



Meeting 1 – Part I Minutes – Teaching & Learning

Date/Time	Tuesday 29th Oct 6.30pm	Location		Whimple Primary School			
Attendees	Initials	Category	Committee	Attendees	Initials	Category	Committee
Carole Shilston	SJ	Head Teacher	F&R/T&L	Matt Brown	MB	Staff	T&L
Gail Martin-Davies	GM	Co-opted	T&L	Julia Green	JG	LEA	T&L
James Terrett	JT	Parent - Chair	T&L Chair	Linden Best	LB	Parent	F&R/T&L

Apologies	Initials	Category - Reason

Absent without Apology	Initials

In Attendance	Initials	
Cathy Culshaw	CC	Clerk

Minutes to	Papers to
Attendees	
Apologies	
School Noticeboard	
School Website	

	Agenda	Led by
1	Apologies	JT
2	Business Interests	JT
3	Minutes of the last meeting – 14th May 2019	JT
4	Matters Arising	JT
5	SEF/School Improvement Plan	CS/MB/LB
6	Data/standards update	CS
7	Headteacher's Appraisal	CS
8	Curriculum	CS
9	Policies	CS
	Date of Next Meeting: 21st January 2020	

Ref	Action or Decision	Owner/ Decision	Date Due
1.1	<u>Apologies</u> There were no apologies.		Complete
2.1	<u>Business Interests</u> None to report.		Complete
3.1	<u>Minutes Of The Last Meeting</u> The Part 1 Minutes of the meeting held on Tuesday 14th May 2019 were agreed and signed by the Chair as a true and accurate record.	Decision	Complete



Ref	Action or Decision	Owner/ Decision	Date Due
4.1	<p><u>Matters Arising</u></p> <p>4.1 - CS reported that the Fantastic Friday feedback from the children was reported to parents via the Contact Newsletter.</p> <p>9.1 - LB emailed questions to CS. Equality questions were added to the Parent questionnaire which was distributed last term.</p>	<p>Complete</p> <p>Complete</p>	
5.1	<p><u>SEF/School Improvement Plan</u></p> <p>CS has updated the SEF and suggested that Governors to read thoroughly and bring questions back to the next meeting. ACTION: All Governors</p> <p>CS has updated the Introduction and using the current data, has updated some of the outcomes for pupils.</p> <p>LB asked how the SEF links to the SIP. CS clarified that the SEF is completed more for governors rather than staff as it is a more concise overview. It was previously required for Ofsted but at our last Ofsted inspection it wasn't looked at. The SEF includes <i>strengths</i> and <i>areas for development</i> so it fits in with SIP.</p> <p>LB wanted to clarify that creating the SEF wasn't an onerous task being completed without justification but CS feels that having the data easily accessible on the SEF is very useful. ACTION: It was agreed that CS will add this to the back of the SIP so all governors will have a copy.</p> <p>CS reported that an update SIP is also mostly complete apart from the <i>Vision</i> which LB and JT have been working on. There are six actions from the SIP which are mostly complete: <i>Writing, Reading vocabulary, Maths, PSHE, SEN and Early Years</i>.</p> <p>CS reported that these areas have a two year review process even though the actions are for one year. This is so staff can follow through with pupil progress.</p> <p>Each action shows where we are, the data and what we are hoping for.</p> <p>JG feels that this document is really easy to read and very useful. She feels that staff can use it.</p> <p>CS noted that on the back are questions for governors and the staff use it as a working document.</p> <p>LB asked if there are many changes? CS reported that there are not many, some additions including the staff training section.</p> <p>There was a discussion about the recent staff training to enable staff to support a pupil in reception. CS noted that there has been a lot over the last 6 months which has been great but there are now a lot of actions to put in place. CS also noted that there has been an increase in the number of children who have less vocabulary understanding which is something we need to address.</p>	<p>All Governors</p> <p>CS</p>	<p>Next T&L Meeting</p> <p>When preparing SIP for Governors</p>



