

The Federation of Abbey Schools Academy Trust

Teaching & Learning Committee

Minutes

Date & Time: 5.30 pm on Wednesday 7th March 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 R Hall (Governor) and Mrs L Hawksby (Clerk to the Governing Body).

<u>ITEM</u>	<u>DESCRIPTION OF DISCUSSION</u>	<u>ACTION BY</u>
1.	<p>Apologies for Absence</p> <p>Apologies for absence were received from:</p> <ul style="list-style-type: none"> • Mr P Bibby • Mrs J Scott 	
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 – Tuesday 21st November 2017.</p> <p>RESOLVED:</p> <p>That the Minutes of the meeting of the Committee held on Tuesday 21st November 2017 be confirmed and signed as an accurate record by the Chair.</p> <p>b) Matters Arising –</p> <p>The Chair drew the Committee’s attention to Minute 9 b.) in relation to Chairs of the committees identifying key discussions and points from each of their sub-committees at the next meeting of the Board in March 2018.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>STANDING ITEMS OF THE COMMITTEE: SPRING TERM (Items 5 - 11)</p> </div>	
<p>5.</p> <p>Attendance Summary</p>	<p>The Head Teacher reported on the attendance summary for the school, for both the Autumn term 2017 and current Spring term. It was noted that attendance was good in Key Stage 2 but had dipped slightly in Key Stage 1 due to chicken pox.</p> <p>CQ</p> <p>The Committee questioned how the school dealt with persistent absence? The Head Teacher advised that a letter advising of persistent absences would be sent to the parents/carers and if it continued then meetings would be held with them to help resolve the issue.</p> <p>RESOLVED:</p> <p>That the report be noted.</p>	
<p>6.</p>	<p>Data - (Progress and Tracking Spring Term).</p> <p>The Head Teacher advised that this data had previously been reviewed by the Board at the meetings held in the Autumn Term. It was suggested that rather than repeat monitoring this data in this term, that in future the Committee could perhaps concentrate on monitoring for example pupil’s books. It was agreed that alternative means of monitoring would be considered at the next meeting of the Teaching and Learning Committee in the Summer Term.</p> <p>CQ</p> <p>In relation to the data presented to the Committee, Governors enquired whether there was a cohort driving the progress despite the attainment level, and whether this might be the low attainers</p>	

	<p>or high attainers? The Committee further enquired what the progress differential was between pupil premium, SEN and other pupils? The Head Teacher undertook to report back on this at future Governor meetings using Target Tracker.</p> <p>It was noted by the Committee that it was becoming increasingly difficult for pupils who potentially may require extra support to be stated and there was less money available from the Government for SEND pupils. This would contribute to making progress for these children more challenging.</p> <p>RESOLVED:</p> <ul style="list-style-type: none"> a) That the report be noted. b) That consideration be given at the Summer Term Meeting to other means of monitoring progress by the committee, rather than purely data. c) That the Head Teacher report back on whether there was a cohort driving progress and the progress differentials between pupil premium, SEND and other pupils. <p>7. Monitoring School Improvement Plan (SIP) – Curriculum Content</p> <p>The Head Teacher updated the Committee on the School Improvement Plan (SIP) and action plans which had been updated since Ofsted had visited the Junior School on the 9th January 2018. It was noted that Governance had been shown to be strong in the Ofsted report.</p> <p>The School Improvement Plan had been updated to improve further measurable outcomes using quantitative data. Governor D.Bailey was currently working with the Head Teacher to further develop this within the SIP. Focus continued to be made on and strengthened in relation to the following areas in the SIP:</p> <p>Early Years Writing Middle Leaders SEND and Pupil Premium</p> <p>The Head Teacher further reported that an interim performance management for teaching staff was due to be held after the Easter break. He advised that the curriculum was currently being looked at again with new teams leading in different areas of the curriculum and this would link into the SIP. Governors would be able to feed into observations of this updated curriculum.</p> <p>RESOLVED:</p> <p>That the report be noted.</p>	<p><i>Governors/ Head Teacher</i></p> <p><i>Head Teacher</i></p>
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<p>8.</p>	<p>School Self Evaluation - Infants</p> <p>The School's Self Evaluation (SEF) Infants was discussed by the Committee. The Head Teacher advised that he had worked with Chris Keeler, HMI, to improve upon the SEF Infants. It was noted the school was working with other schools throughout Darlington to help share good practice and help moderate.</p> <p>RESOLVED:</p> <p>That the report be noted.</p>	
<p>9.</p> <p>CQ</p>	<p>Curriculum Observations Discussion</p> <p>The Head Teacher advised, that as previously discussed at Minute 7 above, the curriculum was currently being looked at again with new staff teams leading in different areas of the curriculum and this would link into the School Improvement Plan. Governors would be able to provide observations of the updated curriculum and feed back to the Board as part of their monitoring role.</p> <p>The Governors advised that the learning walks around school had been extremely helpful, however there was still the need to come in and look specifically at books and speak to the pupils? It was noted a link to a curriculum area would also help improve the Governors monitoring role. A 'hot desking event' at a staff meeting would also be helpful in order to speak to staff.</p> <p>RESOLVED:</p> <ul style="list-style-type: none"> a) That Governors be linked to curriculum observations from September 2018 when the curriculum had been updated and the new teams were in place. b) That a 'hot desking' event be held to include Governors at a future staff meeting. 	<p><i>Governors/ Head Teacher</i></p> <p><i>Governors/ Head Teacher</i></p>
<p>10.</p>	<p>Partnership/Community</p> <p>The Head Teacher reported on ongoing work with partnerships and within the community. He advised that St Teresa's Hospice had been into school with Steve who is climbing Everest to raise money for the charity. The children raised over £650 with a home clothes day. The author Billy Bob Buttons had come into school and spent a morning working with KS2.</p> <p>The NSPCC had visited school and talked to the children in two assemblies and also completed workshops in Years 3 and 5.</p> <p>The Traveller Service had also visited school and spoke to all the children in assemblies.</p>	

