



MEETING OF THE TEACHING AND LEARNING COMMITTEE ON JANUARY 23RD 2024 AT 8.30AM IN THE SCHOOL

“We are a community with a lifelong passion for learning.”

Present: Hilary Priest (HP), Head, Mike Waterson (MW) Chair, Ian Stewart (IS), Becky Nel (BN), Joanne Counter (JC) via TEAMS

In attendance: Richard Gibbon (RG), new governor induction, Dawn Pettipiece (Clerk)

Minutes

1	<p>Welcome & apologies for absence</p> <ul style="list-style-type: none"> All committee members were in attendance
2	<p>Attendance & declaration of interest</p> <ul style="list-style-type: none"> Governors signed the attendance form. There were no declarations of interest.
3	<p>Minutes of last T&L meeting</p> <ul style="list-style-type: none"> For approval (please read in meetings folder) <p>They were agreed as a correct record and signed by the Chair.</p> <p>3.1 Matters arising</p> <ul style="list-style-type: none"> Update on viewing school website with a “parent’s eye”. <p>Governors comments: it was difficult finding some things, policies need to be downloaded, the website is a bit dull and we need to highlight the great things the school does. HP: The front page can be changed and if we cannot change things e-Schools can do it for us. ACTION: Governors to make a list of recommendations for changes to the website for HP.</p> <p>Q: Could we get a parent who has experience in this area to help? IS: I know a couple and could speak to them. ACTION: IS will speak to relevant parents to find out if they can give the school some ideas on how to improve the website.</p> <ul style="list-style-type: none"> Update on inclusion in school newsletter of performance data <p>MW – There is a link from the school website to the Department of Education website. I was looking at how to make the data easier to understand. IS: Could the data go out separately from the newsletter? MW: I will look at the data and see what can be done. We need to be able to have information available for prospective parents to view.</p> <p>HP – It could be put on the front page of the website. I am working on Communication Improvement Plans this week with the Deputy Head, Helen Fernyhough (HF). HF has been working on a WhatsApp group for school reminders etc., ACTION: MW to look at performance data. ACTION: Performance data to be put on front page of website, if relevant, following HP/HF communication meeting.</p> <ul style="list-style-type: none"> Outcome of discussion with PTA Chair regarding funding to support children who cannot afford to do activities. <p>IS has been working with the Chair of the PTA (Parent Teacher Association) and having a meeting with the PTA Chair and HP and HF next week about this. HP – The Benevolent Fund has started and has about £800 in it. The Chef Marco Piloni (MP) is doing a half marathon and has raised £300 so far. Q: There is a cap on the fund for donors and maybe this could be removed? A: That can be looked at. Q: Have you used any of the funding? A: It was used to support pupils for year 5 and 6 residentials and the Plymouth trip. Q: We need to advertise it once or twice per term. A: It is always on Parent Pay, but we need to remind people who are not parents.</p>

	<p>Q: Is there a protocol? A: Yes, HF and myself look at each individual request. We are looking at how to identify which parents need help and Early Help would fit in well with that. Q: Maybe we could target the “Leavers” parents and ask them to contribute into a “pot” for school funding? A: The PTA run a lottery for that. Q: What does Early Help support? A: Parents struggling due to the “cost of living crisis” and food bank referrals. We can pay for head lice treatments. Some families are struggling to buy trainers, clothes etc. We could put a request for those things in the newsletter.</p> <ul style="list-style-type: none"> • Outcome of discussion with PTA Chair regarding funding to support children who cannot afford to do activities. <p>IS has been working with the Chair of the PTA (Parent Teacher Association) and is having a meeting with the PTA Chair, HP and HF next week about this. .</p> <p>ACTION: IS, HP and HF having a meeting with PTA chair about funding for children’s activities next week and will update committee. ACTION: HP to look at removing the donation cap for people donating to the Benevolent Fund. ACTION: HP to put a request in newsletter for contributions of clothing and footwear.</p>
4	<p>School Improvement Plan (SIP)</p> <ul style="list-style-type: none"> • Update, monitoring and information • Behaviour and Pupil Progress <p>Q: There is lots of information here. A: The SIP highlights things that are happening this term, in the background we look at long-term plans. This term’s focus is Behaviour. We have had two PACE (Playfulness, Acceptance, Curiosity and Empathy) twilight sessions. Trauma Informed Schools training is planned in a couple of weeks. It teaches parents how to be emotionally ready to support children. A: A draft version of the Behaviour Policy has been sent to staff. Governors’ can also see it. Q: Have you had the Restorative Practice training? A: It is in the diary. We are looking at other areas including food and the longer term plan and what we want to achieve, so that it can go into the new SIP. Q: Some of them seem like actions. I cannot see the vision or goal they are feeding into? A: We are working on it and will include them. Q: In the Autumn term a lot of the things are amber. A: Some things such as Spelling can never be ticked off as they are ongoing. Writing has been a priority as it is not as strong as other areas. Different members of the Senior Leadership Team (SLT) are focussing on different areas. Myself, Ian, Marco and Nicole from Chefs in Schools are going to Leeds next week for the Excellence in School Foods award as the school has been selected as a finalist. Q: The Behaviour Policy is quite long. A: It been reduced considerably. We could produce a summary for people who need to access it quickly and a longer version with the explanation. We want to ensure staff have a set procedure when working with children. Q: Children also need to be aware that should feel safe, especially when their behaviour is inappropriate. A: The School Council are going to explain the information to the children. E.g. What does that sign in the playground mean? It is a draft and JC (SENDco teacher) is doing a visual summary of the policy when we have finished the draft. Q: It should be something that parents and governors look at. A: Afterschool meetings have been arranged. Governors are welcome to attend. Q: But how embedded are the school values into the approach of behaviour, as it does not come across in the policy and should be linked to the values. A: Another school’s policy was used as a template and we will fit it to our school’s values. Q: Do the SLT (senior learning team) need to work on it before it goes before the other staff? A: The SLT have done some work and are now looking at various parts with staff. Q: Do we have a Behaviour Report? A: Yes, it is done annually, around this time of year.</p>

