

HUNSLET CARR PRIMARY SCHOOL LEARNING & TEACHING COMMITTEE

Minutes of the meeting held on Tuesday 8th March 2016 at 4.30pm

PRESENT: James Annetts (Chair) Kim Ellis
 Laura Bairstow Martin Lumb (Headteacher)
 Claire Burgess Pamela Reed
 Iain Cunningham

IN ATTENDANCE: Marie Turner – Early Year’s Phase Leader
 Liann Jones (Clerk – Governor Support Service)

1.0 APOLOGIES	ACTION
1.1 No apologies were noted.	
2.0 MEMBERSHIP MATTERS	
2.1 James welcomed Claire to the meeting as Governor.	
3.0 MINUTES OF THE LAST MEETING	
3.1 Resolved: <ul style="list-style-type: none">• That the minutes of the meeting held on 8th December 2015 were agreed as a correct record.• That the Chair was authorised to sign the minutes which can now be published on the school’s website.	
4.0 MATTERS ARISING	
4.1 Item 2.4 – referred to ‘Distance Learning’. This was corrected to ‘Third Space Learning’. Martin explained that this is a programme where children receive personalised lessons. The children are in school but connected to tutors via the internet.	
5.0 EARLY YEARS FOUNDATION STAGE – previously circulated	
5.1 Marie Turner presented The Effectiveness of Early Years section of the SEF report, copies of which were circulated. The following points were highlighted.	
5.2 Marie explained that the report was developed as an SLT and Early Years team. She and her staff feel Early Years are doing well and feedback from various people, including the School Improvement Adviser and Mock Ofsted has been good.	
5.3 The refurbishment has made the Early Years environment brighter and more pleasant to work in. The increased staffing levels in Early Years are also helping a lot, as the time each child has with an adult is much improved.	

5.4 The team are working hard on the curriculum. Imagination is being moderated at the moment. Marie tries to use visitors/visits a lot to foster excitement and tomorrow the children are going to Middleton woods.

5.5 Assessment is important and the children are assessed 4 times per year – at baseline, before Christmas, in Spring and in Summer. This involves the whole team, not just teachers, although the 4 teachers moderate judgements.

5.6 The team are working hard to improve relationships with parents and carers, trying to take the fear out of coming into the classroom. A stay and create day before Christmas was very well attended.

5.7 **Q – James asked whether a lot of parents will be happy to do their observations online.**

A – Marie explained that observations will be ‘published’ on a particular date and clarified that there will be the same amount of observations per child. Parents can come in and view the observations in school if they wish. Parents will be supported as much as they have been in the past.

5.8 **Q – James noted that children get off to a good start at Hunslet Carr and asked whether anything further is needed to improve this.**

A – Marie explained that keeping a high ratio of staffing levels plays a big part in the success of Early Years. Marie also explained that she would like to keep the Speech & Language Therapy post ring-fenced. This staff member works 2 days per week across the school with whichever groups need the support.

5.9 Marie is looking forward to the trip to Finland and Sweden with colleagues from Sharpe Lane and Clapgate. They will be looking at a variety of birth to age 5 provisions, which are supposed to be the best in the world. In particular, Marie wants to see how they engage parents and what their outdoor provisions are.

5.10 Martin noted that he is very happy with Early Years progress and there are actions ongoing to take it further. Marie and her team will be presenting their findings from the Finland and Sweden trip in the next meeting.

6.0 **MONITORING AND EVALUATION OF THE SCHOOL DEVELOPMENT PLAN PRIORITIES AND IMPACT OF STRATEGIES USED**

6.1 Martin circulated the SIP RAG rated as of 23rd February 2016. The following points were highlighted.

6.2 The SIP is now on the school’s website. Claire phoned Martin on 23rd February to chat about the SIP. James thanked Claire for telephoning in for him.

6.3 **Priority 1** – Claire talked to Martin about the initiatives looking at writing, which 4 out of 14 staff meetings have focussed on. Claire is coming in to do a Learning Walk with Kate on 17th March and will write a report following that.

6.4 Martin noted the Primary Writing Project that the school is part of – one of 17 schools in Yorkshire (3 in Leeds) taking part. Martin also noted that both Pupil Premium and non-Pupil Premium are making the same amounts of progress.

- 6.5 **Priority 2** – the new software is getting up and running in the school. Martin noted this is going well and 2 staff meetings have been held on it since February. The timetable starts on Monday and year 3 has already been released. All milestones should be completed by the end of March.
- 6.6 Claire asked whether DOL is being used in the school. Laura explained she visited Kippax North, who are using the DOL system, and felt it was good that Hunslet Carr are starting later as other schools have had teething problems.
- 6.7 Claire noted all actions in the report have now been completed, apart from the Learning Walk which is taking place next week. Martin is happy with the progress on the SIP. Most items are turning green, with one or two remaining in red whilst being addressed.

