

Duddon St. Peter's CE Primary School- Governor's Meeting.

Minutes of the Teaching and Learning Committee.

Monday 25th March 2016.

Present Paul Hudson (Head), Liz Smith, Susan Gregory Claire Entwistle, Andy Jackson

Apologies: Chris Ward, John Davies, Chris Lightfoot, Nicky Greaves, Jonathan Curwen, Jackie Wilson

Pecuniary Interests: None

Part One Minutes:

Confirmed minutes from previous meeting

Matters arising from previous minutes:

<u>Action:</u>	PH to meet with colleague and outline expectations and help prioritise responsibilities.	Met and minuted meeting.
<u>Action:</u>	PH: Missing subject team reports and action plan to be chased up.	Maths governor & Subject team leader met with PH.
<u>Action:</u>	PH to speak to Treetops staff to help promote Treetots.	PH met with staff.
<u>Action:</u>	F.S teacher to feedback to Teaching and Learning Committee about the effectiveness of the Outstanding Training.	To arrange for FS staff to give feedback to next meeting
<u>Action:</u>	Literacy books and marking consistency to – PH to follow this up with the staff member concerned	PH has chased this up.
<u>Action:</u>	Aim to share Science and Maths books at future meeting.	Arrange Science books at the next meeting.
<u>Action:</u>	Amended copies of governor responsibilities to be sent out	CL has done this.

To discuss matters arising from the Part One minutes which do not appear elsewhere on the agenda.

Agenda Items

1) **Policies-** none to be done at present

Action: EYFS to be looked at next.

2) **Assessment information and data analysis:**

PH reported how individual and cohort commentary sheets had been completed by each teacher, after being shared at staff meeting. They illustrated children who are seen to be underachieving and colleagues have commented on reasons for this and actions and strategies that have been put in place. What is evident is that staff have felt that the assessment data presented has not always been a clear reflection of individual children or as the cohort as a whole.

Action: PH to discuss with individual staff reasons behind inconsistencies in data. Is this due to not enough data being entered or judgements being too harsh?

A committee member asked if ALL children have had their data inputted by the end of term and had the appropriate commentary to support this.

PH said that this had been done.

Thoughts from the data:

Impact of new children on data	Action: Staff need to balance efficiency of entering baseline data with avoiding making snap judgements on children. Discussion point at future staff meeting.
Value of adding extra columns to the data sheets to indicate children below year expectations at the beginning of the next year.	Action: To discuss further. It was felt that this would aid measuring progress and help illustrate where children are at the beginning of the next year.
Reading is good throughout the school, lots of parental support.	
Uncertainty of the target for the % of children expected to reach expected level of progress.	Action: after discussion it was felt that a realistic target for this year would be for 60% of children to be secure in July.
High number of children in Year Three not on track to make expected level of development.	Action: PH to have discussion with staff. All staff commentary on data grids to be shared with colleagues.

Data shared on boys' writing. This will remain a focus within school. It was felt the added emphasis on spelling, grammar, punctuation and handwriting could be detrimental to boys' motivation to write.

Action: Continue to collect data in this area.

3) **T& L Action Plan Update on SSDP priorities:**

LS shared an email from CL, in which the following items were discussed:

Concern: Has all assessment of all year groups and subjects been received?	All year groups have been assessed but not all subjects are assessed on Classroom Monitor. Subjects such as Art, Computing and RE will be assessed through highlighted sheets passed to the next teacher.
Concern: Have staff observations taken place?	Action: Staff to carry out observations this term. Literacy governor to observe Literacy lessons.
Concern: Has PH met with subject teams?	PH met with Maths and ICT. Action: PH to meet with Literacy team.
Concern: Meeting with SENCO to be arranged?	Action: Meeting to take place this term
Concern: ICT skills in EYFS?	Action: PH to discuss with EYFS team
Concern: EYFS staff to feedback to T& L Committee about Outstanding training.	Action: To be scheduled for the next meeting.

4) **Reports from Governors with special responsibilities:**

Clarified that there is an R.E Governor.

5) **A.O.B:**

- PH brought up the issue of attendance as the local authority is tightening up in this area. They are investigating the number of children who have broken weeks. If the percentage for attendance falls below 85% the Education Welfare will become involved.

Action: To monitor the number of broken weeks within school, investigate the reasons for these absences with the help of the administration team and send letters to appropriate families.

PH also discussed the number of families who are consistently late for school. Staff are now asked to record how many minutes late children are on each occasion. This is currently logged in the register.

Action: From tomorrow morning, parents accompanying children who are late with have to enter school through the front door and record their time of arrival and reason for being late in the late book.

Date, time and place of next meeting: Monday 13th June 7pm