

**Minutes of the Teaching & Learning Committee  
Wednesday 18 May 2016 at 6.00pm**

**Present:**, Susanne Dove (Head Teacher), Elaine Dicocco, Alison Holloway, Rose Gunter, Paula Bangs, Elleesa Jones (Minutes)

**Apologies:** Hayley Fitch

SD 100%	ED 100%	AH 100%
RG 100%	PB 100%	JAT 75% (Resigned)
		HF 75%

**Committee for year 92.9%**

**1. Apologies and Declaration of Interest**

**Apologies:** HF due to a family illness

There were no new matters of pecuniary interest. In the absence of a CoC, the meeting was chaired by the CoG.

**2. Matters arising as per agenda**

The minutes were agreed as a true and correct record of the meeting and were signed off by the committee chair with two amendments for the Clerk, which she had noted.

**3. Website**

The CoG and HT are continuing to update the website and have added School Uniform. Governors are requested to review the website and respond with comments and suggestions.

**All**

Governor information is still needed from MC.

**MC**

Governor attendance will be added in the correct format when tabling issues are resolved.

**HT**

Performance data has been added and curriculum information is now in an easy to read format. <http://www.heathwoodlower.com/OurSchool/Our-Curriculum/>

Parents will be encouraged to comment on Parentview at the Open Evening. It is intended that a governor will register them on arrival before the parents look around the classes and then ask them to comment online afterwards. Parents who have to leave immediately to be given the web link.

**RG/CoG**

**4. SDP**

At the July INSET day, staff would be covering British Values/Prevent and how this is will be covered in the curriculum. These areas are already embedded in school culture, but training will highlight their importance. Governors are

**CoG/RG**

welcome to attend.

Lesson Studies have taken place, providing a good opportunity to reflect on teaching. The HT felt that this would be a good in house exercise as it would give staff an opportunity to objectively review pupil engagement.

The HT is considering a homework audit either later this term or in the new academic year to understand what is being sent home and whether families have the resources to complete the work.

*Q: Is there work on the Learning Platform?*

A: Yes, and staff can see if a pupil has accessed it. All work is differentiated by ability and can vary from completing a worksheet to building a robot. No parents have approached the HT about homework but it would still be beneficial to know more about how homework is done.

*Q: What if for example, 50% of pupils were not going on the site?*

A: The School would have to consider the type of homework set. Fortunately, access is much higher than the percentage in the question, but if there were an issue, the school would be asking if families had online access.

EY moderation training has taken place, allowing staff to reflect on their own practice and plan differently for the next School year. Staff have come back with targets for next year and the whole exercise was very encouraging.

Lesson observations are taking place, with two every term. A staff member who is an NQT and completes their first year in September will be observed and hopefully signed off in June by the LA, rather than waiting until the new School year.

All pupil assessments are on Classroom Monitor.

Governors discussed a move to pupils wearing clip-on ties. Some pupils find it difficult to tie a traditional tie and can look scruffy. Governors' opinions were quite divided on this matter but all agreed that pupils needed to take pride in their appearance. The HT will get staff on board to ensure that pupils do up their top button, tuck in their shirts and wear their ties properly. Meanwhile, prices for clip-on ties will be sourced for further discussion. **HT**

##### **5. Data and Interventions – Data scrutiny**

The HT had reported pupil progress data in the HT report. Governors were invited to comment and question.

Writing is slightly below which is not unusual for boys at this this age. Reading and numbers are as expected.

There is a specific group of pupils who are just below and staff are targeting them for progress.

Y4 has 6 PPG. 2 are not SEND but they are the ones who are below. Pupils are using LEXIA at home in 2 x 20 minute slots. Those who are below and are SEND/PPG are being prioritised. Some Y4 are working at Y6 levels and others at Y2.

The HT explained the pupil level system which some governors found confusing. Governors requested a way of seeing historical progress and the percentage of pupils getting expected or above in core subjects. The HT will work on a user-friendly format with as much detail as possible for the next FGB, containing data agreed with the SIP.