	<p>MW: Can you bring this to the governors next meeting so we are aware of any key issues?</p> <p>A: Yes.</p> <p>ACTION: HP to send details of after school meetings looking at the Behaviour Policy.</p> <p>ACTION: HP to bring the Behaviour Report to the next Teaching & Learning meeting.</p> <ul style="list-style-type: none"> Attendance <p>Q: There was quite a lot of illness.</p> <p>A: I have not had an update since OFSTED, but it was much higher than average. I have had termly meetings with the Attendance Officer, but as we have such high attendance levels they are withdrawing to focus on other schools. I am looking at children who have persistent or long-term issues. However, there is a valid and justified reason for each child. Attendance is reviewed monthly by SLT and JC is also involved as sometimes the issues are to do with SEND.</p> <p>The governors discussed admissions.</p> <p>HP: We are expecting 40 admissions out of 45 places and the numbers of children transferring from other schools is increasing. Sometimes children defer their admission as they develop at different levels emotionally. They can go into a younger year group if professionals think that is beneficial. Children can start part-time and build up to full-time attendance if required.</p> <ul style="list-style-type: none"> SEND, including more-able children <p>MW: I am doing a learning walk tomorrow with one of the SENDcos to see how SEND is incorporated in practice.</p> <ul style="list-style-type: none"> Curriculum developments <p>HP: It is in the SIP.</p> <ul style="list-style-type: none"> Review careers advice/guidance <p>Q: How is this done?</p> <p>A: We talk to the children about having aspirations and how a passion, e.g. for a sport may end up as a career. We look at roles in society and jobs and invite people in to talk to the children as part of PHSE (personal, social, health and economic) education.</p>
5	<p>Equality, Diversity and Inclusion</p> <ul style="list-style-type: none"> Update <p>HP – HF attended training last Friday and I am awaiting an update and she can update the governors. We are continuing on our path of embedding it into everything and it is really successful. Governor Jenny Barker and HF are working with someone in the community who is involved in this area</p>
6	<p>School Self Evaluation Form (SEF)</p> <p>Q: When does it get updated?</p> <p>A: It is pre-OFSTED. I update it after the July results and when there are any changes in leadership. It is dated July but was updated before the OFSTED inspection.</p> <p>Q: Do you incorporate any parts of the OFSTED report in it?</p> <p>A: It is an ongoing document and I will update the first part.</p> <p>ACTION: HP to update relevant parts of SEF.</p>
7	<p>Pupil Premium</p> <ul style="list-style-type: none"> To monitor outcomes <p>Q: Who is the lead?</p> <p>A: MW is the SEND lead for governors.</p> <p>Q: It seems vaguer than when we started?</p> <p>A: We spend it on all staff and funding has reduced. The school gets less than the national average. We focus on specific children according to need and have to show how the funding is spent. The funding is based on the January census, but we do not get it until April.</p> <p>ACTION: MW and HP will meet to look at the Pupil Premium data and the impact of interventions.</p>
8	<p>Safeguarding</p> <ul style="list-style-type: none"> Update <p>HP: Ongoing and nothing to report. The policy being written regarding “children at risk of flight” has been drafted by MW. The new door at the front of the school, before reception is working well and all staff have the code to open it. The administrator has a code to lock them open at busy times. The back gates have a code too.</p> <p>ACTION: MW to send out a draft of the “children at risk of flight” policy before the next FGB. Update: IS is reviewing it and requested it be moved to the next T&L agenda.</p>
9	<p>Teacher Workload</p>

