

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

### Minutes of the Teaching and Learning Committee.

Monday 14<sup>th</sup> November 2016

**Present** Paul Hudson (Head), Liz Smith, Claire Entwistle, Chris Ward, Susan Gregory, Mark Whitfield

**Apologies:** Chris Lightfoot

**Pecuniary Interests:** None

#### **Part One Minutes:**

Confirmed minutes from previous meeting

#### **Matters arising from previous minutes:**

<b><u>Action:</u></b>	Amend EYFS policy to reflect the N and R children being very much part of the whole school.	Progress: Completed
<b><u>Action:</u></b>	Chase up response to email about governors' pecuniary interest and ask if they are willing to have this information shared.	Draft copy received, last few contacts to be chased.
<b><u>Action:</u></b>	Highlight Ofsted criteria EYFS document to illustrate termly progress and state how this can be evidenced.	Areas highlighted
<b><u>Action:</u></b>	All staff expected to enter data on a monthly basis, using Classroom Monitor.	All staff are doing this
<b><u>Action:</u></b>	SEND report: HT to meet with SENDCO to feedback areas highlighted by the discussion.	HT has met with SENDCO and highlighted areas of concern.
<b><u>Action:</u></b>	Head to accompany Subject Teams with observations to ensure next steps.	This has begun in October.

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

**Action:** Chair of Governors to chase up response to recent email to governors and ask if they are willing to have information shared.

#### **Agenda Items**

##### 1) **Terms of reference: discuss and ratify.**

A governor asked (email) how the T& L committee contribute to the SEF? PH explained that the draft copy was complete and the completed copy will be ready for the visit next week.

A governor also asked who the EVC Coordinator was. It was explained that a member of staff is the co-ordinator and the role was briefly illustrated.

The terms of reference were approved.

##### 2) **Policies: Design& Technology; Design & Technology Safety; Homework**

Area	Questions raised
Design & Technology;	-A governor asked if we have safety goggles? Yes Action: Remove the line, irrespective of gender, ethnic origin and academic ability from the policy. <b>Action: policy approved ( Amendments to be made.)</b>
Design & Technology Safety	A governor asked about retractable blades being used and about storage of tools. Govs were assured that children have no direct access to equipment. <b>Action: policy approved</b>
Homework	Amendments to be made to KS1 section due to the rise in new expectations. Discussion about level of parental support received throughout school. School encourages the completion of homework rather than enforces it, but the level of support is generally good. A Governor asked if the policy could be amended to include a paragraph detailing an expectation that staff respond within a given time frame with appropriate feedback to children and parents. <b>Action: policy approved ( Staff to be informed of change through staff meeting.)</b>

**3) Summary report from RAISEonline data release &Dashboard:**

Head teacher explained this to the committee

**Action: This will be shared with Governors on Monday 28<sup>th</sup> November at 7pm.**

**4) SEND report**

This had not been received.

**Action:** Head teacher to chase up.

**5) Subject team reports:**

The committee felt that the standardised template was much better.

A governor asked how the Action Plans are reviewed.

The role of the Subject Teams and the Link Governors was highlighted. Action Plans are reviewed each half term and subject teams should meet at least annually with Head teacher.

Subject	Comment	Action?
PE	Finance for training?	<b>Actions:</b> Subject leader to identify course and cost. Look at alternative ways to fund this as the school only has £3,000 per year. School House Trust/PTA?
	Could children be better prepared for events?	A governor offered to help prepare children for some sporting events.
	New kits for PE	Head teacher to ask for costing for this to be provided from the Subject Leader <b>ACTION:</b> Head teacher to speak to Subject Leader.
	Play leaders course	Programme needs to start running and training of younger children to start taking place. <b>ACTION:</b> As above

IT	Planning not received from Class One and Class Two Lack of basic skills within certain year groups. Clicker training to be made available to relevant staff	<b>Actions:</b> Head teacher to chase up  KS1 Subject team leader to meet with EYFS staff.  KS1 Subject team leader to give training.
Maths	The book moderation sheet was praised.	This was a direct result of the Subject Leader meeting with First4Maths consultant. Some maths information sessions are planned for afternoon sessions for Classes One and Two.
RE	DK desire to observe RE in a lead school	<b>Action:</b> Arrange visit to Bunbury.
Science	Whole school show- £624? Rolls Royce Award, need to apply for funding?	<b>Action:</b> Head teacher to discuss with Science team Rolls Royce Award being applied for. Local Council awards applied for.
Art	Arrange an art day with John Clayton	Plan for the summer term, children to contribute financially.
Literacy	Lack of support at the reading evening.	No action. Discussed timing and promotion of these events.