	<p>Cake sales have continued to be a success and supported by the PFA and run most Fridays.</p> <p>RESOLVED:</p> <p>That the report be noted.</p> <p>11. Risk Register</p> <p>The Committee considered their delegated risks for the Spring Term.</p> <ul style="list-style-type: none"> • 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) <p>Further to the Leadership and Management committee held on the 7th February 2018, the Head Teacher advised that where appropriate liability insurance and GDPR (General Data Protection Regulations) would be added to the Risk Register.</p> <p>RESOLVED:</p> <p>That no changes were currently necessary to the Teaching and Learning Committee's delegated risks for the Spring Term.</p>	
<p>12.</p>	<p>ICT & E-Safety Policy</p> <p>Consideration was given by the Committee to the ICT and E-Safety Policies.</p> <p>RESOLVED:</p> <p>That the policies be approved subject to an update of staff names in the E-Safety policy.</p>	
<p>13.</p>	<p>Camera/Mobile EYFS Policy</p> <p>Consideration was given by the Committee to the Camera/Mobile EYFS policy.</p> <p>RESOLVED:</p> <p>That the policy be approved.</p>	

<p>14.</p>	<p>Pupil Premium Information</p> <p>It was noted by the Committee that this was not a policy, however was important information to be reviewed by Governors.</p> <p>RESOLVED:</p> <p>That Pupil Premium Information be moved to the Summer Term for consideration in the Teaching & Learning Committee's Standing Items.</p>	<p><i>Head Teacher/ Clerk</i></p>
<p>15.</p>	<p>P.E & Sports Funding Action Plan</p> <p>It was noted by the Committee that these were not policies, however were important information to be reviewed by Governors. It was also noted by the Committee that there was a duplication of some of this information on the school web-site which they requested to be checked.</p> <p>RESOLVED:</p> <p>That P.E and Sports Funding be moved to the Summer Term for consideration in the Committee's Standing Items.</p>	<p><i>Head Teacher/ Clerk</i></p>
<p>16.</p>	<p>Homework Policy</p> <p>Consideration was given by the Committee to the Homework Policy.</p> <p>RESOLVED:</p> <p>That the homework policy be deferred until the next meeting of the Committee.</p>	<p><i>Head Teacher</i></p>
<p>17.</p> <p>CQ</p>	<p>Assessment Policy</p> <p>Consideration was given by the Committee to the Assessment Policy. Arising from consideration of the policy the Committee requested whether it was possible for Governors to see the results for the Pira and Puma summative assessments?</p> <p>RESOLVED:</p> <p>a) That the Assessment Policy be approved.</p> <p>b) That the results of the Pira and Puma assessments be reported back to Governors.</p>	<p><i>Head Teacher</i></p>

<p>18.</p>	<p>GDPR (General Data Protection Regulation) Policies.</p> <p>The Head Teacher reported for information that GDPR model policies would be taken to the Board for consideration and approval. A working party of Governors to examine the policies in greater depth may be required. He advised that the school had subscribed to GDPR IT systems to help ensure compliance.</p> <p>It was noted that a Data Protection Officer, Governor lead and the inclusion of GDPR on the Board meeting Agendas would be put into place.</p> <p>RESOLVED:</p> <p>That the report be noted.</p>	
<p>19.</p>	<p>Agenda Items for the Next Meeting:</p> <p>The following Standing Items:-</p> <ul style="list-style-type: none"> • Attendance. (to include Autumn, Spring Term and Summer Term figures) • Data – (Progress and Tracking) • Monitoring School Improvement Plan (SIP) – Curriculum Content • Curriculum Observation Progress (Note: deferred until September 2018) • Partnership/Community • Risk Register – Delegated risk due for review by the Teaching & Learning Committee • Pupil Premium Information • P.E & Sports Funding Action Plan <p>Polices/Information Scheduled for Review:-</p> <ul style="list-style-type: none"> • Physical Contact and Intervention Policy • Able, Gifted and Talented Children • 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 (Deferred from this meeting.) 	

<p>20.</p> <p>21.</p>	<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> <p>Date & Time of Next Meeting</p> <p>RESOLVED:</p> <p>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 26th March 2018.</p> <p>The Meeting concluded at 7.10 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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