

HUNSLET CARR PRIMARY SCHOOL LEARNING AND TEACHING COMMITTEE MEETING

Minutes of the meeting held on Wednesday 29 March 2016 at 4pm.

PRESENT Claire Burgess (Chair) Martin Lumb (Headteacher)
Iain Cunningham Clare Davidson
Minoti Parikh

IN ATTENDANCE: Susan Comer – Clerk, Governor Support Service

1.00	APOLOGIES	ACTION
1.01	Apologies were received and accepted from James Annetts.	
2.00	MINUTES OF THE LAST MEETING	
2.01	Resolved: <ul style="list-style-type: none">• That the minutes of the meeting held on Tuesday 06 December 2016 be agreed as a correct record.• That the minutes of the meeting held on Tuesday 14 June 2016 be agreed as a correct record (deferred from previous meeting).	
3.00	MATTERS ARISING	
3.01	There were no matters arising from the previous meeting.	
3.02	The Headteacher reminded governors that all minutes are available on the website.	
4.00	MONITORING AND EVALUATION OF THE SCHOOL IMPROVEMENT PLAN PRIORITIES AND IMPACT OF STRATEGIES USED.	
	Items 4 and 5 were discussed together.	
4.01	The governors discussed the Record of Governor’s visit to school by the Chair on 7 February 2017, a copy of which had been distributed prior to the meeting. The Headteacher updated governors on actions completed since the visit. Governors were encouraged to view the updates on the plan, a copy of which was issued prior to the meeting. The following points were highlighted in connection with priorities two and four of the SIP:	
4.02	<u>Priority two – To maintain the proportion of teaching rated good or better to at least 89% of which 22% would be outstanding.</u> The Headteacher presented the Teaching Profile Spring Review 2016-2017, a copy of which was tabled. <ul style="list-style-type: none">• Faye Pashby had completed the Pupil Premium Strategy which cross references Pupil Premium with the SIP.• All teachers were issued with a ‘Clarity’ document which	

helped teachers understand what outstanding teaching looks like.

- All teachers had taken part in lesson studies where one teacher planned a lesson and three teachers observed the lesson. The Headteacher reported that he had taken part in the lesson studies. Following the lesson teachers complete a self-review and receive feedback on their teaching.
- The marking system had been updated with teachers spending less time marking at home which had made an impact on teacher's work life balance.
- A new approach to homework had been well received. Parents were approached for comments during the previous parent's evening.
- Writing moderation took place within other schools within the cluster.
- Children who did not previously complete homework on a regular basis are supervised to stay in school during lunchtime one day per week.

Governor questions:

Q – The teachers highlighted as 'need improvement' on the review – what is being done to support these teachers to reach good or outstanding?

A – One teacher has left the school. Other teachers are receiving extra support.

4.03

Priority four – The percentage of children making expected or exceeding progress in each year group is at least 75% for Reading, Writing and Maths and attainment is 55% for R/W/M for all year groups:

The Headteacher presented governors with the Whole School Overview of Standards and Progress March 2017. A copy of which was tabled. The following points were highlighted:

- Each year group had met the target set for that cohort in the target setting meetings during September 2016.
- Faye Pashby was supporting year six with guided reading which had been effective.

Governors discussed how assessment was tracked using the Fisher Family Trust data base.

Governor questions:

Q – Is the Headteacher happy with the results to date?

A – Yes. More work needs to be done to ensure that targets are met next term.

Q – What are the plans to ensure that current year four pupils are on target by the time they reach year six?

A – The plan is to ensure that the best teachers work alongside and support the lower performing teachers.

Some year five pupils are receiving tuition to ensure that they are ready for year six and able to reach the expected level.

5.00	LEARNING AND PROGRESS ACROSS YEAR GROUPS OF CURRENT PUPILS.	
5.01	This item was discussed during item four.	
6.00	ENSURE SCHOOL COMPLIES WITH THE REQUIREMENT OF THE EARLY YEARS FOUNDATION STAGE (EYFS) STATUTORY DOCUMENT.	
6.01	Governors discussed a Record of Governor’s visit to school by Carla Foster on 6 February 2017, a copy of which had been distributed prior to the meeting. Governors were also issued with a document indicating the EYFS Statutory Requirements for their information.	
7.00	DEVELOP AND AGREE A TEACHING AND LEARNING POLICY TO INCLUDE THE TEACHING OF, AND SUPPORT FOR, THE FUNDIMENTAL BRITISH VALUES OF DEMOCRACY, THE RULE OF LAW, INDIVIDUAL LIBERTY, AND MUTUAL RESPECT AND TOLERANCE OF THOSE WITH DIFFERENT FAITHS AND BELIEFS.	
7.01	The Headteacher presented the Teaching and Learning Policy, a copy of which was issued prior to the meeting. A governor suggested that the Inclusion of all faiths and beliefs be more explicit within the policy. The Headteacher agreed to suggestions to integrate into the policy.	HT
7.02	Copies of the RE Report – meeting the statutory requirements completed by Mr Abbott 17 March 2017, had been distributed prior to the meeting. The following points were discussed: <ul style="list-style-type: none"> • The school prayer had been adapted to ensure that it was inclusive of other faiths. • The number of parents withdrawing children from visiting a Mosque had dropped since 2016. • The Chair reported that she was happy with the RE provision provided by the school. 	
8.00	MONITOR THE QUALITY OF TEACHING AND EVALUATE STRATEGIES IN PLACE TO BRING ABOUT IMPROVEMENT – INCLUDING THE DEPLOYMENT OF TEACHING ASSISTANTS.	
8.01	The Headteacher informed governors that the COGS challenge report had not been received. To be discussed at a later meeting.	Agenda
8.02	The Headteacher presented governors with the overview of teaching within each year group.	
	<u>Governor question:</u>	
	Q – What does the school do to ensure that a child who is doing well in one year group does not feel demotivated when they find that they are not doing as well in the next year?	

	A – The Headteacher is currently researching the difference between teaching in sets and teaching in mixed ability groups/pairs which will form part of the SIP next year.	
8.03	The Headteacher reported that the current budget spend for CPD was overspent by £5,000. The budget for CPD to increase for 2017- 2018.	
9.00	ENSURE A MEMBER OF THE COMMUNITY OR GOVERNING BODY OVERSEES THE SATS PROCESS TO ENSURE THERE ARE NO ACTIONS WHICH COULD COMPROMISE THE INTEGRITY OF RESULTS.	
9.01	The Headteacher informed governors that SAT's would take place on week commencing 8 May 2017. Governors agreed to attend a meeting given to all staff involved in the SAT's process on 21 April 2017 and to attend each day in which the SAT's tests are taking place. To confirm availability with the Headteacher.	Govs
10.00	POLICIES TO REVIEW AND APPROVE	
10.01	A Governor suggested changes to the Homework Policy. The following policies were ratified: EAL Policy Early Years Policy French/ Geography/ History/ PE & Sport/ Performing Arts/ PSHE Inc. Sex Education/ Science Policy. Talented or Highly Attaining Policy Guidance for medicine in school and administering medicine Policy	
10.02	Governors agreed to ratify the Homework Policy following the amendments.	HT
10.03	A governor suggested that the review of policies be shared amongst governors to prevent duplication. The Chair agreed to produce a schedule of policies to review.	Chair
11.00	DATE OF NEXT MEETING	
11.01	It was agreed that the next Learning and Teaching committee meeting would be held on Wednesday 5 July 2017 at 4pm.	
11.02	The Chair closed the meeting at 5.55 pm.	