**Minutes of the Teaching & Learning Committee Meeting**

**held on Monday 22 February 2016 at 6.30pm**

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| Shelisha Bent (Chair) | Local Authority Governor | Present |
| Josephine Copeland (Head) | Head Teacher | Present |
| Robert Crorken (RC) | Parent Governor | Present |
| Chantal Doffoh (CD) | Staff Governor | Apologies |
| Hilary Grainger (HG) | Foundation Governor – SDBE | Present |
| Chris Kent (CK) | Co-opted Governor – Vice | Present |
| Aaron Porter (AP) | Foundation Governor – PCC | Present from 6.35pm |
| Janice Rawlins (JR) | Co-opted Governor | Not present |
| Stephen Sin (SS) | Foundation Governor - PCC | Present |
| Jennifer Soaga (JS) | Parent Governor | Present |
| Arthur Williams (AW) | Foundation Governor – SDBE | Present |

Lynn Bruce Clerk to the Governing Body

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| **Item** | **Minute** | **Action** |
| 1 | **Welcome**  The Chair opened the meeting and welcomed Governors especially Robert Crorken, Hilary Grainger, Jennifer Soaga and Josephine Copeland.  **Apologies**  Apologies had been received and were accepted from Chantel Doffoh (work commitment). |  |
| 2 | **Quorum** three Governors plus the Head.  The Chair confirmed the meeting to be quorate. |  |
| 3 | **Pecuniary, Business or Personal Interests**  Governors were asked to declare any pecuniary, business or personal interests they may have regarding this agenda. None were declared. |  |
| 4 | **Minutes**  Governors agreed and approved the minutes of the meeting held on 16 November 2015 as being a true and accurate record of the meeting.  The Chair signed the minutes and they were given to the Head for the school file. |  |
| 5 | **Matters Arising from the Minutes**  There were no matters arising that were not on the agenda.  Governors agreed to discuss the next item (Inspection) at this point.  **Statutory Inspection for Anglican and Methodist Schools (SIAMS)**  The Head explained to Governors that the visit will take place on the 25 February and that she was telephoned by Barbara Chevis, the Inspector, on Thursday last week. Barbara informed the Head that the Inspection will take place over one day. Father Leonard, AW and the RE leads (past and present) are required to be present for the Inspection. Marcia Phipps who provides most of the assessment data will be interviewed along with the Head and her deputy. The discussion will be on data, attendance, behaviour and where the school has moved to since the last Inspection in 2011.  The last SIAMS was not around RE but around collective worship as the schools were separate at that stage. This is the first inspection where RE content will be paramount. AW provided good chronological information explaining where the school was and how it moved to being a joint school.  The self-evaluation form (SEF) has been sent to the Inspector and in turn she will send the Pre Inspection Briefing (PIB) to the Head. The focus of the Inspection will be sent to the Head in due course. The Inspector would like to observe teaching staff and the Head has identified four areas and worship for both key stages. Children, parents and Governors have volunteered to discuss the distinctive Christian ethos and the journey made so far. The Head has undertaken pupil, parent and staff questionnaires so there is a current perception of where the school is.  SLT met and discussed their approach. There is now a CPD file showing what happened across worship three years ago and another showing what is happening now. Action points from the last Inspection were to involve pupils in worship; to strength the Anglican tradition and make sure the value are more embedded. Both pupils and staff are confident to talk about values. Faith was the value for this half term; love last half term and perseverance and caring for the next two terms. These will all appear in the parent newsletters. Assemblies are on a rota basis and timetabled.  RE books do not seem that full as a lot of RE is evidenced in other books. Last year the teaching sequence involved writing a newspaper report about the nativity, which was an excellent piece of RE in the literacy books. RE talking is yet to be captured over time.  *Q. Is there a form of RE assessment?*  *A. The Head has been looking at old books and there is evidence of progress and strengths in children’s books. There are children of other faiths that are very spiritual within the school. Governors agreed they would want to see RE is achieving the same standards as Maths and English.*  AW has created a folder holding Governors’ visits since 2014 and has identified/highlighted RE comments to assist with the Inspection. There was an RE focus to Governor visits back in June 2014.  AW informed Governors he was meeting the Inspector at midday and invited others to join him. HG and RC agreed to meet AW then the Inspector. Governors need to be clear that at the last inspection the school was voluntary controlled and it was the Governing Body that became the driving force for the change. They went out to consultation, met parents/staff and the Church and used that time to change the boundaries of the school. The school also changed its uniform, motto and value statement of the school. The Church are a lot more involved with the school now.  