Ref	Action or Decision	Owner/ Decision	Date Due
	<p>CS reported that a new programme has been bought to help with language comprehension. It provides an assessment that identifies gaps for staff to work on with that pupil. There is also an increased focus on vocabulary in class.</p> <p>CS feels that there is a shift where children have less exposure to books and also repetition of books. The school are trying to help children to chose books to take home, each classroom is getting a box of books making it easier to access and chose than from the library.</p> <p>LB noted that it is clear to see how last year's SIP feeds in to this years, with some actions completed and removed, some ongoing from last year and some new.</p> <p>JT challenged the cost of the library service which is £1800 annually. MB and CS listed the services it includes (such as topic books, library bus visits and school library computer programme) and both feel that the service is worth the money.</p>	JT Challenge	
6.1	<p><u>Data Standards/Update</u></p> <p>A Progress and Attainment Update was circulated prior to the meeting. CS handed out the attainment data linked to this.</p> <p>CS clarified that this data related to the last school year.</p> <p>There was an in-depth discussion regarding the figures including gender gap, SATs results and moderation.</p> <p>CS noted that more children are coming into reception at with development in the 30-50 months range than previously. This is likely to result in those children showing greater progress moving forward. At present it shows lower attainment than previous years in Early years.</p> <p>JG asked if staff review this data, CS confirmed that they do.</p> <p>LB clarified that Ofsted are now only looking at end of year data so all other data analysis is done for internal scrutiny only. Is there too much pressure on staff with the amount of data we are analysing? CS felt that there isn't.</p> <p>MB reported that this year we have decided to have additional SAT's papers in January. The idea behind this is to help prepare the children and allow staff to unpick the results in order to adjust teaching to support the children better. The results will also feed into the children's annual report and targets. LB asked if staff are given time to complete this additional work, CS confirmed that they are.</p> <p>JT sought clarification on some of the statistics - analysing the progress of each cohort from Summer 18 to Summer 19. It was noted that as it is a two year programme you can't easily assess where a year 5 is. CS noted, with knowledge of the staff and their experience, that children who looked to not have progressed sufficiently might be due to being given a generous assessment in year 3 and a harsher assessment in year 4. JT pointed out that they have identified that the results show a number of ups and downs in pupil results across the three terms. Therefore, Governors need to challenge that and ideally we need more standardised results.</p>	<p>JT Challenge</p> <p>JT Challenge</p>	



Ref	Action or Decision	Owner/ Decision	Date Due
	As a final point, CS highlighted that pupils are subjected to a teacher assessment in KS1 and a formal written paper in KS2. These two testing methods may suit different pupils in different ways and make for results that don't accurately reflect the outcomes for that pupil.		
7.1	<p><u>Headteacher's Appraisal</u></p> <p>JT and LB will be completing the HT appraisal this year. Following from discussions after last year's appraisal there was a discussion as to whether we are going to use Babcock to support Governors in completing the appraisal. JT feels that although their support was not required much last year it does add validity to the process.</p> <p>ACTION: CS will check whether Babcock or Consortium are to be used.</p>	CS	ASAP
8.1	<p><u>Curriculum</u></p> <p>JT and CS met this morning to discuss the school curriculum. We need to prepare an overview of our curriculum which is based on the national curriculum but fits for our school. The curriculum is a two yearly programme so that topics etc are revisited at different points, each time at a level.</p> <p>MB talked through the History curriculum as an example:</p> <p>All KS2 pupils are studying the Romans but within that, Willow are looking at <i>organisation</i>, Beech at <i>invasion of Britain</i> and Oak at <i>Rome</i>.</p> <p>We have taken objectives from the national curriculum programme and built on that. With this method, children never do a subject more than twice and it helps to show progression over the two years.</p> <p>CS will now be rolling this concept across all subject areas, sharing the document with the progressions across KS2 to the subject leaders.</p> <p>JG thought the monthly curriculum newsletter was really good. Great to communicate with parents about what the children have done.</p> <p>ACTION: It was agreed that we will revisit this at the next meeting which will include a school walk to look at boards around the school, including looking for progression through History in KS2.</p>	School Walk	Next meeting
9.1	<p><u>Policies</u></p> <p>SEND</p> <p>GMD, Zoe Norton (SENCo) and CS reviewed the SEND policy and talked about the SEND children at the school. There were a few amendments to the policy which will need to go to FGB to be signed off.</p> <p>GMD noted that we are seeing an increasing number of children with Autism or who are on the autistic spectrum and that this needs to be taken into account in order that we can meet their needs.</p> <p>GMD recognised that there has been a high level of recent training and was pleased to report that staff have been keen to attend training.</p>		



Ref	Action or Decision	Owner/ Decision	Date Due
	<p>GMD identified some safeguarding issues that have been identified in the report.</p> <p>The meeting moved to Part 2</p> <p>JT identified two areas for discussion:</p> <p>1) The opening statement says that we would not refuse entry to any child based on SEND. However JT feels that this statement is very broad and in some circumstances we simply wouldn't be able to meet a child's needs. CS thinks that is a standard county statement which we can't be amended.</p> <p>2) There is a statement saying that if a child is not accessing the curriculum then it is the class teacher's responsibility to offer a SEND curriculum for that pupil. This is possible if a child is falling short to a certain level but JT feels that the statement should clarify the need for the school to access appropriate external support from experts in some cases.</p> <p>ACTION: CS to make the amendments and take to full governors for ratification.</p> <p>Behaviour Policy</p> <p>CS has made a couple of amendments to the behaviour policy.</p> <p>There was a discussion about whether this should be shared with parents and whether parents should sign a code of conduct in line with the behaviour outlined in the policy that we expect.</p> <p>The Policy was unanimously agreed and will go to the FGB.</p>	CS	FGB meeting
		Decision	FGB meeting
The meeting finished at 20.37			
Date/time of next meeting	21st January 2020	Location	Whimple Primary School