



## VIRTUAL MEETING OF THE TEACHING AND LEARNING COMMITTEE ON NOVEMBER 17<sup>TH</sup> 2020 AT 9AM

**Present:** Hilary Priest (HP), Head, Mike Waterson (MW), Sam Wilkinson (SW) Neil Maslen (NM), Ian Stewart (IS)

**In attendance:** Debbie Horton (Clerk)

### Minutes

<b>1</b>	<b>Welcome &amp; apologies for absence</b> There were none. Sam Gothard was absent.
<b>2</b>	<b>Attendance &amp; declaration of interest</b> The clerk noted attendance. There were no conflicts of interest.
<b>3</b>	<b>Approval of minutes of last Teaching and Learning Committee meeting on 11<sup>th</sup> February 2020</b> They were approved as a correct record and signed by MW.
<b>4</b>	<b>Matters arising from minutes of last meeting including progress made on the actions raised PE and Sports funding report? Progress.</b> The report is done and HP will circulate to governors.
<b>5</b>	<b>Elect Chair and Vice-Chair</b> NM was elected as Chair. MW was elected Vice-Chair for the meeting.
<b>6</b>	<p><b>School Improvement Plan (SIP)</b>  <b>To include pupil progress, assessment and curriculum</b>            The committee received the SIP before the meeting.            HP reported that children would be assessed next week. Teacher comment suggested that children are doing well and responding well to catch-up provision. SW said that two new people are being deployed to help with writing and Maths, and children were moving on in the curriculum.</p> <p><b>Q: NM asked if the full curriculum was being taught.</b>  <b>A: HP said that it was.</b></p> <p><b>Q: MW asked how the full curriculum and catch-up were being taught together.</b>  <b>A: SW said that key concepts last taught before lockdown, in Maths and English, were the main focus of catch-up, and this fed into and ran alongside new content in other areas. She said that Maths catch-up material from the DoE was excellent and useful for staff knowledge of key concepts.</b></p> <p><b>Q: NM asked at what point children will have caught up in Maths and English.</b>  <b>A: HP said that they would have a better idea about this after assessment week, but they expect them to be back on line by the summer term.</b></p> <p><b>Q: MW asked if the assessments were to follow the same format as previously</b>  <b>A: HP said that it would be informal, and based on teacher assessments rather than SATs papers, as before.</b></p> <p><b>Q: NM asked how catch-up premium was being used and noted that a new requirement meant that it should be published on the school website. He will send HP the link and asked for the information to be sent to governors before it was posted.</b>  <b>A: HP said that it was used to cover TAs' pay for classroom cover, whilst the HLTA was deployed to Maths catch-up in Years 3, 4, 5 and 6.</b></p> <p><b>Q: NM asked if governors could help any further in the evaluation of the SIP, through specific visits for example.</b>  <b>A: MW said that in the key areas of SEND and safeguarding governors were having Zoom</b></p>

	<p>meetings to keep on top of these areas. HP said that it might be possible for governors to link up with subject co-ordinators in January and start those links and visits again. This was being monitored.</p> <p><b>Q: MW</b> asked if the online reading initiative was being run throughout the school.</p> <p><b>A: HP</b> said that it was, and there were varied responses to it from both children and parents, with some finding it really beneficial, and others less so. <b>SW</b> said that as a scheme it was very targeted with good content, and the school would look into the possibility of maintaining the ebooks scheme to run alongside the traditional reading scheme.</p>
<b>7</b>	<p><b>Policies</b> For review:</p> <p><b>Outdoor Activities:</b> MW had looked in detail at the school's 2018 policy and the latest model policy. The school's policy is out-of-date. HP will update it for the February Teaching and Learning Meeting. NM suggested that in the unlikely event that the school should decide to run a category C risk activity, ie a trip abroad, that the risk assessments should be approved by the FGB as an added layer of security. HP agreed.</p> <p><b>Behaviour principles (to inform Behaviour policy):</b> MW commented that governors had not specifically named their principles, although the first paragraph of the school's Behaviour Policy, about ethics and expectations, did outline what they were. The one area that governors had not addressed was discipline beyond the school gate. HP said that she would amend the policy to include that area and to ensure that governor principles were more explicit and clearly identifiable. This would be re-visited at the February T&amp;L meeting. The existing behaviour policy had been updated and approved in the summer, to include the Covid Appendix.</p> <p><b>Data Protection:</b> No later model had been produced by Babcock and the current version was reviewed. NM noted that the DPO's name needed to be updated. He asked if there was a need to refer to track and trace and the sharing of information with the NHS. HP will check and edit the policy and it will be revisited in February.</p> <p><b>Equality:</b> MW had gone through the policy and it was up-to-date. However, the governors still needed to publish how they met the aims of the equality duty. HP said that she and Ceri Goddard had done an Equality audit last year, but the action plan had not been published. She said she would update the plan, attach it to the policy and bring it to the February meeting.</p> <p><b>Safeguarding and SEND</b> were both reviewed. The only edit required was a change in name of the Chair of governors. They would be recommended to the FGB at the next FGB meeting.</p> <p><b>ACTION: HP to review and bring ready drafts of the Outdoor Activities, Behaviour principles, and Data Protection and Equality policies to the February 2021 T&amp;L meeting.</b></p>
<b>8</b>	<p><b>Governors' monitoring visits from this committee</b></p> <p><b>SEND</b> – Sam Gothard and MW had met online with HP. MW reported that one finding had been that TAs were less flexible now that they worked in bubbles, so that more pastoral work was being undertaken by HP and SW.</p> <p><b>Safeguarding</b> – Claire Jones and MW had met online with HP and the SENDco. MW reported that the SENDco contract had been changed from 2 to 3 days a week. IS questioned whether Safeguarding should be in this committee as the governor lead, Claire Jones, is in the Resources committee. It was agreed that Safeguarding discussions would naturally fall to the Resources committee, but the headlines could be reported to this committee.</p>
<b>9</b>	<p><b>Matters brought forward by the Chair</b> There were none.</p>
<b>10</b>	<p><b>Date &amp; time of next meeting</b> T&amp;L Committee 23<sup>rd</sup> February 2021 at 9am via Zoom</p>

The meeting finished at 9.45 am.

### Summary of Actions

	To do	By whom	By when
<b>7</b>	<b>To review and bring ready drafts of the Outdoor Activities, Behaviour principles, Data Protection and Equality policies to the February meeting.</b>	HP	For February 23 <sup>rd</sup> 2021 T&L meeting

