



Present: Katie Blood (HT), Francesca Urquhart (Interim T&L Chair), Ian Beggs, Dan MacIntyre, Stephen Berry (Chair of Governors/Resources Cttee)

In attendance: Fiona Keeling (Deputy HT), Tom Way - Clerk to Governors

Apologies: Anthony Firmin

Quorum: 5 out of 6 governors were present. The meeting was quorate (at least 50% attending).

Questions from the governors to the HT and DHT are highlighted in **bold**.

1. Welcome / apologies for absence and declarations of interest

Governors acknowledged that AF had given apologies in advance of the meeting.

SB declared that their wife no longer works for the NASUWT.

SB advised that they were attending this T&L committee meeting as part of their responsibility as Chair to occasionally monitor meetings that they don't usually attend.

2. Minutes of T&L committee meeting held on 08.05.19 accuracy / matters arising

The GB agreed that the minutes were an accurate representation of the meeting.

The following actions have been met:

- The Clerk has checked and advised upon if a committee meeting can be quorate if there are more staff governors than other types of governor (it was agreed that this topic will be reviewed in the terms of reference in the Autumn term)
- The Clerk has updated records to show FU is the interim T&L Chair
- The HT has prepared a draft of the new Anti-Bullying policy
- The Clerk has added the review of the SEND policy item to this T&L committee agenda and circulated a copy of the policy to governors beforehand

Matters arising, not otherwise on the agenda:

N/A



ACTIONS

2.1 HT to check if the Teaching & Learning policy should be made accessible on the school website - *ongoing*

3. Subject leader to attend Summer term meeting

The HT advised that instead of one subject leader attending this meeting, all subject leaders will provide reports.

The HT advised that they have received most of the reports except for Art and DT and advised that this is due to a couple of staff members being away. The HT presented the reports to governors and confirmed that these had not been circulated to governors beforehand. The HT advised that FK and Helen Banks had completed the English and Maths reports, and that for all other subject leaders the HT is making sure that they are aware of what is being done in their subject relating to the SIP.

Governors agreed to spend five minutes reading through the reports now.

FU asked governors if they were happy with the reports and if they had any questions.

How regularly are these reports produced?

The HT advised that this is the first time that these reports have been produced, but that they would like them to be completed annually. FU advised that prior to the current HT being in post there weren't subject leaders, and that this is a developing role. The HT advised that hopefully next year there will be more space in the report for what has been accomplished over a period of time.

Governors confirmed that all was okay with the English, Maths and Science reports.

FU commented that the scheme of work in the reports is useful for supporting teachers to follow plans.

There was a discussion around the templates of the reports as related to each subject.

Is there something to indicate that the national curriculum is being followed/ticked off throughout the year as things are completed or need more work? (this would be useful to include within the report)

The HT advised that this will be introduced with the new curriculum and indicated in the skills progression section of the report.

How has French been going? Do all teachers teach this?



The HT advised that all teachers teach this subject (or Spanish) in Key Stage 2, and that it can be difficult for teachers who haven't learnt this before. The HT advised that they may look into a teaching package to assist with this and review it over the next couple of years, but that they are also hesitant to invest in this if it is not going to be implemented well. There was a broader discussion around this.

Are there any free resources available?

The HT advised that the school has accumulated a variety of resources and that it is a case of going through these to see what would be most useful.

Does the Twinkl subscription apply to all teachers within the school? (resource bank for teachers)

The HT advised that it is currently a whole-school subscription. The HT advised that they are not sure if they will renew this as it is expensive, but also that it has been invaluable for assemblies and it includes tests that help with SATs etc, and that it is useful whenever a teacher's weakness has been identified, and it has also improved as a resource over time too. The HT advised that it is currently being paid for out of the PE sports fund.

How is RE going?

The HT advised that in terms of the SIAMS inspections the school should be fine, but that for Ofsted the school will need to do more relating to RE. The HT advised that an Understanding Christianity course has been prepared and is ready to implement in September 2019.

To what extent are other faiths covered as part of the curriculum?

The HT advised that they are covered as per the curriculum's requirements, and that they agree that this is important and will continue to ensure that they are covered (it is currently about a 60/40 split in the curriculum weighing towards Christianity).

FU advised that they were happy with these reports. The HT advised that they feel they are a good start and basis to build upon, and that more detail will be included in following reports. There was a broader discussion around this and possible future improvements/practicalities.

Will you revisit the actions from these in one year's time?

The HT advised that they will be incorporated into teacher's plans and followed up, and that this committee will monitor the action plan. The HT agreed to submit the action plans at the beginning of the next school year.



