

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

Minutes of the Teaching and Learning Committee.

Monday 13th June 2016

Present Paul Hudson (Head), Liz Smith, Susan Gregory, Claire Entwistle, Andy Jackson, Nicky Greaves, Chris Ward

Apologies: John Davies, Chris Lightfoot, Jonathan Curwen, Lesley Garnham

Pecuniary Interests: None

Part One Minutes:

Confirmed minutes from previous meeting

Matters arising from previous minutes:

Action:	to discuss further the idea of adding a column on the data sheet- it was felt that this would aid measuring progress and help illustrate where children are at the beginning of the next year.	Action: still to complete
Action:	to have a discussion with staff- All staff commentary on data grids to be shared with colleagues.	Action: still to complete
Action:	to discuss with individual staff reasons behind the inconsistencies in data. Is this due to not enough data being entered or judgements being too harsh?	Completed through staff meeting.
Action:	Boys' writing data- to continue to collect data in this area	To continue
Action:	meeting with SENDco	This has taken place and Governor training has been completed.
Action:	to meet with the Literacy Team and EYFS team about IT skills	Action: still to do this.
Action:	Staff to carry out observations this term. Literacy lessons to be observed by link governor.	Link governor begun One staff observation completed
Action	Parents accompanying children who are late will have to enter school through the front door and record their time of arrival and their reason for being late in the late book.	done and stated that it has had an impact. A reduction in the no of minutes late certain children arrive has been noted
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.	Reported at Full Governors, families have been identified and letters will be sent out this week.

To discuss matters arising from the part one minutes which do not appear elsewhere on the agenda.

Agenda Items

1) **Policies- Marking**

Staff had updated this at staff meeting and briefly outlined some of the amendments. Another governor asked whether the marking scheme was shared with parents. A discussion took place about how this would be beneficial and how this could be best done: for example, putting the symbols at the back of children's homework books. Homework was also briefly discussed.

One governor raised the point that many children put a lot of time and effort into projects and tasks and sometimes this is not reflected in the amount of feedback children receive. Staff discussed ways in which pupils are rewarded for homework, certificates, acknowledgement in assembly, reward token and putting work on display.

Action: An explanation of the marking symbol to be added to the transition document which parent receive when their child starts Year 1 and marking symbols to be shared with parents in homework books within KS1.

- EYFS Policy

Governors praised how comprehensive the policy was. One Governor commented that through his own experience, he feels that the Nursery and Reception children are very much a part of the whole school and that the policy does not celebrate this explicitly.

Action: Policy to be amended to include this.

2) Curriculum evening: feedback from comments/suggestions.

Governors agreed that the evening had been very well attended and feedback had been very positive. One Governor stated that it had surpassed expectations. Some suggestions were discussed about how things could be moved on, including Creative Arts Evening, KS2 maths information and separate evening for each year group.

Action: Staff to discuss holding Information Meetings in the autumn term, format to be decided but possibility of having Years 1 and 2, Years 3 and 4 and then Years 5 and 6 together.

The literacy team has already arranged for reading training to take place during the autumn term. Date to be confirmed.

3) Report on SATs and Assessment Summary

Feedback given from the Year 2 SATs; most tests were considered fair and the majority of children have hopefully achieved the expected standard. Internal moderation is taking place within school this week.

A Governor asked how this would be fed back to parents.

This is still being discussed within school but all parents will receive an end of year report.

An outline of the Year 6 SATs was given, explaining that the reading paper had sparked national protests because it was so challenging. Most of the other tests were similar to the sample papers and seemed fair in comparison. These tests are marked externally and the pass mark/ scaled score has still not been revealed. Schools will be informed in July.

Action: To decide how information will be shared with parents at the end of the year.

4)SSDP- Reports from Subject Teams

The Committee gave feedback on the reports completed by the following subject teams:

Science	The Committee praised the template of the report and liked the inclusion of the action plan and book scrutiny. Governors were impressed about the idea of being a lead school
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	although some expressed concern about how this may take time away from teaching. Action: To chase up planning that has not been received.
EYFS	Very positive, lots of action taken. Governors liked the idea that spellings were being sent home in reception in response to the raise in standards at KS1. Action: EYFS manager to attend the next T&L meeting and update the Committee on Outstanding course and Action plan.
Maths	Governors commented about how concise the report was, and that further evidence of some actions would be good. Staff fed back that lots of action had taken place within a short amount of time. First for Maths consultant came in and led training which staff. Action: Action Plan to be shared
R.E	Governors praised the team for raising the profile of RE throughout the school. Action: Template for reports to be given to all staff.
Art/ Design Technology	Governors praised the team and commented how positive it was to see projects displayed through school. Work on musical instruments was praised. It was felt that planning, recording, displaying and evaluation through the subjects are back on track and that progress had been made this year with raising the profile of DT within school.
Computing	Feedback was very positive. The visit to Techniquest was praised. Installation of interactive whiteboards completed and staff are due to receive training next week.
SEND	Governors praised the amount completed but questioned time frames of some points. Some further detail would have been helpful. Governors asked for an update on the reapplication for 1:1 funding and staff explained the process. Link governor had sent the action plan through. Action: Template for reports to be given to all staff.
Literacy	Governors praised the content of the report actions that had been taken. Action: Governor to propose a writing initiative for the autumn term.

Governors thanked subject teams for their time and effort in compiling the reports. The committee was thanked for their responses to reports on behalf of staff. It was agreed that all the reports would be sent to all staff for reading.

Actions: Governors expressed the desire for a standardised template to be shared with staff to ensure consistency between reports and the information provided.

6) Science Books

Governors were given the opportunity to look at a sample of science books from each year group. This was to illustrate how the subject is delivered throughout school and to show consistency and progression. A book scrutiny sheet from each class was also shared with the committee. All Governors felt that this was useful and praised the Science Subject Team.

4) Reports from Governors with special responsibilities:

Class governor visited Class One on Monday 13th June.

The Committee discussed Science Governor. Parent elections will take place in the autumn term. This might provide someone who could take this on. Again, an individual was mentioned as it is thought that he has the desire to return to the governing body. Some governors thought this had already been agreed. No decisions were made until this was clarified.

Action: Chair of gobs to speak to individual.

Date, time and place of next meeting:

As requested at Full Governors Meeting, the committee tried to set the next Teaching and Learning Meetings for the next year.

Autumn Term- TBC

Spring Term- Monday 16th January 2017

Monday 20th March 2017

Summer Term- Monday 8th May 2017

Monday 12th June 2017

Part Two Agenda

To confirm the part two minutes. These were confirmed.

Matters arising from the minutes:

None.