

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

Minutes of the Teaching and Learning Committee.

Thursday 22nd September 2016

Present: Paul Hudson (Head), Liz Smith, Claire Entwistle, Chris Lightfoot, Andy Jackson, Nicky Greaves, Claire Knight (teacher)

Apologies: Chris Ward, Susan Gregory, Adam Friend, Jackie Wilson

Pecuniary Interests: None

Part One Minutes:

Confirmed minutes from previous meeting

Matters arising from previous minutes:

<u>Action:</u>	To add an explanation of the marking symbol to the transition document which parents receive when their child starts in year 1 and making symbols to be shared in homework books within KS1	Already added symbols to homework books.
<u>Action:</u>	Amend EYFS policy to reflect the N and R children being very much part of the whole school.	To do
<u>Action:</u>	Staff to discuss holding information meetings in the autumn term, format to be decided but the possibility of having Yr 1 and 2, Yr 3,4 and Yrs 5 and 6 together.	Dates have been sorted, information to be sent out soon.
<u>Action:</u>	To decide how information will be shared with parents at the end of the year concerning SATS.	Information sent out, parents had been well informed throughout the year and were therefore happy.
<u>Action:</u>	<u>SSDP subject reports:</u> Literacy: governor to propose a writing initiative for the autumn term Science: HT to chase planning still not received. Maths: Action plan to be shared. EYFS: EYFS leader to attend the T&L meeting and update the committee on outstanding course and Action Plan.	Literacy team have introduced a writing initiative to start in Book Week. Action: HT to do Shared before Full Gobs EYFS leader present at this meeting
<u>Action:</u>	Governors expressed the desire for a standardised template to be shared with staff to ensure consistency between subject reports and information provided.	Action: Completed and template sent out.
<u>Action:</u>	Chair to speak to a parent about Science link.	Chair has done this.

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

Chair outlined the recent request that Governors state their pecuniary interests on the website. Looking at other school websites, some schools included an outline of Governors' occupations.

Action: Chair to chase up response to recent email and ask if they are willing to have this information shared.

Agenda Items

1) EYFS Action Plan:

EYFS leaders presented the action plan to governors, highlighting priority areas and how these are being addressed. Staff and Head teacher recently met to discuss the Ofsted criteria and how this needed to be evidenced. A governor suggested a way that this could be highlighted on the document to show progress. A discussion on areas of expertise such as becoming a SALT school or a forest school followed and Governors expressed their support.

Governors supported the order of priorities and praised the Action Plan; they appreciated the opportunity to see the developments made within this area of the curriculum, such as CPD for staff. A governor asked about timescales and if they could be added.

Action: EYFS staff to highlight Ofsted Criteria document to illustrate termly progress and state how each area can be evidenced.

Timescales to be added to the action plan.

2) Policies:

Assessment	Mostly up to date, appendix added illustrating how each class is assessing each subject.
Music	Approved
Geography	Subject leaders to amend, Class monitor to be added to the assessment section
History	Subject leaders to amend and remove information of level descriptors

3) SATS Summary:

HT shared data with the governors. Outlined how KS1 children had outperformed children in CWAC and nationally within all areas. Governor commented on this significant achievement. Outlined KS2 results, Reading above and Writing and Maths in line with national and local authority average. Staff member highlighted that national writing results were higher than reading which is extremely unusual and needs to be treated with caution. Writing was the only subject that was Teacher assessed. Within Key Stage 2 children could not achieve greater depth with Maths, Reading or SPAG and therefore individual children did not receive the recognition they deserved, even though they may have achieved a high raw score.

A governor asked how our results compared to other schools in the cluster?

HT stated that several schools in the Cluster achieved similar results, with some above Duddon and some below. Conclusion of SATS data discussion was that Governors felt that last year was a difficult year for Year Six children.

HT outlined data within each class for the summer term. A governor asked about Year 1 data and HT explained about inconsistencies in entering data within the autumn term last year. Staff have now been informed that targets will be set on last year's data and will form basis

of discussion within Performance Management meetings and there is a clear expectation about entering data monthly using Classroom Monitor.

Action: All staff expected to enter data on a monthly basis using Classroom Monitor.

HT shared a sample individual pupil graph using information provided by the assessment system. He explained how this could potentially be shared with parents to show progress or highlight areas where children are struggling. This will not happen within the autumn term though, as the first parents' evening will be to discuss how children have settled in their new class. **A governor asked if the expected level was individual for each child?** HT explained that it would indicate the year expectations and objectives for a child but that SEND children could now be judged at a level appropriate to their development and not their age.

A governor asked how this data might feed into the SSDP plan?

Action: Subject teams to report back on this area.

4) SEND report and analysis:

SENDCo apologised for not being able to attend the meeting and had sent the report that evening so it had been unavailable for pre-reading.

Governors stated that the SEND grid lacked sufficient detail and needed to be in a report format, including what progress had been made and the impact of interventions. Levels could have been shown on a termly basis to ensure that outcomes were measurable. Chair, as SEND governor had created an Action Plan for this area and the Committee thanked him on behalf of SENDCO. Chair discussed the Action Plan with the committee, highlighting that an area of priority is the SEND qualification which should be held by the school's SENDCo.

Actions: HT to meet with SENDCO to feedback areas highlighted by the discussion.

The number of children on the register should be included and updated at the beginning of each year. It was felt that the school should be compliant with the regulations and the suggestion was made that the SENDCo should start the SENDCo qualification in September 2017 or alternative arrangements should be made in school for SEND provision.

A SEND report is to be added to Full Governors at the request of the Chair.

5) T & L Action Plan:

The committee Chair led the discussion and highlighted the main areas and those areas outstanding. The committee felt that all core subject teams are moving forward. Governors asking questions is now to be highlighted in the minutes of meetings.

HT asked if the SSDP document was still considered a draft document? It was stated that staff would feel that 90% of their contributions have been included. Children and Community Committee need to add their contributions and Head teacher and Chair have priorities to add. It was proposed that it will be available to pre-read on 3rd October and approved at the FGM.

Actions: HT to accompany Subject Teams with observations to ensure next steps.

6) SATS targets for Year Six 2017

These were agreed provisionally and will be taken to the Full Governing Body meeting.

7) Governor Mark

Action plan attached.

Discussion included: challenging under-performance in staff / how robust is the performance management process? / how staff are assigned SSDP priorities / monitoring of SEND provision and SEND analysis / data discussion with governors /governors' understanding of staff responsibilities and workloads.

8) Reports from Governors with special responsibilities:

Maths link governor has been into Class 3 and 4 to observe maths. He has also visited Treetops.

Chair has observed Literacy in Treetops and Class 4. He has accompanied Class 4 on a recent trip and met with the SENDCO.

An ex-governor is providing funding for the Governor maths challenge, and it has been decided that the money will be spent on calculators.

Date and time of the next meeting: Monday 14th November 2016