Feedback from the Inspector is scheduled for 4.45pm and AW invited Governors to attend.  The Head will circulate the SEF to all Governors. **Action: Head**  *Q. How is this inspection graded compared to Ofsted ratings?*  *A. The grading system is similar.*  *Q. What are the consequences to a low grade?*  *A. Support would be given to assist the new staff group.*  *Q. What if a teacher has no religion, does not believe in God, works in the school and is asked to do something like a display and cannot put the spirit into the display – how can they teach this area and do they get training?*  *A. Yes, there is training and guidance at the SDBE however this is something that would be talked about as a school. There are criteria that children should be saying, doing and responding to in many different ways with many different adults when working as a Team.*  An Induction pack is needed to explain to newcomers what it means to work at a Church of England school. **Action: Head**  Governors noted there were no open action points to be discussed at this point.   |  |  |  |  | | --- | --- | --- | --- | | **Item** | **Action Points** | **By** | **Status** | | 1 | Impact of project X reading scheme for **Spring Term** agenda. | Head | Item 6 | | 2 | Moderation/book scans to be discussed at the next meeting. | Head | Item 6 | | 3 | To circulate SEF & SDP to Governors | EA/  Head | Item 7 | | 1  2 |
| 6 | **Assessment and Attainment**  The Head explained how the project X reading scheme is being used by the pupils. The boys are enjoying the new books. Teachers have asked for more books and will be asking pupils what type of books they would they like to read.  **Mastery – new attainment grading system**  The Head circulated her assessment sheets for each class regarding Maths, Reading and Writing and pointed out there is a list of criteria that each pupil is required to meet. Governors took time to look at the percentages for each class and noted this is not mastery but ‘greater depth’. The figures were broken down into groups and it was explained that pupils start at ‘below expectations’ at the beginning of the Autumn term; ‘working towards expectations’ at the Spring term; ‘meeting expectations’ at the Summer Term and ‘exceeding expectations’ after all targets have been met.  The breakdown included Pupil Premium (PP) pupils and Non Pupil Premium (NPP) pupils. Action points included focusing on gaps in learning to move pupils on in their learning and interventions tailored for each class.  *Q. Is there a specific percentage that pupils need to meet?*  *A. Around 50% is wanted at the Autumn term, and no less than 85% of pupils to ‘get it’ by the end of the year.*  The Head will be starting her Pupil Progress meetings and talking through the dynamics of each class with specific adults.  *Q. What was the process through which you arrived at each judgement?*  *A. During Autumn there was a test used (rising stars) and the standards for each year group.*  The Head has since bought a package called ‘star’ which is broken down into three terms and spells out what is actually required e.g. to count from 1-10, then up to 20 etc. Spring term is very short so pupils need to move quite quickly. Parents will be given targets.  *Q. How will the affects SATs?*  *A. Teachers’ assessments can be completed by the end of June but there is a lot of unknown with SATs at the moment.*  Pupils are attempting SATs papers in preparation for May when they sit the real SATs. Parents will be informed of all new standards and what is expected to be known.  **Recruitment of pupil Premium Funded (PPF) teacher**  The Head had received a report about PPF and explained at this school it’s about aspirations. A full range of free clubs have been introduced (cookery, art, sewing) for the pupils. A PPF teacher will not be recruited as it is more important to have mentors and nurturing groups.  **Moderation/Book scan**  The Head is quite happy with the books and Governors noted there was some work completed with marking. The pupils are given time on a Friday to review their work. Other schools have commented on how good the review sheets are. Literacy and topic work will be separated to help pupils review their work.  **Planned dates for tests**  Rising star work took place in December and it was not felt this is the way forward as it didn’t give clear benchmarks. The Autumn term work will be reviewed to work on what should be taking place next.  *Q. What will happen with ‘more able’ learners and what challenges are we building in for them?*  *A. They will be given more investigating/developing work across all classes. This will be monitored over time.*  *Q. If you have a pupil who transfers from another school, how would you gauge their level?*  *A. We would undertake an initial assessment and track progress.*  Tests for years two and six will be during the summer term and other tests will form part of the school term. Year 2 will undertake a grammar test and a phonics test will take place on the 17 June. Teachers for the year groups will be attending courses and the Head will be attending a course called ‘administering SATs’.  **Planned intervention work**  Marcia Phipps (Inclusion) has asked TAs to work with specific groups of children in the afternoon to try to fill some learning gaps. This will be review during pupil progress meetings next week.  **Lesson Observations**  There have been no formal observations since December. Staff training will be given before next observations take place. |  |
