

**Minutes of the Teaching & Learning Committee  
Wednesday 18 January 2017 at 6.00pm**

**Present:**, Susie Dove (Head Teacher) Alison Holloway, Rose Gunter, Hayley Fitch\* joined meeting at 7.00pm, Paula Bangs, Paul Dicker, Elleesa Rushby (Minutes)

Apologies: None

**Attendance:**

SD 100%	ED NA	AH 100%
RG 100%	PB 100%	PD 100%

**Apologies and Declaration of Interest**

1.

**Apologies:**

There were no new matters of pecuniary interest.

2. **Minutes of the last meeting**

The minutes were agreed as a true and correct record of the meeting with the amendment concerning the EY 2011-12 cohort, of which only 53% achieved their EY goals yet through the school's efforts achieved brilliantly in Y4. **Clerk**

3. **Matters Arising as per agenda**

None

4. **SDP and Action Plans - Audit**

The Scoping Audit, SIP report and Data for governors had been distributed prior to the meeting. Questions and comments were invited from the committee:

A governor who had attended the audit commented that the results had offered no surprises – phonics/EY. Auditors acknowledged that progress was being made in these areas and that governors knew these areas were priorities. Teaching had been observed as a strength. The Auditor, a HT who is a Leader in Education, had asked for two of her teachers to come and spend a day with PD. Auditors also praised the learning environment; class displays and targets. They were satisfied that pupils knew their targets and how to achieve them.

Another governor commented that pupils use the learning environment, looking at prompt material on the walls. If the material is moved, they comment on this and the very act of looking for it is a reminder of the content.

The Auditors were satisfied that more able pupils were being challenged. Data shows that all pupils are achieving well for their age but key data is not reported so that auditors do not know that pupils are joining with a low baseline from an untypical intake. HT to add another line to show data. **HT**

*Q: What tools are used to measure progress?*

*A: The School in inherited a paper system and then bought Classroom*

Monitor. Sometimes populating this can be challenging due to the way that evidence is gathered in EY as photos may involve more than one pupil meeting a target or the same evidence being applicable for multiple targets. Before Classroom Monitor, Orbit was used but the company closed down. Another popular package is Tapestry, but data would have to be imported as it is standalone. The School has the best system for its current needs although staff do still make some paper records. Poor internet connection has often prevented staff from entering data on the spot. Work has been lost in the past which has been frustrating.

*Q: Is this an on-going IT problem?*

A: This is less of a problem now that the second server has been turned off.

*Q: What are other lower schools doing?*

A: Most are using paper systems and inputting evidence which is time consuming.

HT

There will be a review of provision for disadvantaged pupils.

The HT will be visiting a Redbourne school to observe provision for more able pupils and hopes as a result of this, for Heathwood to adopt the 'More Able' Challenge award. The cost of this will be £600 and provides a support person to work with the School, identifying evidence. The HT felt that what goes on in the School is sometimes not easy to evidence and she wants to reflect the time and effort in this area. More able pupils have many opportunities to extend their learning and this is not confined to basic tasks such as filling in worksheets.

HT

A Safeguarding Board has been put up in the staff room/pre-school to inform staff of updates.

##### **5. Data/Progress Review inc SEND/PPG/SPG**

SDP/SEF – This has been a very clear process of linking data to the SDP. It is good practice and working well with all. HT to put something on the front page using OFSTED terms and explaining how SEF and SDP are developed. Previously staff have taken OFSTED category descriptors and sorted them by strengths/areas for improvements around various aspects of the SDP. It would be good to do this exercise with governors.

HT

PPG – Data Dashboard document. The cross over between PPG and SEND is still not evident and this is an important set of figures for the School HT to work on this.

HT

In some schools, PPG pupils are put on the SEND register as their needs have not previously been addressed. Heathwood receives pupils who may qualify for PPG but will always be SEND and arrive in many cases with a statement. This is an important distinction.

*Q: How do we show this currently?*

A: We would have to discuss this with an Inspector and make our case. In future, we need to make this clearer on PPG funding analysis.

Showing barriers to learning in the PPG report could identify pupils as the School roll is small. The HT has obtained an audit tool from another lower school and combined with the LA's tool, will work on meeting the requirements of PPG reporting standards while preserving the anonymity of pupils. HT

**Persistent Absence** – Governors discussed persistent absence from data. Some of the incidents were EHC pupils with regular hospital appointments. The HT has a tracking system to show letters sent to low attenders and lates. A high proportion of the pupils who are late to school are PPG.

### **Targets**

*Q: How do staff feel about current targets?*

A: Staff are fine with the targets. The SIP thought that the targets were aspirational. Targets are discussed at pupil progress meetings on a child by child basis.

*Q: Why did the SIP feel they were a bit high?*

A: Initially the HT wanted 35% at greater depth while 30% was more realistic. However, some classes are at 43%.

