



MEETING OF THE TEACHING AND LEARNING COMMITTEE ON THURSDAY 23RD NOVEMBER 2017 AT 8.30AM IN THE MEETING ROOM.

PRESENT: Hilary Priest (Head), Karen Jarvis (KJ), Mike Waterson (MW),
Ceri Goddard (CG)

IN ATTENDANCE: Debbie Horton (clerk)

Minutes

		By whom?	By when?
1	Welcome & Apologies for Absence Gill Tubbs gave her apologies.		
2	Attendance & Declaration of Interest The governors signed the attendance register. There was no declaration of interest.		
3	Presentation from Abby Gratton, Teacher (AG) Abbey Gratton gave an overview of Maths in the school, which included how it is currently taught, the resources used and areas covered, and developments for the future. The governors all received a handout, which covered the main topics of the presentation. Q: MW asked how ASP data is used to inform Maths teaching and learning in the school. A: AG said that it identified weaker areas, such as progress and attainment in fractions and percentages, for example. In response to this, staff will go over these areas again to ensure that learning is secure. Q: MW asked how AG's expertise is used over the whole school. A: AG said that she shares knowledge and best practise through staff meetings and monitoring enquiries to ensure that she is aware of practice through the school and can respond appropriately. Q: MW asked how Maths teaching in the school can be explained to parents. A: HP said that there wasn't a need for parents to know the details, just enough to help their children with homework and to know the school's methods of calculation, for example. This is communicated through the school newsletter, and at parents' evenings, where the calculation policy is available and the teachers are able to discuss any queries face-to-face. MW thanked AG for her informative presentation.		
4	Approval of minutes of last Teaching and Learning Committee meeting on June 29th 2017 The minutes of the last Teaching and Learning Committee meeting were AGREED as a correct record.		
5	Matters Arising from minutes of last meeting including progress made on the actions raised 4: A safeguarding meeting hadn't taken place, so HP suggested that MW, as Deputy Safeguarding lead, should attend a scheduled safeguarding audit meeting with Gill Tubbs, Safeguarding lead governor. 8. Attendance. No further action has been taken. HP reported that at the moment, attendance is 96.8%, but that attendance figures often	HP. GT. MW	Scheduled date

	<p>drop in the Spring Term, so this needs to be anticipated and addressed. GT to action.</p> <p>11. Governors have all been informed of their responsibilities. The clerk said that there were a number of new personnel policies which are to be added to the list. HP agreed to personalise them for the school.</p> <p>12. MW said that very few governor visits had been scheduled and undertaken for this term. He said that he will continue to encourage governors to do visits.</p>	GT	Ongoing
6	<p>Election of Chair and Vice-Chair of the committee</p> <p>MW said that he would like to step down as Chair of this committee, since he was also Chair of governors, and to encourage someone else to have experience of chairing.</p> <p>There were no nominations for either role. CG said she would consider the position of Vice-Chair after the next FGB meeting, as potential new governors were being considered for appointment at this meeting, which would boost numbers on the committees. It was agreed that MW would be temporary Chair for this meeting; and that KJ would be temporary Vice-Chair. The positions will be considered again at the next Teaching and Learning Committee meeting.</p>	Clerk	For next T&L meeting
7	<p>SIP (curriculum areas) and performance data.</p> <p>A SIP summary report, performance data for the school, a TAs audit and a Head's report were circulated with the agenda.</p> <p>The Head reported that progress towards the achievement of all SIP targets was secure. She said that she had drafted the Spring term SIP and work had already started on it. She informed the committee that she is planning to add a curriculum strategy review, to assess how the curriculum is working for different groups, for example, the pupil premium cohort.</p> <p>CG said that the target of consciously considering equality in leadership and management could be made more practical and specific, and suggested that it should be 'to better assess and improve our practice'. HP said that she was happy make that change in the SIP.</p> <p>Q: CG asked about the continuation of the present pupil premium strategy and what that was.</p> <p>A: HP said that at the moment, she takes every pupil premium child individually rather than apply one approach for all. She said she is currently looking into this strategy to see if a more consistent approach would have more benefits. She said that she is also looking at the effect of the new curriculum on this cohort, and will bring back findings to this committee.</p> <p>Q: MW asked how the group classes were going and noted that in her Maths report, AG had mentioned slight differences in planning for these classes.</p> <p>A: HP said that they were going well, and that there were minor variances between classes, which were being looked at. She said that planning in the school has its non-negotiable and negotiable parts, to ensure consistency and to allow creativity as well.</p> <p>Q: MW asked how often the group class teams meet.</p> <p>A: HP said that she wasn't prescriptive about that, so long as they did meet. So the year 3-4 team met for a whole day in the holiday, and the Year 1-2 team meets fortnightly.</p> <p>Q: CG asked about the research target.</p> <p>A: HP said that different areas of research were taken up by</p>		