| 7 | **Handover to the new Head Teacher.**  This was an opportunity for the Head to reflect on the work undertaken since her start in January and she informed Governors of what has been achieved so far. Peer observations are taking place shortly; parent meetings and workshops will take place in March, newsletters go out weekly and can be viewed on the website  (<http://www.allsaintsschoolcroydon.co.uk/stream/newsletters/full/1/-//>).  AW has met with Tracie Gladwin to look at the website. The SEN policy has been added and more interactive areas are wanted.  *Q. Is there any information as a Church school distinctiveness?*  *A. The RE and worship policies have been added.*  *Q. What was the most pleasing area you found within your first few months at the school and what has not yet been addressed that you would like to?*  *A. The staff want to do well and would welcome more direction. Systems need to be looked at and improvements will follow.*  *Q. Are you happy with the SLT?*  *A. The interim Deputy is very experienced however this will be recruited to soon. Phase Leaders communications are being strengthened.*  The office staff have changed and will report to the SBM with specific roles and responsibilities.  The Head was praised for her succinct Head Teacher’s report which went to the last Governing Body meeting. |  |
| 8 | **LA report – Chair**  AW reported that because the school is graded as ‘requires improvement’, it is monitored by both the LA and the Diocese termly and judged at each meeting.  The last meeting was held 10 December and because of the uncertainty around assessing pupils/changes to standards, the LA were not able to make a judgement due to the state of change. The behaviour grade had been reduced and there was nothing in the minutes to understand why this was the case. AW challenged this which was then discussed. The conclusion was an indicative rating of ‘good’.  Leadership and Management changes had made it difficult to grade the area however the school position is ‘requires improvement’ with a movement to ‘good’.  The Head will arrange for the report of the last meeting to be circulated to members of this Committee. **Action: Head**  The next meeting is due to be held on 11 March 2016. | 3 |
| 9 | **Governors’ visits**  The last visit was reported to the Governing Body regarding book scans, safeguarding and discussion with prefects.  Governors agreed for the next visit to be Friday 18 March 2016 and the focus should be books, behaviour and any areas of the RE inspection. Governors will attend the praise assembly to allow pupils to identify who Governors are. PTA will be asked to join Governors.  Governors will log visits in their folder and each visit will have a form completed and collated by AW.  Governors’ pictures are displayed on a board outside the entrance of the school and a blog was talked about as a way of communicating. |  |
| 10 | **Governors training for Ofsted**  Following the Governor training on 4 February it was agreed to ask questions at  each meeting for Governors to think about and feedback into the group. The  question for this meeting was “can you give examples of how Governors have  used data to influence the work of the school?”  After 5 minutes of Governors splitting into groups they fed back to the  Committee. Governors asked for a written precise of answers to previous questions and AW volunteered to do this. **Action: AW**  *Q. How do you think Governors performed at the last Inspection?*  *A. Those present felt the questioning did not go well however they felt it was something to learn from.* | 4 |
| 11 | **Any other business**  There was ‘no any other business’ to discuss. |  |
| 12 | **Publication of Minutes**  There was nothing of a confidential nature contained within the minutes to prevent their publication. |  |
| 13 | **Date of next meeting**  Governors agreed the date of the next meeting to be 19 April 2016 at 6.30pm. |  |
| There being no further business, the Chair closed the meeting at 8.40pm | | |

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| Signed as a true and accurate record of the meeting. | |
| Chair’s signature |  |
| Chair’s name |  |
| Date |  |

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| **Item** | **Action Points** | **By** | **Status** |
| 1 | Circulate SEF to all Governors. | Head | Open |
| 2 | Create a staff Induction pack for newcomers to understand what is it to work at a Church School. | Head | Open |
| 3 | Circulate LA review minutes to Committee members. | Head | Open |
| 4 | Written precise of answers to previous Ofsted questions. | AW | Open |