be approved.	*Head Teacher*

16.	**Assessment Policy**
	
	Consideration was given by the Committee to the Assessment Policy. Arising from consideration of the policy the Committee requested that it be shared with parents as is was useful document to aid in the understanding of the pupil's half term reports.
	
	RESOLVED:
	
	    a) That the Assessment Policy be approved.
	
	    b) That the Assessment policy be shared with parents to aid in the understanding of the pupil's half term reports.
		Head Teacher

17.	**Agenda Items for the Next Meeting:** **The following Standing Items:-** • Attendance. (to include Autumn, Spring Term and Summer Term figures) • Data – Progress and Tracking higher/middle/lower and disadvantaged groups • Monitoring School Improvement Plan (SIP) – Curriculum Content • School self-evaluation timetable – termly report • Governors' Learning Day • Partnership/Community • Risk Register – Delegated risk due for review by the Teaching & Learning Committee **Polices/Information Scheduled for Review:-** • Early Years Foundation Stage Policy • Special Educational Needs (SEN) Policy • Teaching and Learning Policy • Home School Agreement • School Prevent Duty Risk Assessment and Action Plan • Homework Policy • Spiritual, Moral, Social and cultural policy	*Clerk*

18.	**Approval of Documents for Public Inspection**	
	RESOLVED:	
	That the Agenda, supporting documents and approved Minutes be made available for public inspection.	*Clerk*
19.	**Date & Time of Next Meeting**	
	RESOLVED:	
	That the date and time of the next meeting be confirmed following the approval of the draft Summer term dates at the next meeting of the Board scheduled for the 1st April 2019.	*Clerk*
	The Meeting concluded at 6.45 pm	
	Approved by the Teaching & Learning Committee	
	Date: _____	
	Signature (Chair): _____	
	Name: _____	
	(Note: the CQ abbreviation stands for – Challenging Question.)	