

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

### Minutes of the Teaching and Learning Committee.

Thursday 4<sup>th</sup> May 2017.

**Present** Paul Hudson (Head), Liz Smith, Nicki Greaves, Chris Lightfoot, Mark Whitfield, Claire Entwistle, Chris Ward

**Apologies:** Lesley Garnham, Susan Gregory, Andy Jackson

**Pecuniary Interests:** None

#### Part One Minutes:

Confirmed minutes from previous meeting

A Governor asked if concerns about the SEND report had been raised from the last meeting. They also asked about the SENDCo qualification. HT stated that both of these had been communicated.

#### Matters arising from previous minutes:

<b>Action:</b>	PH: to discuss possibility of After School club on a Wednesday as it was considered that there was a demand.	Done. HT is now running a Healthy Eating club.
<b>Action:</b>	Science Team to review statements on Classroom Monitor	Still to be done
<b>Action:</b>	Broadband development	Still awaiting action
<b>Action:</b>	DT observations to be completed when staff return from sick leave	Still to be done
<b>Action:</b>	PH- To discuss Sports Ambassadors with HT and how Lunchtime can be structured	Play leaders now appointed and scheme is running successfully.
<b>Action:</b>	Observations to take place in Class Two when staffing allows- to be structured	Dates to be confirmed
<b>Action:</b>	Google Drive folder set up by CL- some documents being placed there.	Ready to launch
<b>Action:</b>	PH to ask HT/MP to confirm dates with NF about Science team/ governor meeting	Done, MP met with NF before Easter

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

#### Agenda Items

1) **Policies-** Teaching and Learning.

A governor asked if a reference to the SEND policy could be made in the Interventions section.

**Action:** Policy to be amended.

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

PH shared all data, starting with Nursery.

A discussion covered the assessment system, Classroom Monitor and questioned the relevance of mid- year data. The committee discussed the impact of a short spring term and how children therefore seem to make more progress in the summer term, as this is much longer.

A governor asked if Year 6 data can be measured against last year's and if we are able to see trends developing. It was stated that it easier to compare end of year data. PH outlined the score required to be expected for Year 6, which is 64. Anything less than this is regarded as not reaching expected. Children are required to achieve 98 to achieve greater depth. Children have until the end of June to complete their writing assessments and therefore PH emphasised the need to keep children focused during the period after SATs week.

A governor asked how Spelling is assessed through the SATS. It was clarified that this is done through both the SPAG and the writing assessments.

PH shared a list of questions for class teachers regarding their data and any concerns he had about particular areas of the curriculum.

A governor asked if the quality of Maths teaching had changed or was it the impact of data input. Through the data analysis many cohorts appeared to not be at the expected level for the year in Maths. PH replied that he was confident about the judgements of his staff and explained how data could be influenced by certain areas of the curriculum not yet being covered or consolidated in the short spring term. Again, the limitations of Classroom Monitor were highlighted, but currently there are no favourable alternatives.

**Action: PH to have meetings with all staff to discuss class and subject data.**

**Staff to answer questions about their cohorts and/or subject area.**

**SEND:** Paperwork now illustrates interventions that individuals are receiving and measures their impact through providing percentages. PH highlighted the accelerated level of progress that two children with 1:1 support have made and how the current financial situation could regretfully impact on this.

A Governor asked if PH was happy with the progress of SEND

It was stated that in general SEND children are making good progress. Concern is with budgets and the loss of relationships between support staff and SEND children and how this could inhibit progress.

A governor stated that viewing data on the interactive whiteboard was much clearer and efficient.

### 3) T&L Action Plan update/actions On SSDP priorities:

There was a discussion about when we remove the areas that have been achieved and start to set targets for the next year.

A governor asked if the committee felt that that there was a communication of high standards for all.

The committee felt that striving to be consistently above the national average illustrates a desire for high standards. Governors felt that the introduction of a standard template

for meetings has had a positive impact. The committee discussed how questions from governors are now highlighted and how this could be carried forward.

A discussion covered assessment; school is tied into Classroom Monitor for another year. The challenges of Primary School Assessment have recently been documented by the Education Committee at the beginning of May. Governors will be sent a link to the Times Educational Supplement which was published on 1st May.

PH proposed a new system of consultation for staff, where subject leaders are asked for their top 3 priorities for each half term. This will hopefully allow staff to feel involved but help to slim down the number of actions. There has been improvement with the way that the area of SEND is reported and it now clearly illustrates progress made, although this area is likely to be affected by budget cuts. Governors commented on the clearer format of the document.

**Action:** This half term, secure areas will be removed from the Action Plan and new targets will be set. Ideally there will be approximately 6 priorities. A record of the original Action Plan will be kept. To be discussed further through L&M Committee. TES article to be sent to Governors.

**SEF-** LS provided a commentary of the document and outlined its purpose. The SEF should be a summary document and be reviewed about once a term, being added to when there is significant change. All members agreed that the current document needs to be shortened significantly and amendments need to be made. There were various discussions about the best ways to do this in order to move forward, including meeting in small groups. Some Governors volunteered to be part of this process.

**Action:** To be discussed within L&M Meeting

4) **Governor Mark actions for T & L Committee: Update-** This has been submitted and they have acknowledged receipt of it.

5) **Reports from governors with special responsibilities: To include update on Science Link governor.** The PE governor summarised his involvement in PE, started running club this week, rugby continues to be popular on a Tuesday. Children are doing well in athletics across the school. Praised recent Healthy Eating assembly. Lots of other visits are scheduled for May. One member of the Science team has met with Science Link governor.

6) **A.O.B-**

PH raised several items.

- CK will begin her Forest School training in June, this will be a great benefit to the school.
- CS will start her SENDco qualification in September at Edge Hill College.
- CE and PH attended a meeting with Sarah Lister and Sue Lawson from CWAC to discuss how viable it is to have 2 year olds within Nursery. In summary, this is not something that we are able to offer at this time as it would mean extensive work to change the environment and ideally build a separate area for younger children.

- PH stated that next year, Year 2 would not be spilt. This is an exceptional circumstance and is a result of a large Reception cohort of 20 and a small group of Year 2 children, only 10 children. This will mean that there will be 20 children in Class One and 26 children in Class Two from September.

**A governor asked how many SEN children will be in Class Two from September.**

There will be 3 children who are on the SEND register and two of them have 1:1 support. Staff have been informed by email.

Action: A letter will be sent to parents, informing them of the exceptional circumstances and the plans for next year.

**Time and place of next meeting: Monday 12<sup>th</sup> June 7pm.**