7.0 LEARNING AND PROGRESS ACROSS YEAR GROUPS OF CURRENT PUPILS

- 7.1 Martin circulated the January updated SEF to look at the Outcomes for Pupils section. The following points were highlighted.
- 7.2 Claire noted that the percentages don't add up to 100% in the Foundation Stage section. **Action: Martin will talk to Marie about correcting the percentages.**
- 7.3 Looking at the one-page summary, Laura explained that the comparison to last year cannot be direct as this year is on the new system, as well as this year's figures taking into account one less month than last year's. However, compared to last year:
- Writing – all years improved.
 - Reading – higher in all years except year 2.
 - Maths – higher in all years except for year 6, which is only slightly lower.
- 7.4 Some year's progress better than others when comparing Pupil Premium to non-Pupil Premium progress. Overall, Pupil Premium funding can be shown in year 6 but there is a need to keep pushing to see the effects earlier.
- 7.5 Laura noted that this information will transfer to the new system in the next few weeks.

8.0 QUALITY OF APPROPRIATENESS OF CURRICULUM PLANNING

- **RE Policy**
- 8.1 Martin noted that this policy matches the Leeds City Council policy. Graham Abbott is the RE policy coordinator. Iain noted that he liked the questions in the policy.
- Q – James asked whether teachers enjoy/feel skilled teaching RE.**
- A – Martin explained that teachers teach that different faiths believe different stories, and what those stories mean to those that believe that religion. There is a diverse population in the classroom, including children from each of the major
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religions. Teachers make use of children in the class.

8.3 Graham has been the RE lead for a long time and has lots of links with local faith communities. He organises trips to different places of worship. However, last year only half of year 6 pupils were allowed to go to the mosque, due to parents' opinion. Parents now need to make an appointment with the Head if they are not allowing their child to go on any of these trips. The trips are mostly well received, especially in lower years where there is more of a mix of faiths/cultures.

8.4 Last year the school held a Culture and Faith day, organised by Graham, and there are big plans for this year's event. Each class will have 4 activities; 45 minutes with each different culture. The children will be looking at the food, clothing and activities – such as dancing or drumming – of the different cultures.

8.5 Martin explained that at Hunslet Carr they are trying to show that all faiths share British values, something which is stated on the school's website.

- **Learning & Teaching Policy**

8.6 Claire felt that the policy was really clear and sets out expectations well, as well as explaining what parents need to be doing. This policy can now be published on the school's website.

- **Collective Worship Policy**

8.7 Iain liked this policy. He thought it was very clear what was meant to be done. Iain noted that he is referred to as 'Reverend' in the policy, which he is not.

8.8 Martin explained that 'Our School Prayer' has been amended, changing the word 'Father' to 'Lord' in the first line. This followed comments from some of the Muslim parents that their children would feel they couldn't say 'Father'. This is still in-keeping with Christian values.

9.0 **MONITORING OF THE QUALITY OF TEACHING STRATEGIES IMPLEMENTED FOR IMPROVEMENT**

9.1 **Mock Ofsted Report**

Martin explained that David Fann carried out the mock Ofsted visit, which went very well. David is a trained Ofsted inspector for North West England, so would not have to inspect in Leeds. David phoned Martin the night before – as would happen in a proper Ofsted inspection – so it was a tight timetable.

9.2 The inspector would normally call and ask to see Governors at a certain time the next day, so Martin would be calling that night to see who would be available. Martin has created an Ofsted flowchart which sets out what has to happen, by whom, when the phone call is received.

9.3 If the visit has not happened by the next School Improvement Advisor visit, Martin can organise mock 'interviews' with Governors. **Action: Martin to discuss holding mock Governor 'interviews' in the next SIA meeting.**

9.4 Martin stated that in every area, the school graded itself as 'good', as did the inspector. There are some suggested areas to improve.

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9.5 Martin explained to the inspector what the caretaker's house is used for, including nurturing visits and parenting classes. Martin told the inspector lots of things which he felt should feature in the SEF. The school needs to celebrate itself more.

9.6 The inspector didn't feel it would take a lot to get to 'Outstanding' on the grade for Pupil Safety. The other 4 grades are capped at 'Good' for now.

9.7 **Q – Iain asked whether anything is being done regarding the note in the report of their needing to be more evidence of writing.**

A – Martin explained that in the staff meeting of 23rd February, the report was shared and improvements sought. The notes of the staff meeting can be shared with this group.

9.8 Martin stated that Book Scrutiny will be looking at whether feedback is effective when they meet tomorrow. **Action: James agreed to feedback from Book Scrutiny at the next meeting.**

9.9 **Q – Pamela asked what the entry gate security issue was that was noted in the report.**

A – Martin explained that the gate was left open once, and has not happened since. The first person who would go out to the playground where the gate is would have been an adult (as pupils are always lead out by a teacher), who would have then locked the gate. This was a one-off which Martin explained to the inspector, hence why it was just a small note in the report.

- **Learning Walks**

9.10 Martin stated that these are going well, and one reason for that is that teachers are receiving drop-ins. for 10 minutes or so, with their phase leader each week which is much more support than they were previously receiving.

9.11 Regarding the two teachers on improvement plans, Martin stated that one is doing very well and he is happy with their progress. The other one will have improved enough that they will pass their NQT year, but it will not be sufficient enough that they will be offered employment next year. However, that teacher was only covering maternity leave.

10.0 ANY OTHER URGENT BUSINESS

10.1 No other business was raised.

11.0 DATE AND TIME OF NEXT MEETING

11.1 It was agreed that the next Learning & Teaching meeting would be held on:

11.2 **Tuesday 14th June 2016.**

11.3 *The Chair closed the meeting at 6.10pm.*

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