	<p><i>different members of the Senior Leadership Team. HP had applied for funding from Devon Education Funding, for research into mental health in children, specifically, the development of a system to support children to help each other. She said that over the last few years, she had seen an increase in mental health issues in the children in school and had observed that children tended to go to each other for support. She said that if children could be supported to help each other, this could have a lifelong positive effect on them.</i></p> <p>HP invited questions in response to her Head's report. She drew the committee's attention to the Operation Encompass initiative, which will improve the staff's capacity to support children when they need it.</p> <p>Q: CG asked how the identified weakness in the early years' cohort in personal, social and emotional development and understanding the world is being addressed. A: HP said that Sophie is looking into that, and is redesigning the way she is teaching in the Early Years, with very good effect.</p> <p>Q: MW noted that KSI is good, but the school would like it to be even better, that KS2 is good on reading, above average in other areas but maths progress is a target for improvement. He asked how these aims would be achieved. A: HP said that developing deeper thinking and better questioning was an important strategy. Staff monitoring enquiries were also being used to identify needs and formulate practical responses.</p> <p>Q: MW asked how modern foreign languages (MFL) were going since the departure of the MFL teacher. A: HP said the staff were using resources well, finding their feet and it was going well. She said that there is a curriculum for MFL, but there isn't any external assessment, it is all done in-house.</p> <p>MW said that SAT subject presentations at the Teaching and Learning meetings were important, but that the committee should also build in time to hear about non SAT subjects.</p> <p>Q: In response to the TA audit, MW asked if anything there needed to be worked on. A: HP said that they were looking at the next step, and she would be digging deeper into interventions. She said that TAs met half termly to share best practice.</p> <p>Q: CG asked if TAs go to staff meetings. A: HP said that they don't and they are not paid to do so, but that KJ does go to them, and they receive written notes taken at the meeting.</p>		
8	<p>Pupil Premium Report The governors had received the latest, new format pupil premium report with the agenda. HP confirmed that it is on the website. KJ left at 9.50am.</p>		
9	<p>Safeguarding There was no report from the lead governor, Gill Tubbs, as she was not present at the meeting. The clerk confirmed that CG and LP needed to complete their L2 online safeguarding training. She will contact LP.</p>	CG/LP/Clerk	By end of term
10	<p>Equality Action Plan CG informed the committee that she had met with HP, they had</p>		

	agreed that an equality audit needed to take place, in order to establish a baseline. A small group comprising CG, M? and A? had met to discuss the process of the audit. CG said that it was clear that there needed to be more involvement from someone on the SLT to take this forward. She said that there were existing data sets which could be worked from, but that information would need to be collected from extra-curricular activities and curriculum materials. Another source of data would be qualitative feedback from parents, staff and children. CG said that the small group plus a member of the SLT should meet and action the next step in the audit process.	HP/CG	TBA
11	Governors' monitoring visits from this committee There were no visits from this committee. MW said he will be doing a SEND visit after the full GB meeting in December. HP had prepared a blank governor visits form for next term, which will need to be populated.	HP/MW	By end of term
12	Matters brought forward by the Chair There were none.		
13	Date & time of next meeting FGB December 5 2017 at 8.30am		

The meeting ended at 10.00am

Actions Table Summary

Item	Action	Lead	By when
5	Safeguarding audit meeting to include MW	HP/MW	Scheduled date
6	Election of chair and vice-chair for next T&L agenda	Clerk	next T&L meeting
9	L2 safeguarding training	Clerk/LP/CG	end of term
10	Small group to meet to discuss equality audit	HP/CG	TBA
11	To assign visit dates for next term	HP/MW	next term