

Minutes of the Teaching & Learning Committee
Wednesday 13 January 2016 at 6.00pm

Present:, Susie Dove (Head Teacher) Jennifer Akpeki Tyrell, Elaine Dicocco, Alison Holloway, Rose Gunter, Hayley Fitch, , Paula Bangs, Elleesa Jones (Minutes)

Attendance: Jonathan Young

SD 100%	ED 100%	AH 100%
RG 100%	PB 100%	JAT 33%

1. Apologies and Declaration of Interest

Apologies: There were no 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 and were signed off by the committee chair.

4. Matters Arising as per agenda

Governors to send photos and a short synopsis suitable for the school website to the HT.

All

The Clerk had attended termly CPD and reported that the agenda for the website did not have to appear in advance of the meeting and served only as a record of matters.

Clerk

The Clerk to send all agreed copies of minutes to the HT to be uploaded.

The CoG emphasised the importance of maintaining the website to offer OFSTED accurate information about the School. She had attended training on this and felt confident that Heathwood was meeting statutory obligations and best practice.

5. Sports Premium

A planning document had been circulated prior to the meeting. Questions and comments were invited from governors.

The CoG commented that she felt the current sports provision was inclusive and enabled vulnerable, less confident children to engage. This also helped to combat obesity and encouraged healthy lifestyles. She felt that Future Game supported this ethos. Anecdotally, she reported that netball tournaments involve pupils who are not necessarily 'star players' and that the team are chosen because of their commitment, enthusiasm, attendance at a club etc. It is also important that activity is encouraged on the playground by staff and MDSAs.

The HT agreed that provision starts with informal involvement such as skipping. She has records of pupil engagement with clubs and competitions which will form part of end of year data.

Q: Do you mention non engagement at Clubs?

A: The HT recognised that some pupils are already doing a lot of sport. As a small school staff know this about their pupils. There is also the cost element which

could be prohibitive to parents. After school clubs are generally oversubscribed and staff do have to prioritise places to accommodate pupils where possible. For example, 60 children applied for Craft Club. We will accommodate this over 2 half terms. The Craft club will be upcycling an old bench with decoupage as an activity this term. Specific pupils are invited to attend Change 4 Life. For information about this initiative, please follow the link.

<http://www.nhs.uk/change4life/Pages/change-for-life.aspx>

Q: What has the impact been of the Sports Premium?

A: Initially it was used for Future Game to teach PE lessons. However, while the coaching skills were strong, Future Game were less confident in behaviour management. This meant less progress for some pupils. Having re-evaluated this, Future Game now provide an apprentice and PE is taught by a teacher who has received specific training. The cost of the apprentice is less and behaviour management far better which has led to savings but most importantly, increased pupil skills via the quality of teaching. The pupils feedback that they enjoy the lessons. The HT to survey to evidence this.

HT

In addition there has been 'playing in the garden' after school, An after school club open to all KS1 pupils. This is well attended. Change 4 life is a invite only club run in the summer time aimed at more 'vulnerable' pupils.

This has been popular but has not run this term due to the weather. Change 4 Life offers non-competitive PE and invites pupils to 'have a go'.

Q: How is this initiative funded? Is there a cost from the School budget?

A: This is funded from the Leighton Linlade Partnership.

6. Clerk's seminar update where relevant to committee

The Clerk updated the Committee about matters from the Clerk's seminar. A set of slides was made available post meeting and will be emailed out to governors.

Clerk

7 Intervention strategies

The HT reported that Pupil Progress meetings are still taking place. Y3 and YR have still to take place. Following this, strategies will be agreed as appropriate.

Q: Is this carry our pupil by pupil?

A: Yes, all the data is gathered in and scrutinised in different ways ie SEND, vulnerability, gender. The HT meets with the SENDCo (where appropriate) and the Class Teacher to discuss individual performance and attainment. Interventions are then implemented to close up gaps. Where accelerated progress is made, the HT sends Praise Postcards home.

Q: Do families realise the purpose and importance of the Praise Postcard?

A: The HT replied that they are addressed to pupils and are meant to be like Willy Wonka's Golden Ticket, in that they convey excitement and are sought after. HT to remind parents about the Praise Postcards in the newsletter.