ACTIONS

3.1 HT to provide action plans from all subject leaders prior to the next T&L committee in the Autumn term

4. Headteacher's report - Quality of Teaching & Learning, Progress on the SIP

Quality of Teaching & Learning

Are there any updates on this since the last T&L committee in May?

The HT advised that one teacher is on an informal support plan, but otherwise there are no updates since the last committee meeting.

It was agreed that when the next school year's governors meeting dates have been confirmed the HT and FK will look at 3 points during the year to cover specific sets of T&L data.

Progress on the SIP

The HT advised that there have also been no updates on this since the previous T&L meeting (less than 4 school weeks ago).

ACTIONS

4.1 HT and FK to set a timeline for covering T&L data at 3 points over the next school year

5. Data Summary & School Performance

Executive data summary and progress data with reference to specific groups of pupils

The HT advised that there have been no relevant updates on this since the last T&L meeting.

The HT and FK agreed to look into providing some kind of brief update for interim meetings relating to Pupil progress.

Review of school performance against national and local indicators

The HT advised that there have been no relevant updates on this since the last T&L meeting.



ACTIONS

5.1 HT and FK to look into providing some kind of brief update for interim meetings relating to Pupil progress

6. Policy Reviews

SEND Policy

The HT confirmed that this had been circulated to all governors beforehand, and FU asked if there were any questions relating to this policy.

When a policy is due to be developed, do you work off of other school's templates or LA templates?

FU and SB advised that schools tend to use LA templates as they have been scrutinised. The HT advised that it depends on the specific policy, for example they won't deviate much at all from HR policies constructed by the LA, but the Teaching and Learning policy will be developed further as required for the school. The HT advised that the SEND policy has been based more in alignment with the LA model policy.

FU asked if the governing body has a nominated SEND governor, and SB advised that this is usually incorporated into the role of Safeguarding governor, and that AF has indicated that they are happy to do this and will take on the role soon.

It was requested that the Clerk add an item to the next FGB agenda regarding reviewing and finalising governor's roles and responsibilities as discussed in the previous FGB meeting.

FU asked if there were any more questions relating to the SEND policy, and governors confirmed that there were none.

All governors agreed to the SEND policy.

Anti-Bullying Policy

The HT and governors acknowledged that this had not been circulated prior to this meeting.

The Clerk agreed to look into a new system of setting earlier policy review reminders for the HT.



The HT advised that the policy is based on the statutory LA model, and that they have only made minor edits to it. There was a further discussion advising on a few specific elements of this.

Should this policy be published on the school's website?

The HT confirmed that it should be.

The HT suggested that all governors read the policy with a view to provisionally ratifying it in 2 weeks' time, and if there are any significant issues identified and raised by any member of this committee then the policy will be rolled over to the next T&L committee for review, but if there are no issues identified then the policy can be ratified at the next FGB meeting.

ACTIONS

- 6.1 Clerk to add item to the next FGB agenda on reviewing and finalising governor's roles and responsibilities
- 6.2 Clerk to add ratification of SEND policy to the next FGB agenda
- 6.3 Clerk to look into a new system of setting earlier policy review reminders for the HT
- 6.4 Governors to read the Anti-Bullying policy and raise any issues as required within 2 weeks of 12.06.19, and depending on the outcome the Clerk to either add to the next T&L committee for review or to the next FGB meeting for ratification

7. Ofsted/SIAMS inspection action plan – follow up

FU suggested that it would be useful to have something in place to show that this is on the governing body/school's radar and that the Understanding Christianity course will be implemented soon.

Is the previous SIAMS inspection published on the school's website?

The HT advised that it should be, and they agreed to double check this.

There was further discussion around the nature of the SIAMS inspection and the demonstrable criteria that are required within this. The HT agreed to fill in the self-evaluation toolkit for SIAMS.

Do you have someone available to help with this?

The HT confirmed that they do and that they can ask for further signposting and discuss with the headteachers of other Church schools.



ACTIONS

7.1 HT to check that the SIAMS inspection is published on the school's website

7.2 HT to fill in the self-evaluation toolkit for SIAMS and Clerk to add this as an item to the next T&L agenda

8. Urgent Business not on agenda

Governors thanked the HT and the school for working hard throughout the year and doing well on the OFSTED results.

The meeting closed at 6:59 PM

Signed[signed copy kept in school office]..... Chair of Teaching & Learning Committee

Date.....

The next Teaching & Learning committee meeting will be held in the Autumn term at a date to be confirmed.