*Q: SEND Reading and Writing. What explanation is there for a lack of movement on target?*

A: The results do not show pupils who have moved from just achieving to being more able in that category. There has been movement and this is recorded on the class Provision Maps as a percentage

*Q: How are YR staff with targets?*

A: While the staff are told it's about whole pupil development, they have to break this down into Reading, Writing and Maths as EY targets will not be met without these subjects. Pupils have to get 8 out of 13 of the targets, but for example, a pupil may get 97% of target in Reading but not in other areas.

### **SPG**

Further evidence is needed about how this money has been spent and benefits to pupils.

*Q: What is Change 4 Life?*

A: It is run by the Sports Partnership, usually in the Summer term. They work with vulnerable pupils identified from assessment data and clubs attended. This year activities are spread across the whole school year. Different pupils attend each half term. C4L promotes a healthy active lifestyle and helps pupils gain confidence that can be brought into the classroom. Some families do not want to engage with the programme and this may be because it has connotations about their child being unhealthy or the sessions being on a Friday night. Pupils who have undertaken activities want to go back. A group of pupils who have attended to do a talk in assembly to encourage others. HT

### ***HF joined the meeting.***

*Q: What are Bronze Ambassadors?*

A: These are pupils involved in sport, working with others of the same sporting level to develop leadership skills.

The School currently has 17 YR/Y1 pupils involved in football.

*Q: How has staff confidence grown through work with Future Games?*

A: They are much more confident about assessment. They completed a questionnaire at the beginning of the year and will do the same at the end of the year to review their growth. 6 weeks of dance support has also been provided by Leighton Linlade Sports Partnership.

*Q: How long will SPG last?*

A: As far as we know it will last until 2020. Without it the School could not afford Luke's expertise and how this has added to staff development. The School expects to be awarded the School Games Gold Award this year for the second time at Gold level.

*Q: When do pupils go swimming?*

A: They will do two terms in Y4 and And 1 term in Y3.Y3 have just finished.

## **6. Staffing-induction, Quality**

New staff will begin induction next week.

The HT will be carrying out lesson observations over the coming three weeks.

There is a new practitioner for pre-school and also an MDSA. More MDSA are required.

There is a new 1-1 p/t support in Y3

The SENDCo is being released to carry out her role for efficiently by cover being given Mon-Thur YR 1 hour and Mon-Thur 3/4 hour at lunchtime.

## **7. Responsibility Reports**

The Cog and VCoG held a termly meeting with the SENDCo and looked at some of the difficulties faced in supporting pupils. The CoG will submit a full report to the FGB at the end of the academic year.

**CoG**

Support Staff have attended Down's training and this was cascaded to all staff on INSET day.

The SENDCo highlighted what governors should know from the SEND policy.

The SEND governor title to be changed to Inclusion governor.

INSET Day

The INSET day took place and was attended by a governor. The focus was on teaching RE through art, music and other mediums. The structure of the teaching can be adapted to other subjects and currently Y2 are using it to present an assembly about Australia.

Persona dolls were used during the training to explain faith facts. For governors wishing to know more about them, please follow the weblink: <http://personadoll.uk/> and for a short video showing the use of the doll in a lesson please follow: <https://www.youtube.com/watch?v=AdeClleegLY>

The HT will be amending the RE policy so that parents can opt their child out of all RE but not out of specific topics or faiths.

8. **Safeguarding**

A Safeguarding audit will take place this half term

**CoG -FGB**

*Q: Who is the Safeguarding Co-ordinator in pre-school?*

A: An incorrect name is on the website and will be changed to Gillian Lumsden who is also the deputy SO for the school . The new staff member in pre-school has been a designated safeguarding officer.

9. **Policies**

There were no policies to review

10. **AOB**

A Quiz Night will take place on 24 February. Governors will be fielding a team.

**Dates of future meetings**

All meetings to be held on a Wednesday:

03.05.2017 Comms/Budget

If governors are unable to attend or know that they will be late, please email the clerk on [elleesa@mailtight.com](mailto:elleesa@mailtight.com) or after 4pm on the day of a meeting text 0791 4546115

**All to note**

**The Meeting ended at 7.30**

**Signed**

**Date**

The minutes agreed are from 18.01.2017 not 2016 as stated below.

## T & L 18.01.2016

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Please read the minutes and tick to agree them. If you have any comments for discussion as to the accuracy of the minutes, please make them so that they can be discussed at the next comms meeting or in the case of a typo etc, can be changed.

Table view **Administration** 📄

Most popular option: **The T & L Minutes 18.01.2016 are correct.**  
[Select final option\(s\)](#) ▾

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5 participants		The T & L Minutes 18.01.2016 are correct.
 Rosemarie Gunter	<input checked="" type="checkbox"/>	✓
 Hayley fitch	<input checked="" type="checkbox"/>	✓
 Susanne Dove	<input checked="" type="checkbox"/>	✓
 Susanne Dove	<input checked="" type="checkbox"/>	✓
 Paul Dicker	<input checked="" type="checkbox"/>	✓
 Elleesa Jones	<input type="checkbox"/>	

5

**Save**