

TEACHING AND LEARNING COMMITTEE MEETING

Monday 16 th January 2017		13.30	Dartington C E Primary School		DRAFT MINUTES			
<i>Attendees</i>	<i>Initials</i>	<i>Category of governor Any office held</i>	<i>Time they joined/left if not present for full meeting</i>	<i>Attendees</i>	<i>Initials</i>		<i>Time they joined/left if not present for full meeting</i>	
Tony Gregg	TG	Foundation (Chair)		Jill Mahon	JM	Headteacher		
Michael Potter	MP	Co-opted		Amelia Poore	AP	Staff (Vice Chair)	Left 2.35pm	

Apologies	Initials	Reason (Category of Governor)
Lucy Woollett	LW	Parent
Martyn Johnson	MJ	Foundation

Absent without Apology	Initials
Abigail Read	AR

In Attendance	Initials	(anyone who is not a governor/associate)
Yvette Elliott	YE	Clerk

Minutes to
All Governors
School Web Site

Documents shared or referred to:

- Page 3 of Excellence for All spreadsheet (T&L page)
- Volunteers in school policy

Agenda Number	Details of discussion	Decision or action
1.	<p>Apologies.</p> <p>TG opened the meeting with his hope that following the next FGB meeting, new Governors will be able to join the T&L committee. Today's meeting will be kept brief to avoid repetition later.</p> <p>TG reported that he had spent the morning in school and observed an 'outstanding' collective worship He also spent time in 2 classes and has very positive feedback to record. He reminded Governors how important it is for them to see for themselves the wonderful work of the school. JM agreed that</p>	Accepted

	<p>this is core to informing the F&P committees work too. TG's findings corroborate Ofsted's findings that we are a Good school, which we need to celebrate and can focus on key areas to move to Outstanding. It was agreed that the changes to the school structure can be assessed further on T&L impact, but pupil numbers are more stable now.</p>	
2.	Declaration of Pecuniary or Business Interests.	No new interests declared.
3.	Minutes of the last meeting, held on 7th November 2016.	Approved and signed by the Chair.
4.	Matters Arising	
1.	<p><u>Reminder</u> - all Lead Gov's need to report on 'Standards' at next mtg. TG reminded Governors that feedback on findings is essential and the One Page Summaries were useful before. JM confirmed that these were created with Leaders in-line with the Dashboard. This means that data is reported without reference to specific pupils. Assessment overviews are being developed this year to reference the previous year under the new system. When Lead Governors speak to School Leaders they will be able to see the data and what predictions are.</p>	Lead Governor report on Standards at next meeting
2.	<p><u>Speak to Hannah T about Accelerated Reader</u> - TG has met with Hannah re Accelerated Reader. There has been additional training and AR is impacting positively on all of KS2 and she is happy with their new books (funded by Thrive). In her view, there are significantly encouraging results. JM explained that the system prompts questions on what the children have read so it is very targeted and the library has been organised to suit different levels of reading ability and parents can access resources at home too. An audit of the library was carried out and this has allowed for gaps to be identified for focused purchasing. TG reported that one class he observed was focussing as a group on a book then individually they asked questions and worked on related tasks.</p>	
3.	<p><u>Attendance Lead to write in newsletter</u> - MP plans to come into school to see the arrival and registration process and then write in the newsletter. Parent feedback should be invited.</p>	MP into school to see arrival / registration process then write in newsletter
4.	<p><u>Share updated TORs with committee</u> - YE has updated. Copies to be distributed.</p>	
5.	<p><u>Update and share Safeguarding & Child Protection Policy</u> - YE and MS have updated.</p>	
6.	<p>Excellence for All JM reminded Governors that Babcock pre-populate some of these sections. Focus on attainment and progress. Current Year 3s will be recorded in terms of 'on-track' at the end of Key Stage One, whereas other year groups were assessed using the old levels. Progress over Key Stage Two will be measured</p>	

	<p>against these criteria. It is important that we look at where we can improve, such as test awareness so that we can improve - we now have some testing, but continue with good teaching. <i>TG asked what the effect of losing Reading Recovery and fewer TAs is?</i> JM - there will be a loss for children who are working at lower levels and the acceleration of progress for some will be reduced.</p> <p>Anne Hudson is coming this week to support our work in Early Years and assessment.</p> <p>Teachers need to really understand their cohort and know how children have achieved by attainment and by progress. SATs results will impact on our self-evaluation.</p> <p>TG reminded Governors that the Governance section of the EforA document 'requires improvement' and that Governors must take individual responsibility to move this to 'Good.'</p> <p>A discussion took place around Governor challenge and how this can be done effectively, but not confrontationally.</p>	
7.	<p>School Improvement Plan</p> <p>Governors (AP, MP, LW) met to look at the Development of Governance document and reviewed the Excellence for All document at the same time as it was agreed these 2 documents could be better tied together. Parental Engagement and Assessment were highlighted as areas requiring more Governor focus. A few updates were made (AP to share).</p> <p>It was agreed that TORs for each Governor will be necessary so that everyone can be held to account (YE confirmed that this is on the agenda for Strategic Away day). A request was also put in for GoogleDrive access support on the Away Day.</p> <p>Regarding parental engagement, it was noted that there is a significant lack of progress in this area to date, so continued presence at Parent Forum events is essential (next meeting 17th Jan, 2pm).</p>	<p>AP to share DevofGov doc</p> <p>Governors to attend Parent Forum.</p>
8.	<p>Current system for Assessment</p> <p>Discussion deferred.</p>	Agenda item
9.	<p>Parental Engagement</p> <p>1. <u>Report & feedback</u> - Covered above.</p> <p>2. <u>Review of processes</u> - Discussion deferred.</p>	Agenda item
10.	<p>Safeguarding and Attendance</p> <p>1. <u>Attendance</u> - Print-outs are being sent home monthly, which has provoked an interest and partnership working. The school provides positive encouragement and good practice on the reverse of each print-out. Despite this, average figures have dropped. Monthly attendance meetings allow for a review of this data. AP reported that parents must contact the school if children are absent and she has sorted and filed these slips</p>	

	<p>(reasons for absence). This allows a more focussed assessment of genuine reasons. Peter Walker is keen to pursue the problem of lateness and this will be part of our strategy for the new year.</p> <p><u>Safeguarding</u> - JM reported that there are several children on the cusp of needing safeguarding support and she underlined the importance of AP's role in this work. Thrive wraps around safeguarding and attendance and our care of these children in our care at school. The school is continually vigilant and safeguarding is a constant element in what goes on. There are many safeguarding officers in the school so that children are always safeguarded, regardless of staff sickness, training etc that may remove staff members periodically from the setting. All information is collated for monthly meetings and there is regular review and tracking.</p> <p><i>AP left the meeting.</i></p> <p>JM confirmed that schools need to be vigilant about computer use. There are some packages available which track and follow-up on the use of key words. We have our own filters and children are taught about keeping themselves safe but Jamie Wright would like to speak to T&L Governors about considering the purchase of a package (he has already started fundraising). He can include a wider ICT conversation for Governors too. MP will ask his colleagues about IT safety packages too.</p>	<p>Jamie to present to Governors - agenda item</p> <p>MP to investigate IT packages at work</p>
<p>11. 1.</p>	<p>Policies</p> <p><u>Volunteers in School:</u> We currently have an old version which needs reviewing. YE to investigate most up-to-date DCC version for sharing.</p>	<p>YE to get up-to-date version from DCC and share for next meeting</p>
<p>12.</p>	<p>The meeting closed at 2.45pm and the next meeting is on Monday 27th February 2017, 1.30-3pm.</p>	