

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

Minutes of the Teaching and Learning Committee

Monday 16th January 2017

Present Paul Hudson (Head), Liz Smith, Susan Gregory, Nicki Greaves, Andy Jackson, Chris Lightfoot, Mark Whitfield, Claire Entwistle.

Apologies: Chris Ward, Lesley Garnham

Pecuniary Interests: None

Part One Minutes:

Confirmed minutes from previous meeting

Matters arising from previous minutes:

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| <u>Action:</u> | PH: to speak to HT about identifying a PE course and cost. Play leaders? | Done. HT has found a course and recruitment of play leaders has begun. Funding is from the PE grant as this can no longer be used for swimming. |
| <u>Action:</u> | PH: to chase up planning in Year 2 | PH spoken to member of staff. |
| <u>Action:</u> | PH: to inform staff that homework should be responded to in an appropriate length of time. | PH spoken to member of staff. |
| <u>Action:</u> | DK/KM: to arrange visit to Bunbury about RE. | Still to be done |
| <u>Action:</u> | PH: to discuss the cost of Science Week with MP/HT | Done. Cost is £600, £300 coming from School House Trust. Parents will be asked for £3 contribution. |
| <u>Action:</u> | PE governor-action? | Mark Whitfield has now been appointed as PE gov. |
| <u>Action:</u> | PH: to communicate to SENDCo to provide analysis of this year's progress, with specific inventions identifying progress. | PH has had weekly meetings with SENDCo and communicated this. The relevant paperwork has now been produced. |
| <u>Action:</u> | MP: to meet with CE/CK to discuss IT skills in Reception/Year One. | Done |
| <u>Action:</u> | PH: to discuss SENDCo role with staff/ensure the qualification is completed by the school's current SENDCo. | CW has made an application to start the SENDCo course in September. Cost- £960 Gov asked if extra time would be given for this. PH stated that SENDCo time is already allocated and as it is a personal qualification, the member of staff would not be taken off timetable. Course is 12mths and must be completed within this timeframe. Gov asked if teachers are required to pay the money back if they leave the school. PH stated that this does not happen in Educational settings |
| <u>Action:</u> | PH: to meet with Subject Teams. | PH to meet with Subject Teams and Class Teachers termly. This has been added to Subject Action Plans. |

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
- 2) **Termly data report-PH. Included: Foundation Stage report; all year groups; Pupil Premium progress; SEND progress.**

PH shared the Foundation Stage data, starting with Nursery. A governor asked about the fact that Writing was higher than Reading and was this correct.

PH highlighted the fact that the cohort contains a higher number of girls, whose main interest is mark-making and therefore the data is correct in this instance.

A governor asked how some children were showing as 22-36mths in particular areas, if they are all three years and above.

PH explained the overlap in the tracking system and how this is not a concern at this time, but rather a reflection of maturity and the interests of the children.

Reception data was shared with the group; a discussion on the impact of summer birthdays took place.

Year One: PH stated that the end of year targets have been set based on last year's results. The target for the autumn term is 27%. A governor asked about the small percentage of children who are judged to be behind. PH stated that these children are receiving extra support.

Year Two: PH explained that this cohort is extremely small and contains 2 children with EHCs and have to be assessed on a different scale. Those who are able to access the curriculum are making good progress. The target of 70% was judged to be a realistic target, noting progress from last year. A governor asked if the writing target of 50% should be higher.

It was stated that targets will be reviewed termly with teacher and PH.

Year Three: PH highlighted the high level within reading and stated that this was due to high level of support from parents.

Year 4/5: No concerns.

Year 6: PH highlighted that the national average was 66%. It was stated that as the level of challenge increases through Year Six, the percentage of children who are on track could change and targets might need to be reviewed.

A discussion covered the new data system. Currently there is no national framework for recording data or tracking progress and attainment. Abnormalities are still taking place.

Action: PH to have meetings with all staff to discuss class and subject data and implication of data input.

Pupil Premium: PH talked the group through the data, highlighted that children receiving extra funding are now identified and tracked. The grids illustrate the type of

support that each child receives. Red show the children who are behind, black shows that they are on track and green illustrates when children are ahead. PH told the group support was also given to children of Ex-Service Workers.

SEND: Paperwork now illustrates interventions that individuals are receiving and measures their impact through providing percentages. Most SEND children achieve less than the 27% of expected progress. PH briefly discussed the funding implications of 2020.

Action: SEND to meet with staff.

Boys' Writing: Data tracking boys' progress was shared and explained. This highlighted the trend in Year 1, where boys were making slower progress in the autumn term, but this increasing in spring and summer terms.

A Governor asked how data is going to be reported to parents during parents' evening.

It was discussed that the proposed graphs are not illustrating an accurate picture of progress at present. It was decided that although some parents would want to see their child's data, it would be unhelpful at this stage. Feedback on children's individual strengths, ability and areas in which they struggle would be more beneficial. Clear guidance on interventions taking place within school and how parents can help at home should also be shared. PH stressed that there should be a standardised approach across the school to ensure that parents all receive the same information.

Action: PH to decide on format for Parents' Evening and inform staff.

A governor proposed that data could be shared on the interactive whiteboard in future meetings, rather than providing paper copies.

Action: To do this for the next meeting.

Due to the length of the meeting, these items were postponed:

- 3) **T&L Action Plan update/actions On SSDP priorities:** To be covered in the next meeting.
- 4) **SEF, T&L would be discussed during the next Teaching and Learning.**

5) Governor Mark actions for T&L Committee update on actions/further actions.

It was reported that good progress had been made. **A governor asked if the SEF could go on the website.**

Action: SEF to be added to the School website.

6) Reports from governors with special responsibilities: To include update on Science link governor.

Terms of reference for Science link governor were shared with the group. These were agreed.

Action: CL to send to Terms of Reference and Code of Conduct to Science Governor.

7) **A.O.B:**

None

Date, time and place of next meeting: Tuesday 14th March 2017