*Q: Are targets on the high side?*

A: Yes, but pupils and staff have to try.

*Q: Can we specify why we have put a lower percentage?*

A: Yes, the School can comment on the cohort.

Yr 1- 4 children will be 'disallowed'. Yr 2- 9 children to retake will need to re-take phonics. Maths is on track and Reading is well above. Writing is a bit tricky and it will always be the case that it is difficult to bring this up to the same level as Reading.

## **6. EY Data**

Data will be available after half term. The HT is aware that some pupils have already met their EY goals and some, especially those with additional needs will be unable to do this. The pupils 'in the middle' are working hard toward their goals. Data to be reviewed at the next FGB.

HT

## **7. Sports Premium**

The HT can see the skills and quality of the teaching is far better than last year. Assessment sheets are to be standardised. Pupils are given Achievement Wheels which they colour in as they progress. The wheels have been released for all of the modules. Last year SPG was used to cover PPA but this year the criteria changed. The School has used the SPG to engage Future Games to train teachers and to coach during lessons. The apprentice who has been doing this has been brilliant and the School would like to retain him for the coming year. Costs will be slightly higher as he will no longer be an apprentice, but he is worth the money.

Bikeability has taken place.

The staff member responsible for PE will be doing a further lesson scrutiny at the end of the year. He has attended a PE conference. At the conference he gained valuable insight into differentiating for SEND at one of the workshops.

Swimming is not covered by SPG. The HT commented that in Y3, pupils have to squeeze in swimming and p-bones. She is considering dropping swimming from Y3 and starting it in Y4. Y3 can be a tricky year and dropping swimming would allow pupils to focus on the move to the KS2 curriculum. Y4 Pupils would then drop 1 PE lesson. They have slightly more time to give to this. Governors discussed this possible move and felt that swimming was a life-skill and built confidence School, for some pupils was the only opportunity they would get to learn it. It allowed different pupils to shine. The matter will be considered for September.

- 8. Pupil Premium**  
The Nurture Group sessions are now down to 2 afternoons weekly and the frequency of the group will be reviewed according to need in September. **HT**
- 9. Safeguarding**  
MC had submitted a H&S report which had some safeguarding actions. They have mostly been completed. The CoG and HT will meet to check all actions have been done. **CoG/HT**
- 10. Policies**  
The SMSC policy is pending and this may possibly be combined with PSE with JA's input. **HT**
- 11. SEND/G&T**
- The SEND/G&T registers were scrutinised by governors. As these contained pupil information, they were handed back to the HT.
- The CoG requested anonymised versions, going forward, as the information displayed was very useful. **HT**
- RG has offered to help with SEND. The CoG has received a pack from the NGA detailing what governors should be considering about SEND. The CoG, JA and R to review this for September. **CoG/JA/RB**
- The School is still without a speech and Language Therapist. A Therapist did visit, but one pupil was absent and missed being given targets. The School cannot set targets and the Therapist refused to come back. The pupil is attending a local health centre to get targets but is still working to the current ones. It is possible that the School will not have a Therapist until after half term. So far, parents have not fed back about this. Fortunately, the LP team is very dedicated and the pupils are receiving maximum support. However, the lack of a Therapist does put additional pressure on the School.
- From the G & T register it was possible to see achievements in Science and History. Achievement is celebrated in monthly assemblies and the monthly challenge. Every curriculum leader has had non-contact day for each subject to scrutinise all data, track progress and coverage and monitor evidence.
- 12. AOB**
- Confidential AOBs followed.
- The Clerk to add Governor Visits and Training to the T & L agenda going forward. **Clerk**
- Clerk to liaise with SGOSS for new governor when skills audit has informed profile. **Clerk**

### **Dates of future meetings**

All meetings to be held on a Wednesday:

**All to note**

FGB	15.06.2016
FGB	06.07.2016

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

**The Meeting ended at 7.15**

**Signed**

**Date**