	<ul style="list-style-type: none"> Report on teachers' workloads – recommendation from Department of Education (D of E). <p>IS: The D of E want teachers to tell them what tasks they do which are not part of their job role and we governors need to support teachers with this.</p> <p>HP: Feedback from the staff here is that the work/life balance is very good.</p> <p>Q: The report suggested having a governor to support staff in this area.</p> <p>A: I have a surgery when staff can come and talk about work etc. The governors could come in and talk to staff, especially the TA's (teaching assistants).</p> <p>ACTION: IS, JC, BN to have a meeting looking at supporting staff workloads.</p>
10	<p>Chefs in school</p> <ul style="list-style-type: none"> Update and integration into curriculum <p>This item was discussed in item 4.</p>
11	<p>School visits/residentials</p> <ul style="list-style-type: none"> Forest School activities <p>A governor visit, needs to be planned.</p> <p>HP – Reception do activities weekly, but other classes do ad hoc whole days. We use Leechwell space and the Fish Cheaters track and Long Marsh. KEVICC (King Edward VI Community College) have a nice area and we use Apricot Farm. People are offering gardens and the school has been allocated an allotment next to the river. It will be part of the growing plan – growing food through the year and feeding it into the kitchen for school meals. We have a growing tunnel, orchard, the allotment and an area behind St Mary's Church to grow food.</p> <p>ACTION: Forest School visit governor visit planning. Move to next meeting.</p> <ul style="list-style-type: none"> Residentials <p>Year five are having one next term.</p> <p>BN left the meeting at 10.05am.</p>
12	<p>Policies for review</p> <ul style="list-style-type: none"> SEND policy review (for recommendation of approval at next FGB meeting on 26th March 2024) <p>Governors have reviewed it ready for approval at the next FGB.</p> <ul style="list-style-type: none"> New Behaviour Policy – discussed in item 4. <p>Collective Worship Policy (mid-term review)</p> <p>ACTION: HP to update Collective Workshop Policy for the next meeting.</p>
13	<p>Governors' monitoring visits from this committee.</p> <ul style="list-style-type: none"> Impact and learning from visits undertaken <p>Q: I am not clear about what we do with the reports?</p> <p>A: Officially you should sign them off.</p> <p>MW: We need to plan some visits before Easter. I will do a science visit and RG could come with me and maybe do a Maths one? RG has a science/maths background so could be a curriculum link in that area. Relevant governors could meet with the leads of literacy etc.,</p> <p>ACTION: IS to look into having a video before Easter.</p> <p>ACTION: HP will ask her leads to organise relevant visits with the governors.</p> <ul style="list-style-type: none"> Update following governors visit to curriculum monitoring session. <p>Not discussed in the meeting.</p>
14	<p>Governor training</p> <ul style="list-style-type: none"> Identifying needs <p>RG has completed online Safeguarding training. Primary Curriculum training would be useful for RG, preferably in person. IS discussed doing the Safer Recruitment training – HP said only one person on the panel needed to have completed it.</p> <p>MW has booked SEND and OFSTED training.</p>
15	<p>Clerk's report</p> <ul style="list-style-type: none"> None of this committee.
16	<p>Matters brought forward by the Chair</p> <ul style="list-style-type: none"> None
17	<p>Date & time of next meeting</p> <ul style="list-style-type: none"> Tuesday 30th April at 8.30 am

The meeting ended at 10.20 am

Summary of Actions

	To do	By whom	By when
3.1	Governors to make a list of recommendations for changes to the website.	All	Half Term
3.1	Speak to relevant parents to find out if they can give the school some ideas on how to improve the website.	IS	Half Term
3.1	Look at performance data.	MW	Half Term
3.1	Performance data to be put on front page of website if relevant following HP/HF communication meeting.	HP	End of Term
3.1	Meeting with PTA chair about funding for children's activities. Update committee following that.	IS, HP	Next T&L meeting
3.1	Look at removing the donation cap for people donating to the Benevolent Fund.	HP	Half Term
3.1	Put a request in newsletter for contributions of clothing and footwear. DONE (In January 24th newsletter).	HP	Within two weeks
4	Send details to governors of after school meetings looking at the Behaviour Policy.	HP	Half Term
4	Bring the Behaviour Report to the next Teaching & Learning meeting.	HP	By next T&L meeting
6	Update relevant parts of SEF. DONE	HP	Within two weeks
7	Meeting to look at the Pupil Premium data and the impact of interventions.	HP/MW	Half Term
8	Draft of the "children at risk of flight" policy to be sent out. Update: IS reviewing and requested it be moved to next T&L agenda. DONE.	IS	Before next FGB
9	Meeting looking at supporting staff workloads	IS, JC, BN	Half Term
11	Forest School visit governor visit planning. Has been moved to next meeting. DONE.	All	Going to next meeting
12	Collective Workshop Policy to be updated.	HP	Next T&L meeting
13	Video regarding Governors monitoring visits	IS	End of Term
14	School leads to organise relevant curriculum visits for Governors. Update: HP invited governors to a Curriculum update meeting 29.4.24 at 3.30pm.	HP	End of Term