Where subjects are not listed, no comment was made on these areas.

Head teacher recognised and praised the amount of work involved in compiling the subject reports and stated that he would convey this to the relevant people.

One governor expressed a concern that there was continuing trend of missing paperwork from particular year groups. Another Governor asked how this is being dealt with.

Head teacher explained how this is being approached with the member of staff and what action has been taken.

#### 6) T&L Action Plan update/actions on SSDP priorities:

**Priority 2-** The new format for lesson observations was shared with the committee and stated that the cycle is underway.

**Priority 3-** The committee were asked what they thought were the Teaching and Learning strengths.

Governors felt that the amount of training that has been provided for teaching staff and how it has increased confidence in the delivery of the new curriculum and praised this support.

Another Governor praised the specialised phonics teaching that has been given by 1:1support teacher.

**Priority 3-** Involvement of Governors, Chair of Governors had attached a timetable for visits. RE Governor had observed RE in Class One.

**Action:** PE Governor appointed.

**Priority 3- Action** - SENDCO to analyse this year's progress, with specific interventions identifying progress. Head teacher to communicate this.

**Priority 6-** Develop IT skills for EYFS children to ready children for Year One.

A governor suggested Reception children being asked to complete a specific task during the summer break to prepare them and engage them with the desired skills for Year One.

**Action-** KS1 subject leader to meet with EYFS staff.

**ACTION:** Head teacher to meet with Subject Teams.

**7) Governor Mark - Action plan attached.**

Annual review complete.

- **Governors asked if objectives in Staff Performance Management were challenging.** A staff governor assured them that they were “appropriately challenging.”
- Head teacher discussed the fact that 2 members of staff have expressed a desire to complete the SENDCO qualification during Performance Management meetings. The lack of a qualification within school continues to be a concern as it is a national requirement. Application for this needs to be made within the spring term.

**Action:** To discuss requirements of the candidates for their individual suitability for the role and to ensure the qualification is completed by the school’s SENDCO.

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

- Literacy link governor has met with the Literacy Team to discuss progress, and with the SENDCO to discuss EHC and finances. He has also accompanied Class 4 on a recent trip to Chester Cathedral.

RE link governor has visited Class One and observed RE being taught. She expressed a desire to observe RE higher up in the school.

<b>Action:</b>	Chair to chase up response to recent email to governors and ask if they are willing to have information shared.	
<b>Action:</b>	Homework policy approved (Staff to be informed of change through staff meeting – that homework should be responded to within an appropriate length of time.) Head teacher	
<b>Action:</b>	Amendments to policies to be made.	
<b>Action:</b>	PE CPD: Head teacher to speak to Subject Leader to identify course and cost. Look at alternative ways to fund this as the school only has £3,000 per year. School House Trust/PTA?	
<b>Action:</b>	Head teacher to speak to Subject Leader about playleaders and new kits.	
<b>Action:</b>	Head teacher to chase up planning – particularly Class One & Class Two.	
<b>Action:</b>	RE Subject team to arrange visit to Bunbury to observe RE.	
<b>Action:</b>	Head teacher to discuss cost of visit in Science Week with Science team	
<b>Action:</b>	PE Governor to liaise with PE Subject Leader.	
<b>Action:</b>	SENDCO to analyse this year’s progress, with specific interventions identifying progress. Head teacher to communicate with SENDCO.	
<b>Action:</b>	IT -KS1 Subject team leader to meet with EYFS staff to discuss IT skills in Reception/Year One.	
<b>Action:</b>	Head teacher: To discuss requirements of the candidates for their individual suitability for the role and to ensure the qualification is completed by the school’s SENDCO.	
<b>Action:</b>	Head teacher to meet with Subject Teams.	

**Date and time of the next meeting:** Monday 16<sup>th</sup> January 2017 at 7pm.

