

**Minutes of the Teaching & Learning Committee  
Wednesday 15 November 2017 at 6.00pm**

**Present:**, Susanne Dove (Head Teacher) Rose Gunter, Paula Bangs, Elaine Dicocco, Paul Dicker  
Elleesa Rushby (Minutes)

Apologies: Jonathan Young

**Attendance:**

|         |         |         |
|---------|---------|---------|
| SD 100% | ED 100% | PD 100% |
| RG 100% | PB 100% | JY -    |

**Apologies and Declaration of Interest**

1.

**Apologies:** Clerk to ask M & R Chair to attend T & L in future.

There were no new matters of pecuniary interest.

2. **Election of Chair and Vice Chair**

PB nominated by RG and was seconded by SD for the role of Committee Chair

RG self-nominated and was seconded by SD for the role of Vice Committee Chair.

Both posts will run for the remainder of the current academic year.

3. **Minutes of the last meeting**

The minutes were agreed as a true and correct record of the meeting. **Clerk**

4. **Matters Arising as per agenda**

There were no matters arising

5. **Terms of Reference**

The Committee had reviewed the ToR and found that they were adequate for the coming year. Clerk to add the review date. Clerk to add that Associate governors to have voting rights. **Clerk**

6. **School Website Content**

The website is now up to date with all of the GB meeting minutes and other items added.

7. **Data/Progress**

The document Attainment of Pupils 2016-2017 was distributed for discussion. The HT explained at items in pink meant 'tickled pink' and items in green required further work. The HT felt that EY was good but still needed to improve year on year, which it was doing. Phonics was broadly inline with national results.

KS1 data – Good for PPG but only broadly in line for everything else and below in reading.

Y4 data looks very strong apart from PPG Writing and Maths at greater depth. It is important when looking at this data to appreciate that just one pupil can affect the percentages considerably.

The CoC referred to the Governors end of year data document. She felt that it was important to show progress through the years for a specific

cohort and if no progress was being made, for those pupils to be targeted.

Analyse School Performance (ASP) has replaced Raiseonline.  
<https://sa.education.gov.uk/idp/Authn/UserPassword> The HT had printed out and annotated results from ASP. EY data looks wrong but it is 2015 data rather than 2016-2017.

Governors were pleased to note that the School was below national data for absence and exclusions, which reflects the attendance initiatives and caring pastoral nature of the School.

Maths Data – pupils not making progress through KS2 have already been identified and intervention put in place.

The CoC asked how ASP was going to be used and who is it for. The HT will be attending training next week and will report back with more detail.

Governors thanked PD for the SEND report and asked if he could split the results by gender. A breakdown of SEND expenditure will be shared with governors so that they are aware of how much is spent on interventions and can review what is value for money.

**PD**

CoC/RG to meet with PD after Christmas.

**CoC/RG/PD**

PD has been converting Statements to EHCs.

### **SPG**

Q: Is the wheel system still being used?

A: Yes, pupils use it for self-assessment in PE and Luke also assesses and sends them to be added to teacher assessment.

Q: do they marry up?

A: Luke doesn't get greater depth but the teacher pupil assessments are very similar which shows that the system is working effectively and that pupils are aware of their successes.

Q: Where is the SPG data?

A: It is on the website and while it meets DFE requirements, it feels out of date. PD will be updating this.

**PD**

The SPG grant for the year has been doubled and the HT will use this to ensure that if no grant was given, the School could deliver first class PE lessons and network with other local schools to provide challenging, inclusive tournaments.

The Curriculum Lead has been working on converting all subjects to the School's assessment so that they can be accessed via Classroom Monitor. They had been moved from Chris Quigley's Rising Stars. The DHT felt that this would allow development of G&T/Greater depth across the whole curriculum. She will report back on this. An INSET day is taking place to help identify what is Greater Depth and how to develop this.

**DHT**

Overall performance data for 2017-2018 is still 'toe in the water' and the HT will report back in detail in January 2018. She did not feel there were any notable surprises in trends.

#### **8. SDP and Action plans**

The HT thanked PD who has worked very hard to produce half termly tracking sheets in Phonics and Reading.

The CoC and HT had carried out a book scrutiny. The CoC felt confident in staff marking from this exercise. Group reading has changed.

The SDP was circulated and governors asked to read it and understand the priorities.

GDPR – A staff member has been on a course to understand the implications for the School and will roll out the changes to meet the deadline in 2018.

Clerk to discuss implications of homeworking and GDPR with School.

**Clerk**

The HT will carry out spot checks to ensure that information is only being held on the server. The School has two main drives – the Common Drive, used pupils which contains no confidential information and the Planning Drive to which pupils have no access, contains sensitive data and is only saved in school. Each staff member does have their own drive, which is backed up to the server and can be accessed remotely.

