

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

Minutes of the Teaching and Learning Committee.

Monday 12th June 2017

Present: Paul Hudson (Head), Liz Smith, Nicki Greaves, Mark Whitfield, Claire Entwistle, Andy Jackson, Neville Freeman

Apologies: Lesley Garnham, Susan Gregory, Jackie Wilson, Adam Friend, Chris Ward, Chris Lightfoot.

Pecuniary Interests: None

Part One Minutes:

Confirmed minutes from previous meeting

Matters arising from previous minutes:

Action:	Head teacher to meet with staff to discuss data.	Ongoing
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To discuss matters arising from the part one minutes which do not appear elsewhere on the agenda.

Agenda Items

1) **Subject reports:**

An email had been sent from Chair of Governors, stating the following:

I thought that the reports were all very thorough and concise. Big well done and thanks to the staff concerned.

Thanks were noted for the time and effort from all members of staff who had provided their reports, and for the work involved. Governors felt they were of great assistance in helping them to understand the curriculum and its delivery. Much of the meeting was devoted to discussing the reports.

<u>Subject</u>	<u>Comments</u>	<u>Action</u>
EYFS	Gov asked how much it would be to purchase the online assessment system, Tapestry. Could we trial it? It was stated that most Reception classes are still using paper learning Journeys. Gov asked what EE was. It was explained that it stands for Early Excellence; this is a Baseline assessment that is no longer statutory but we opted to carry on using this in the autumn term to allow us to measure progress and compare cohorts over 3 years. Gov asked if staff member has started her Forest School course. She starts on Wednesday. Gov asked if 30hrs provision is advertised on the website. Gov asked if provision for 2 year olds has been shelved indefinitely. It was explained that it is not appropriate to teach Reception alongside 2 year olds, therefore it is not viable in the foreseeable	Staff to keep updated through the cluster and move to online system in line with other schools. Governor to add the 30hrs provision advert

	future.	to the school website.
Literacy	<p>Gov asked what SWST stood for. It was explained that it is the single word spelling test, which is completed by each class YR1 onwards. It is done in the Autumn and then again at the end of the year.</p> <p>Lots of initiatives were praised; it was stated that literacy team had discussed inviting the Book Fair into school twice a year, Autumn and Summer.</p> <p>Gov asked if it Head teacher has to accompany subject leaders during observations or is it just desirable.</p> <p>It was explained that is an opportunity to see Subject Leaders observe and give feedback. He tries to do this when cover allows. Gov commented that planning not received from all classes.</p>	<p>Literacy team to remind all teachers to complete this</p> <p>and to chase up planning</p>
Science	<p>Link governor fed back after recent meeting with the team, stated that subject leaders had been uncomfortable with the way that Science was being delivered but this has now changed.</p> <p>Discussed plans for Science Week 2018, possibility of involvement with Royal Academy of Chemistry, Institute of Physics and outreach form Daresbury Science Park. Gov asked if parents could be involved in this.</p> <p>Link governor explained that the team wish to extend the STEM work that they have completed, as a way of potentially putting revenue back into the school and giving the school positive publicity and general kudos. Discussion stated that difficulties have arisen this year, due to the days on which courses have been delivered, delivering courses in pairs and administration time. It was felt that STEM has been a big benefit to the school and its reputation. No dates have been set for next year.</p> <p>Gov asked about renewing the Science Award. Link governor stated that the Science team are keen to do this.</p>	<p>Governor to feed -back ideas to the Science Team and research possible ideas for Science week. Idea of setting up competition, building a hypothesis and testing it.</p> <p>Terms of delivery of STEM courses for next year to be discussed. Issues in managing the process and ensuring that it is mutually beneficial to the subject leaders and the school.</p> <p>Discuss application for Science Mark.</p>
Computing	<p>Governor praised the book monitoring. It was stated that evidence of IT is now clear to see, sometimes through photographs.</p> <p>Gov stated that planning has not been received from Class 2.</p> <p>IT technician will lead Inset Day in September to update staff on changes and offer training.</p> <p>Broadband provider has been changed, signed up to EXA, who are coming in during term time and should be up and running asap.</p>	<p>It was asked that all subject teams chase up planning from all classes.</p> <p>Subject reports will be sent to all staff to share and celebrate but also to advise them of any actions, such as missing planning.</p>
Art	<p>Gov commented on lovely artwork around school; praise was given to each class in turn. Commented that training has been beneficial.</p> <p>Gov asked about lesson observations in this area. It was stated that it is hard at present, it is on the action plan and will be completed when cover allows, quality of the art works illustrates good practice through the school though. Discussed the possibility of sharing art work with parents.</p>	
DT	<p>The committee celebrated the progress and improvement in this area. Stated that help from parents and grandparents has been greatly appreciated and enhanced this curriculum subject.</p>	
PE	<p>Gov asked about the PE kit, possibility of sponsorship, selecting style is time consuming, Link governor offered to help.</p> <p>PE course has been cancelled again.</p> <p>Judo has been funded through the school fund and will take place in PE time.</p> <p>Play monitors are working well.</p> <p>Swimming has finished for the year, (this year it was cost £6,000).</p> <p>Next year just Classes 3 and 4 will attend, making this more economical.</p> <p>A gov asked if it would be a valuable exercise to calculate how</p>	<p>Link governor to purchase running tops and to help move this process along.</p> <p>Link governor to speak to PE leader about sport's kit.</p>

	much is spent on transport per year. Discussed buying a minibus but stated that this would be too small in most cases.	
History	Gov questioned reference to Moderation. It was explained that KS1 is being externally moderated this Tuesday and book monitoring will be completed after this time. Lots of exciting ideas for the future.	
Maths	Discussed the possibility of subscribing to Mathletics and asking PTA to pay. Discussion of how the reduction of TA time will impact on interventions for children who are not reaching expected levels. It was stressed that the reduction of hours has not happened yet, and discussions with teachers and teaching assistants will take place to ensure that changes are not detrimental to the children.	Link governor to meet with subject leader.
RE	Gail Fullbrook, Diocesan Inspector, was in school today and stated that Inspection would not be expected to take place before 2019. A gov questioned if lesson observations had taken place in this area. Foundation governor has informally observed in Class One and Two, RE leader has observed in two classes.. Foundation governor has observed in Treetop	Feed back areas to staff.

2. T&L Action Plan update/actions on SSDP priorities:

A governor outlined this document, stating that most targets are now ongoing, and do not need to remain as next year's targets.

Action: Head teacher to chase up the cycle of observations. **A gov asked if they would be provided with a grading from lesson observations.** It was explained that as Ofsted no longer do this, it would be inappropriate, but governors should be provided with feedback, highlighting strengths and points for discussion.

Reports from governors with special responsibilities: To include update on Science Link governor. The committee thanked Link governor for attending the meeting and welcomed him back. He has met with the Science Team. PE link governor has met with PE leader, Link governor is due to meet with the Literacy Team.

Action: Link governor to meet with Maths leader.

3) A.O.B-

Head teacher raised several items.

- SSDP priorities for committees, Head teacher asked if each committee could set their own.

Action:

- Recently there have been several requests from staff to take leave of absence during term time. Head teacher asked for the Governors' support in agreeing a more formal and transparent process which all staff must follow.
- **Action:** Chair to bring this to Full Governor's Meeting.
- Thanks were given to Chair of Governors for his responses that were sent via email.

Time and time of next Meeting: Monday 11th September 2017.