

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

Minutes of the Teaching and Learning Committee

Tuesday 14th March 2017

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

Apologies: Chris Ward, Jackie Wilson

Pecuniary Interests: None

Part One Minutes:

Confirmed minutes from previous meeting

Matters arising from previous minutes:

Action:	PH: to meet with all staff to discuss class and subject data and implication of data input.	Completed.
Action:	SENDCo to meet with all staff	Done
Action:	PH to decide on format for Parents' Evening and inform staff	Done and all Parents' Evening are completed
Action:	To use the whiteboard for documents	Done
Action:	SEF to be added to the school website	Done
Action:	Chair to send Terms of reference and Code of Conduct to Science Governor	Completed

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

Agenda Items

- 1) **Policies-** Literacy and Computing.

Action: Amendment to be made to paragraph about whole school approach to handwriting, following staff meeting.

A governor asked if the SEND paragraph was sufficient. It was agreed that a sentence about referring to the SEND policy would be added.

Amendments made by Mel Pickering will be added to the Computing policy.

- 2) **Subject Team Reports:**

A governor praised the amount of effort and work in all the reports and praised staff.

Subject	Comment	Action if required
Literacy	Governors praised the report. It was noted how the investment in training had positively impacted on Literacy across the whole school.	
Science	Again, governors praised quality of Science. Governor asked question about STEM training. PH explained how this impacts on the school's finances.	Action: PH to discuss possibility of After School club on a Wednesday as it was considered that there was a demand Science Team to review statements on Classroom Monitor.
EYFS	Lots of progress in this area. A governor asked about Forest School and whether training for this would go ahead?	Action:
Computing	A saving has been made by changing the Broadband from BT. A governor asked about progress on the	Action: Work to be completed over the Summer holidays.

	webcams in the bird boxes Birds have not yet built their nests.	
Art	Willow Weaving has been funded through the School House Trust. A governor asked how this funding worked. HT explained that currently school received approximately £7,000 a year which is the interest from the account.	
Design Technology	Governors commented on the raise in profile across the school.	Action: Observations to be completed when staff return from sick leave.
P.E	Governors commented on amount of time and training given to this area and praised staff. Huge improvements since last meeting in all sports. Governors also thanked the PE governor. A governor asked what impact the training has had within school. Another governor asked if there was a regular netball and rugby team.	PH- To discuss Sports Ambassadors with PE leader and how lunchtime can be structured.
Maths and RE	The subject leader is still absent from school due to illness.	

Action: To reduce the duplication of information, it was decided that Subject Teams will only submit Action Plans to the Teaching and Learning Committee in the autumn term. In the spring and summer term, staff will be asked to send their subject reports only. ACTION: staff to be informed of the change.

3) **SEND report: SENDCo**

This had not arrived with the other documents and was presented to the governors on the evening. A governor questioned whether the report was presented in the appropriate format to inform the committee of progress made. Governors stated that they require termly updates on areas such as changing figures. It was also suggested that other additions might include: a breakdown of areas of SEND, gender breakdown, attendance figures and how this affects progress.

Action: It was agreed that governors require a detailed termly SEND report presented at Full Governors' Meeting; this should address all the required areas.

No SEND Subject Report needs to be provided, at the Teaching and Learning Committee, in addition to this, however a SEND data report does need to be presented for the T & L data meeting each term.

4) **T&L Action Plan update/actions on SSDP priorities:**

The committee discussed the outstanding actions and praised progress made this term.

Action: Observations to take place in Class Two when staffing allows.

Evaluate the progress with link governors seeing lessons.

5) **SEF: Teaching and Learning section for discussion:**

A governor asked about Pupil Premium funding. PH stated that an extra £300 has been allocated for an Ex-Service child within Treetops. Two governors had attended SEF training; they gave a brief summary of the course. There should be a paper trail of the SEF illustrating progress step by step. The live SEF should be a snapshot of the current situation.

6) **Governor Mark actions for T&L Committee: update**

A governor asked the governing body would consider using Google Drive to help develop governors have access to documents and information, rather than the website. They outlined the features of this APP and how folders can be divided and set as share and edit or read only. The committee was interested in the idea.

Action: Chair to set up Google Drive folder.

Decisions on SENDCo qualification currently put on hold.

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

Link Literacy governor met with Literacy Subject Team, completed an observation in KS1 and came into school as a Mystery Reader.

Action: PH to ask Science leaders to confirm dates with Science link governor.

8) A.O.B:

PH fed back from a recent Head's meeting, where it was suggested that the Year 7 curriculum is dated in comparison to that of KS2, in terms of the new vocabulary used in Literacy and Mathematics. They have proposed a sharing of terms.

In direct comparison, there is a decline in the skills within subjects such as Art, Music and Design Technology, where there is an inconsistency in vocabulary used in feeder primary schools.

A governor suggested a camping evening as a way of fundraising and completing outstanding jobs outside. He recommended charging £10 for a pitch and having a barbeque.

Action: This will be discussed further in C&C

Date, time and place of next meeting: Thursday 4th May 7pm