#### **9. Safeguarding**

A Safeguarding audit will take place in January 2018. The CoG has met with the Office Manager to review the Single Central Record. The CoG is happy with the work that has been done on this but still needs all Safeguarding Training certificates to be submitted to the office.

**All Governors**

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

The SLT are supporting teachers who have new challenges ie change of year group or key stage. This is helping to build teacher confidence, share expertise and develop strong inter year relationships. PD felt that staff are up for asking questions and growing from feedback. PD has been working closely with KW who has middle school experience. KW is receiving CPD as while he is only contracted for a year, this will help him in his current role and beyond.

#### **11. Governor Responsibilities**

RG reported that she had accompanied pupils to the LIFE Exhibition at Hockliffe St Baptist Church. She commented on the effective use of tablets to discuss three different topics relating to Jesus. After this they saw a short film on the resurrection. The pupils particularly enjoyed voting on various questions via the tablets. PD commented that the voting facility was available on School tablets.

The CoC/RG had undertaken SMSC training on 14.11.17. The CoC was pleased that the training was to help pupils develop into good citizens and not just about 'cleverness'. The CoC felt confident about Heathwood's SMSC as Fair Trade and the School Council help to nurture these inclusive

values.

Amendment to be made on website to read 'SMSC and British Values.'

HT

The Rights Respecting School Award has been launched. More information on this can be found by following this link.

<https://www.unicef.org.uk/rights-respecting-schools/> Pupils can be part of this initiative and on another council in school. Pupils wanting to be involved made excellent speeches that showed they understood the potential impact of their involvement. The Steering Group is made up of a governor, six pupils and one staff member. The staff member is receiving further training on the award and then will meet with pupils. The CoC felt that the award would really encourage good citizenship.

A Phonics Open Morning took place which was well attended by over twenty parents. It really does help to maintain parent interaction.

The 50<sup>th</sup> year celebrations took place and Y2 won 50 housepoints.

Pupils have been engaging in the Three Faiths Tour, visiting a church, mosque and gurdwara. Pupils were asked to bring a vegetarian packed lunch and depending on which faith building they visited, to cover their heads. Ten pupils out of fifty-nine were not given permission to attend by their parents. Some did not like the idea of their child wearing a headscarf, as in the mosque, girls have their head covered. Others did not like the idea of their child bringing a vegetarian pack up. The HT worked closely with the parents and in the end parents thanked the HT for arranging the tour. The HT feels that the Three Faiths Tour is an ideal way of helping interfaith communities gel together as locally, Leighton Buzzard has limited cultural diversity compared to other neighbouring towns.

## **12 Policies**

There were no policies to review.

## **13 AOB**

The HT is visiting a school that has gained the NACE Award. For more information on the award please follow the link.

<http://www.nace.co.uk/challenge-award/achieving-schools> Entering for this will cost £600 and the HT is keen to ensure that having the NACE award will be worth it and that it will draw pupil participation.

Y3 One night residential – letters of interest have been sent to parents and 15 replies returned, to explore the viability of a Y3 one night trip to Caldecotte. Pupils to be offered some great activities and will be taught by three tutors. The stay may feature a stay in the Yurt. Potential dates are in June 2018. The approximate cost is £85. For more information please follow link

<http://www.caldecottexperience.org.uk/accommodation/yurts.html>

## **Dates of future meetings**

All meetings to be held on a Wednesday:

**All to note**

|            |                        |
|------------|------------------------|
| 06.12.2017 | FGB                    |
| 24.01.2018 | Comms                  |
| 14.03.2018 | FGB                    |
| 18.04.2018 | Budget FGB (6.30pm ??) |
| 16.05.2018 | Comms                  |
| 11.07.2018 | FGB                    |

If governors are unable to attend or know that they will be late, please email the clerk.

**The Meeting ended at 9.05pm**

**Signed**

**Date**

The screenshot shows a digital interface for confirming meeting minutes. At the top, it reads 'T & L Minutes 15.11.2017' by Elleesa Jones (You) • 2 days ago. Below this, there are two tabs: 'Table' (selected) and 'Calendar'. The main content area contains a table with the following structure:

| I confirm that the T & L minutes are a true and accurate record of the meeting. |                          |
|---|--------------------------|
| 4 participants  | ✓ 4                      |
| Elleesa Jones   | <input type="checkbox"/> |
| Elaine Dicocco  | ✓                        |
| Rose Gunter   | ✓                        |
| Paula Bangs   | ✓                        |
| Susanne Dove  | ✓                        |

At the bottom right of the interface, there is a button labeled 'Done' with the text 'None of the above' below it.