

The Federation of Abbey Schools Academy Trust

Teaching & Learning Committee

Minutes

Date & Time: 5.30 pm on Wednesday 9th February 2022.

Present Governors: Mr J Briggs, Mrs E de la Motte, Mr M Fryer and Mrs S Howe.

Also in Attendance: Mrs L Hawksby (Governance Professional).

<u>ITEM</u>	<u>DESCRIPTION OF DISCUSSION</u>	<u>ACTION BY</u>
	<p><u>Note: meeting held in person: Nurture Class Room, Junior Building, the Federation of Abbey Schools.</u></p>	
1.	<p>Apologies for Absence and format of the meeting</p> <p>Apologies for absence were received and accepted from Directors: Dr L Bryant, Mrs C.Stow Smith and Mrs N.McDowell.</p>	
2.	<p>Notification of Items of Other Business</p> <p>There were no items of other business.</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 10th November 2021</p> <p>RESOLVED:</p> <p>That the Minutes of the meeting of the Teaching & Learning Committee held on Wednesday 10th November 2021 be approved as an accurate record.</p> <p>b) Matters Arising –</p> <p>There were no matters arising.</p>	
<p>STANDING ITEMS OF THE COMMITTEE: SPRING TERM (Items 5 - 10)</p>		
<p>5.</p>	<p>Attendance (Autumn and Spring Term)</p> <p>The Head Teacher reported on attendance for the Autumn and Spring term as at the 31st January 2022. It was noted that attendance for the beginning of the Spring term was low due to the impact of Covid related pupil absences.</p> <p>RESOLVED:</p> <p>That the report be noted.</p>	
<p>6.</p>	<p>Data (Progress and Tracking) higher, middle, lower and disadvantaged children.</p> <p>Further to Minute 7 (Governing Body 31st January 2022) the Head Teacher verbally advised that, as previously reported at the last Board meeting, one of the largest issue which had hampered progress had been pupil and staff absence due to Covid. He advised that SHINE interventions were happening where possible and same day phonic interventions.</p> <p>Years 2, 3 and 6 required the greatest targeting and in particular the lower attainers across all year groups. It was noted this was similar to the national picture after the impact of Covid. Actions taken included more Teaching Assistant time for classes, concentrating on key skills and developing stamina and also providing extra support for lower attainers. In addition maths tutoring had started for example in Years 3 and 6. Teachers in Year 3 are working with Year 4 and Year 2 teachers to obtain feedback in writing books to identify any weaknesses.</p>	

<p>CQ</p>	<p>The Committee enquired if the targets for pupils would still be the same had the Covid pandemic not occurred? The Head Teacher advised the expected targets were the same.</p> <p>It was noted the current Parents Evenings were in person and individual pupil's targets would be discussed with parents/carers.</p> <p>RESOLVED:</p> <p>That the report be noted.</p>	
<p>7.</p>	<p>Curriculum Update</p> <p>Further to Minute 6 (Governing Body 31st January 2022) the Head Teacher advised the Senior Leadership Team were undertaking a whole school book look and evidence to highlight areas of strength and those that required further development. All leaders would complete a work/pupil voice/planning look before the end of term.</p> <p>SEND and Pupil Premium learning walks would also be undertaken. Phonics observations and guided reading have taken place and reading areas revamped.</p> <p>A whole school book and planning look would be undertaken by teaching staff on the forthcoming Professional Development day.</p> <p>RESOLVED:</p> <p>That the report be noted.</p>	
<p>8.</p>	<p>Governors' Learning Day.</p> <p>The Committee considered and noted the following monitoring reports arising from discussions with subject leads which had been completed by Directors:</p> <p>Design Technology, E-safety, Religious Education, PHSE (personal, social, health and economic), Maths, Science, English and Physical Education.</p> <p>Going forward Directors wished to if possible observe some lessons, focus on lower attainers (through pupil's voice and books) and also come into school on for example the science week.</p> <p>RESOLVED:</p> <p>a) That the Directors' monitoring reports following discussions with subject leads be noted.</p>	

	<p>b) That going forward Directors observe some lessons, focus on lower attainers through pupil's voice and books and also come into school on for example science week.</p> <p>9. Partnership/Community</p> <p>The Head Teacher reported that before Christmas, children in Year 3 worked with Wilderness Outdoor Education. They had enjoyed toasting cinnamon bread that they made, over an outdoor fire.</p> <p>The Round Table Santa sleigh was brought to school before Christmas and a pupil's parents dressed up as Santa and his helpful Elf. They greeted the children at the end of the run and the RotaKids handed out sweets to all of the children which were donated by the PFA. A total of £301.29 was raised for St Theresa's Hospice.</p> <p>The school council took part in an online workshop with the UK Parliament, where they learned about the organisation of the Government, the Houses of Parliament, voting and debating. Some members of the school council also met virtually with Peter Gibson MP to discuss voting and elections.</p> <p>RESOLVED:</p> <p>That the report be noted</p> <p>10. Risk Register</p> <p>The Committee considered their delegated risks for this Spring Term and requested the following amendments:</p> <ul style="list-style-type: none"> • Inability to recruit and retain appropriately qualified and experienced staff (1.1) – information be added regarding Teaching Assistants covering classes when Teachers are not available. • Lack of monitoring of the quality of teaching and learning (1.2) – noted no change was required. • Insufficient monitoring of the academic outcomes of pupils in terms of end of key stage results (1.3) – noted no change was required. • Out-of-date full school curriculum (1.4) – noted no change was required. 	<p><i>Directors/ Head Teacher</i></p>
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	<p>RESOLVED:</p> <p>That the above be noted and updated on the Risk Register where necessary.</p>	<p><i>Head Teacher</i></p>
<p>11.</p>	<p>RSHE – Relationships, Sex and Health Education Policy</p> <p>The Committee considered the RSHE Policy. It was noted that the policy had last been to the Governing Body for approval on the 21st May 2021 and that there had been no further updates to add since that Board meeting.</p> <p>RESOLVED:</p> <p>That the RSHE policy be approved.</p>	<p><i>Head Teacher</i></p>
<p>12.</p>	<p>Acceptable Use of Cameras and Mobile Phones EYFS (Early Years Foundation Stage)</p> <p>Consideration was given by the Committee to the Acceptable Use of Cameras and Mobile Phones EYFS Policy.</p> <p>RESOLVED:</p> <p>That the Acceptable Use of Cameras and Mobile Phones EYFS Policy be approved.</p>	<p><i>Head Teacher</i></p>
<p>13.</p>	<p>ICT & E-Safety Policy</p> <p>Consideration was given by the Committee to the ICT & E-Safety Policy.</p> <p>RESOLVED:</p> <p>That the ICT & E-Safety Policy be approved.</p>	<p><i>Head Teacher</i></p>
<p>14.</p>	<p>Agenda Items for the Next Meeting :-</p> <p>Standing items and policies due for review.</p>	<p><i>Governance Professional</i></p>
<p>15.</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><i>Governance Professional</i></p>

<p>16.</p>	<p>Date & Time of Next Meeting</p> <p>RESOLVED:</p> <p>That the next meeting of the Committee be held on 25th May 2022.</p> <p>The Meeting concluded at 6.40 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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