

**Minutes of the Teaching & Learning Committee
Wednesday 13 November 2019 at 6.30pm**

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

Apologies: None

Attendance:

SD 100%	ED 100%	PD 100%
RG 100%	PB 100%	JY 100%
HF 100%		

Apologies and Declaration of Interest

1.

Apologies: All governors were present.
There were no new matters of pecuniary interest.

Prior to the meeting governors received training on Classroom Monitor, a pupil progress data tracking system.

2. **Election of Chair & Vice Chair**

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

Both posts will run for the remainder of the current academic year. The committee, having reviewed the excellent work of PB in organising learning walks, involving herself in the life of the school and working at a critical and strategic level felt that a further year of her chairing skills would benefit the school.

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**

High frequency words – a governor asked why these were no longer being sent home on card balloons for pupils to learn. The HT replied that the high frequency words were printed in the back of the diary and it wasn't adding anything to print them out. This had been made very clear to parents, along with phonics and spellings generally.

Well-being questionnaire – This has been rewritten and a staff member is assembling data for RG to review. **RG**

Two Tier – a question was asked about which schools had not yet responded to the LA. The same schools had still not responded despite a chase email. The HT had commented on that email.

5. **Terms of Reference**

The Committee had reviewed the ToR and found that they were adequate for the coming year with one amendment. They discussed if the committee had sufficient numbers and were assured that they did. However, the committee felt that for balance, to vote on any matter, governors without a role in the school needed to be in a majority and also for the meeting to be quorum.

6. **School Website Content**

RG, PB and JY require access to view policies on google docs. The HT checked the permissions and they are able to see them so a conversation is needed to ensure that governors know how to access the information. All

The governors' page need to be updated to reflect current membership. All

RG had reviewed the website and submitted a written report to the HT for action. HT

The minutes for 18.09.18 are missing. Clerk to provide. Clerk

School will be closed for the general election on 12 December 2019.

7. **Data/Progress**

The HT reminded the committee that Ofsted would not be inspecting on data but would be looking for a good understanding of progression. The T&L agenda would change to focus on this and there would be a governor 'deep dive'.

The role of the governor when on a learning walk will not be to judge the quality of the teaching as governors do not have the knowledge to do this but to see how subjects are taught and be able to refer to case studies showing tracked progress, both academic and no academic when questioned.

It is recommended that governors join the FB group school governor UK and also if they want to broaden their understanding to join Clerk UK. Both groups offer peer to peer advice and support.

The HT confirmed that an Ofsted (possibly a faith-based Ofsted) had taken place at St Leonards CoE School and that between October and May, Ofsted would be inspecting current outstanding schools to ensure that they still merited that award.

SEND: 3 new EHCs have joined YR and have settled well. The AHT reported that staff are 'on the ball' with pupils who are transitioning and are getting use to the new curriculum.

PPG/SPG: There will be a 'deep dive' when PB meets with PD in December 2019. The SENDCo to meet with SEND governors prior to committee meetings. Classroom Monitor will be an excellent resource to record and report progress when the IT glitches have been resolved. PB/PD/RG

8. **SDP and Action plans**

The HT commented that the SDP is a work in progress. Governors were encouraged to view it on google docs. The HT had added 'quality of behaviour'. She felt that Ofsted would not comment negatively on low level behaviours which for some pupils were behaviour traits of their SEND status as long as staff were clear about how this was being dealt with as part of an inclusive School.

The HT commented on internal exclusion as the quality of education during exclusion is now monitored. She assured the committee that any internally excluded pupil, either in her office or in the Rainbow room carries out normal lessons as far as practically possible.

The intent and implementation of this are the key points in the SDP to consider and the HT feels that this is being managed well across all sections of the curriculum.

The SDP PM targets are highlighted in pink for ease of reading. All teachers have been targeted with raising standards in spelling. Support staff as well as teachers are now part of faculty groups and are developing and embedding the curriculum.

Welfare and well-being are not PM targets.

9. **Safeguarding**

Governors are reminded to carry online training and to complete it as the School is charged for incomplete courses. All

An SLT member is on the train the trainer Safeguarding Course in 2020. The HT feels this is money well spent as it will allow for in-house training going forward.

M&R governors are expected to be just as confident with Safeguarding.

10. **Staffing-induction, quality**

There have been some role changes amongst the TAs and a new contract issued in Y3. A further new contract has been issued in YR. The roles are all working well and ECP pupils are settled with their support.

In January 2020, a final year student will be joining the School in Y4 for a two month placement. This will be funded by the university. The student will carry out 85% teaching. This will release PD/JW to do deep dives and share expertise around the School.

11. **Governor Responsibility and responsibility reports**

The committee agreed the following responsibilities:

PB Safeguarding
PPG HF (money) PB pupils
JY H&S + buildings

HF contracts
RG SEND

The committee reviewed the responsibility structure and decided that they would drop trips. They also felt that radicalism and extremism could be dealt with by Safeguarding.

The HT felt that it was a very special thing that the School had five councils and that this was part of the School ethos.

The committee felt that they did not need a curriculum governor as the curriculum was looked after by the whole GB.

The Clerk gave her resignation. She had loved working for the School for the past eight years. The HT and governors thanked the Clerk for her work and support.

The CoG had two expressions of interest from prospective co-opted governors. She would discuss the role further with them. Both people had been sent information that would allow them to make an informed choice about the role.

Parent governor elections would take place in the new year. It was noted that JY's term of office as a parent governor was likely to finish before the election. To ensure continuity, he would be recognised as a governor until after the election to ensure that there was continued responsibility for H&S. He would be standing as a candidate and would of course defer if he did not win the election. This would still leave a parent governor vacancy so it is hoped that a number of parents step up.

12. Policies

Safeguarding – HT to amend with latest KPSiE as there are now three new criteria to consider.

Admissions – The HT explained the priorities and that staff referred to any staff member regardless of the role.

The word statement to be removed and replaced by EHCP. The HT explained that EHCP pupils are not mentioned in the Admissions priorities as they are covered by The Local Offer and have a priority over options 1-6.

Governors agreed the policies.

13. AOB

A parent commented that pupils were being given single use plastic when rewarded with bouncy balls and dice. There was also a comment that desserts were being served in single use plastic. The HT refuted this as the toys have longevity and the tubs are not plastic.

The HT reported that a number of families had looked round the School. The closing date for applications was 15.01.20 but she had already received 36 applications. She had received very positive feedback from parents. 11 of the applications were current Heathwood pre-schoolers.

Clerk

Dates of future meetings

All meetings to be held on a Wednesday:

All to note

Wednesday 11 December FGB

Wednesday 2 February Comms

Wednesday 11 March FGB

Wednesday 29 April Comms/Budget FGB

Wednesday 15 July FGB

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

The Meeting ended at 7.30pm

Signed

Date

Approved by committee 20 October 2020