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| **Meeting 2 – Part I Minutes – Teaching & Learning** | | | | | | | | |
| Date/Time | Tuesday  6th Mar  6.30pm | | Location | | Whimple Primary School | | | |
| **Attendees** | | **Initials** | **Category** | **Committee** | **Attendees** | **Initials** | **Category** | **Committee** |
| Carole Shilston | | SJ | Acting Head Teacher | F&R/T&L | Maria Wallis | MW | Co-opted | F&R/T&L |
| Gail Martin-Davies | | GM | Co-opted | T&L | Gill Seeley | GS | LEA | T&L |
| James Terrett | | JT | Parent - Chair | T&L Chair | Linden Best | LB | Parent | T&L |
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| **Apologies** | | **Initials** | **Category - Reason** | |  | **Absent without Apology** | | **Initials** |
| Maria Wallis | | MW | Family Commitment | |  |  | |  |
| Gill Seeley | | GS | Illness | |  |  | |  |
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| **In Attendance** | | **Initials** |  | |  | **Minutes to** | | **Papers to** |
| Cathy Culshaw | | CC | Clerk | |  | Attendees | |  |
|  | |  |  | |  | Apologies | |  |
|  | |  |  | |  | School Noticeboard | |  |
|  | |  |  | |  | School Website | |  |
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|  | | Agenda | | | | | | **Led by** |
| 1 | | Apologies | | | | | | JT |
| 2 | | Business Interests | | | | | | JT |
| 3 | | Minutes of the last meeting – 21st November 2017 | | | | | | JT |
| 4 | | Matters Arising | | | | | | JT |
| 5 | | School Improvement Plan | | | | | | CS |
| 6 | | Curriculum | | | | | | CS |
| 7 | | Class Structure | | | | | | CS |
| 8 | | Policies | | | | | | CS |
|  | | Date of Next Meeting: 19th June 2018 | | | | | |  |

| Ref | Action or Decision | | | | **Owner/**  **Decision** | Date Due |
| --- | --- | --- | --- | --- | --- | --- |
| 1.1 | Apologies  Apologies have been received from GS and MW. The Clerk advised that the meeting was still quorate. | | | |  |  |
| 2.1 | Business Interests  None to report. | | | |  |  |
| 3.1 | Minutes Of The Last Meeting  The Part 1 Minutes of the meeting held on Tuesday 21st November 2017 were agreed and signed as a true record. | | | | Decision | Complete |
| 4.1 | Matters Arising  CS read a letter received from Nick Gibb MP congratulating Whimple on its high reading scores. We are in the top 1% in the country. CS was congratulated by Governors. LB felt that this news should be communicated to parents via the Contact newsletter. | | | | CS | 08.03.18 |
| 5.1 | School Improvement Plan - Data Update (including Early Years)  CS talked through the Data update report that was circulated prior to the meeting. The key discussions were:  **Early Years -** We need to be conscious of boys who have a lower entry point and were less school ready.  GMD questioned whether we keep children back. CS confirmed that this is not generally done however we do move children around for certain subjects rather than moving them a whole year. CS is confident that the pupils will progress.  **Year 2** - There are three pupils that are PP two of those were lower entry level. Intervention work is in place.  JT challenged that writing is weak in that year. CS confirmed that intervention is in place.  **Year 3** - a small group of pupils only just achieved 'expected' last year so CS is cautious with these results. The Teacher is keeping an eye on them. Discussion regarding difficulties in grading for this year.  **Years 4 and** **6** - about 30% children are assessed to be working at greater depth at the present time.  JT was pleased to see that these figures are very encouraging.  LB noted that the Ofsted inspector was keen to see that we can improve on the 'expected progress'; these figures demonstrate that we are.  **Comments and actions** - JT questioned the scoring system. CS explained that the use of a minus figure is to highlight the pupils that may drop off the progression so that intervention can be put in place early. | | | | JT Challenge  JT Challenge |  |
| 5.2 | School Improvement Plan - Monitoring Cycle  CS handed out the self evaluation and monitoring cycle for 2017-18. The cycle indicates which tasks need to be completed by whom and in which month.  The governors focused on February to ensure those tasks had been completed.  CS confirmed that the IEP's are in process. Work scrutiny is still to be completed CS is meeting with Topsham Head for an exchange of ideas. They are a similar size.  Governors tasks:  PP spending - completed by Kate Mackay.  CS reported that the cycle has proved very useful to ensure tasks are completed in a timely fashion. | | | |  |  |
| 5.3 | School Improvement Plan - Monitoring Report  Prior to the meeting CS distributed the monitoring report following the observation of five classes.  LB asked if CS completed theses alone - yes but in future will involve subject leaders.  LB felt it was a very positive report.  JT noted that any observation only highlights what happens in that particular lesson. All agreed.  CS noted that in some lessons the pace can be too quick but this can easily be resolved and often the teacher was already aware of the problem.  GMD questioned whether there is a tick sheet for achievement in each lesson. CS explained that there isn't as you don't generally have specific/measurable tasks/targets to complete within a lesson.  JT noted that it was really useful highlighting an activity in the lesson that was good/bad rather than just making general comments.  In conclusion all felt the report demonstrated able and good hard working staff. | | | | LB challenge  GMD Challenge |  |
| 5.4 | School Improvement Plan - Fantastic Friday Feedback  CS had completed a general feedback sheet to keep governors up to date with the FF programme. Distributed prior to the meeting.  Generally speaking the programme is enjoyed by all and felt to be brilliant!  Yr 5/6 are doing a production of 'Troy' at the end of this term. | | | |  |  |
| 5.5 | School Improvement Plan - Reading Walk  The governors visited the Beech classroom to look at the recently introduced recommended reading lists and reading challenge. The governors also looked at the notice boards.  Feedback from the governors was very positive. | | | |  |  |
| 6.1 | Curriculum - E-safety Week  CS reported that the school recently had an E-safety week in which there was a KS1 and KS2 assembly to educate the children on E-safety. | | | |  |  |
| 6.2 | Curriculum - Parents information evenings  CS reported the planned parents information evenings:  SATs for year six parents - 7th March 2018  Reading Information evening - 14th March 2018  Two music assemblies are planned for this term. The new school Orchestra is also up and running.  Beech class have a 'China day' next week and last week Elm had a 'Welsh day' and served welsh cakes to parents.  The reports are due out soon for years 1 - 6. Parents evenings will be arranged for those invited/wishing to attend one. | | | |  |  |
| 7.1 | Class Structure  CS has started thinking about next year's class structure along with predictions for the following year.  The NQT is being given a permanent contract providing she passes her NQT induction.  CS wants to ensure a class doesn't end up with three year groups in 2019/20.  CS invited suggestions from governors but will be able to make a final decision once the reception intake numbers are confirmed. | | | |  |  |
| 8.1 | Policies  Following the reading of the policies. GMD questioned CS on ethnic diversity and how the school deals this. CS spoke about increased family diversity and the need for increased awareness and teaching.  Early Years Policy  Mrs Terrett has reviewed and made some adjustments to the policy.  The Policy was agreed and was signed by the chair.  Online Safety  CS has recommended that this remains the same at present as when the GDPR comes in, changes will need to be made. Unanimously agreed and Signed by the chair. | | | | GMD challenge  Decision  Decision | Complete  Complete |
| The meeting finished at 20.00 | | | | | | |
| Date/time of next meeting | | 19th June 2018 at 6.30pm | Location | Whimple Primary School | | |