HT

HT to report back at the next committee meeting about interventions.

HT

8. SDP

The SDP will be updated for February 2016. All subject plans have been updated and they will feed into this.

The CoG requested that when data is available, it can be reviewed by the committee. Foundation subjects are now being added to the system and can determine overall levels for each pupil.

Q: Does this offer consistent evaluation?

A: The HT replied that it identifies SEND/G&T and which pupils are excelling at specific subjects. It is a consistent tool and an excellent predictor. It shows progress from foundation to Y4 and tracks each pupil. Where there have been system glitches, they have been recognised quickly and IT support offered. In addition to using this system, end of year moderation meetings take place. The School is permitted to make its own judgement on levels but to ensure consistency, examples of writing have been moderated with two other local schools. This has produced model work. All Leighton Buzzard Lower schools are doing this.

9. Safeguarding

The CoG and HT will conduct a Safeguarding Audit on 04.02.2016 and will feedback to the committee.

HT/CoG

Q: What has happened since the last review?

A: The CoG commented that there have been amendments to specific policies and procedures. All staff now wear ID badges. The signing in book is monitored. Regular visitors and governors wear ID lanyards on site. Contractors wear badges. In addition, work has been carried out on fences and locks.

Q: If a person isn't wearing a badge, would they be challenged?

A: The CoG replied that they would and this is now part of the culture. There is now a helpful leaflet for contractors and volunteers. This is given out and is clearly displayed in the Reception area so that it can be read before visitors enter the secure part of the School.

The HT confirmed that three key staff: 3 staff: HT, Inclusion manager, Pre School Leader have taken Safer Working Practices training and implementing a more rigorous system of report storage and administration which includes incident logs.

The HT has also reviewed her own storage of incidents which may identify pupils in need of social services and intervention from other agencies to ensure that records are easily accessed, secure and transferable. Records can identify concerns across a family. The HT has a system to ensure that vulnerable pupils' data is transferred to a new school effectively, should the family move. The HT liaises with the Safeguarding Officer of that school to ensure that they have a rounded picture of the pupil.

Prevent Duty

The HT will be attending training via LC2 along with two other key staff. Online training has been completed and staff will undertake this. If the HT feels that any

further training is needed, she will arrange for another Headteacher to carry this out.

10. Pupil Premium

Documents relating to PPG were circulated prior to the meeting. Questions and comments were invited.

Q: Are all of the Nurture Group PPG pupils?

A: No they are pupils who meet specific criteria for the group.

Q: Why is some of the PPG not allocated?

A: The HT commented that this allowed her to check data constantly, identify gaps and allocate appropriate funds for intervention while evaluating the success of existing interventions.

Q: Is Ever 6 different from FSM?

A: Pupils who are Ever 6, may have had FSM due to entitlement. That entitlement may have ended but for 6 years after, the funding, not the FSM remains with the pupil unless the entitlement criteria are met again.

Q: Do parents know about PPG?

The message about PPG does seem to be understood by parents. However, work still needs to be done to ensure that Y3/Y4 parents understand the FSM entitlement.

The CoG thanked the HT for such a clear report which enabled governors to see gaps and understand the strategies for closing them. These gaps will be reviewed by the committee.

11. Policies

The Complaints Policy has been reviewed and the HT will email this out for comment. This will be ratified at the next FGB.

HT

The Clerk will send out a schedule of statutory policies to governors. All policies do not have to be reviewed by committee and FGB. Adhering to this will allow the HT to manage the operational function while governors will still fulfil their strategic function.

Clerk

12. SEND/G&T

The HT will send data and strategy to governors for comment

HT

13. AOB

Heath & Reach Scout Group have places. This will appear in the newsletter

HT

The Clerk to add 'Governor Input' to the forthcoming agendas.

Clerk

The School council has been working in partnership with another local lower school They meet termly to discuss actions and plan for events for example Red Nose Day. Whilst visiting the children support each other's Fair Trade Tuck Shop.

Heathwood is sharing coach costs with two other lower schools to allow transport to the All Saints Carol Concert. The provision is shared on alternate years.

Dates of future meetings

All meetings to be held on a Wednesday:

All to note

Comms	16.03.2016
Comms	18.05.2016

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

The Meeting ended at 7.15

Signed

Date