

HUNSLET CARR PRIMARY SCHOOL LEARNING AND TEACHING COMMITTEE MEETING

Minutes of the meeting held on Wednesday 17 January 2018 at 4.00pm

PRESENT: Claire Burgess (Chair) Martin Lumb (Headteacher)
Carla Foster Claire Karsinski

IN ATTENDANCE: – Erica Kayalar Clerk, Governor Support Service
Pat Noble, Clerk, Governor Support Service (Shadow)
Faye Pashby – Deputy Headteacher
Michele Ward – Assistant Head (Curriculum Lead)

1.00	APOLOGIES	ACTION
1.01	Apologies had been received and were accepted from Iain Cunningham, Clare Davidson and Minoti Parikh.	
1.02	Declaration of Interest The governing body have not received any declarations of interest not previously declared.	
2.00	TERMS OF REFERENCE	
	The Governing Body agreed to use the Governor Support Service Terms of Reference for a Teaching and Learning Committee.	
3.00	MINUTES OF LAST MEETING	
3.01	Resolved: <ul style="list-style-type: none">• That the minutes of the meeting held on Wednesday 5 July 2017 be agreed as a correct record and that the Chair be authorised to sign.	
4.00	MATTERS ARISING	
4.01	<u>Policies to Review and Approve. (Minute 3.05 refers)</u> A schedule of policies for review and approval is available on the school website and the policy review committee will ensure this is updated regularly.	
4.02	<u>Key Stage 2 SATS Results (Minute 4.02 refers)</u> The Headteacher and Year 6 team spoke to all the children to emphasise that they were very proud in all the SATS results but that some children would get envelopes with results that were good and some would not.	
4.03	<u>Pupil Premium Strategy (Minute 5.01 refers)</u> The school was visited last term by James Annetts, the governor with responsibility for Pupil Premium but the report has not been received yet.	

The Chair requested that the report should be available for review at the next meeting of the Full Governing Board and the Deputy Head agreed to forward this.

F Pashby

4.04 SEN Data (Minute 6.02 refers)
The Chair confirmed that SEN Data had been circulated to all governors following the meeting and this had been reviewed at the July meeting of the full governing board.

4.05 Quality of Teaching Profile (Minute 7.01 refers)
The Chair confirmed that a copy of the Quality of Teaching Profile had been distributed to the Governors and no further action was required.

4.06 New School Development Plan (Minutes 8.02 refers)
The Headteacher reported that the away days had taken place which involved all staff and governors. Governing monitoring visits had taken place and would be reported back at the next meeting of the full governing board. These would continue to take place throughout the year.

5.00 THE NATIONAL CURRICULUM

5.01 Michele Ward – Assistant Head outlined the actions that had been taken with staff with regards to ensuring the National Curriculum was fully covered in school.

- 5.02
- Held discussions with all Subject Leaders regarding the Action Plan looking at the RAG (Red/Amber/Green) rating.
 - Following these discussions a spreadsheet has been produced tracking the teaching of the National Curriculum in Foundation Subjects.
 - Each subject is colour coded and details the learning objective and monitors Milestones in each year group.
 - It clearly shows which objective each year group is being taught in each subject
 - A training day will be held in February so that all key stage teams can sit together and discuss the Action Plan.
 - The Chair requested that at the next meeting an updated Action Plan and a full copy of the documentation be presented to the Governors.

M Ward

5.03 **Q A governor asked if the Action Plans are differentiated between staff with a Teaching and Learning Responsibility (TLR) and staff with none?**

5.04 A This has not been done but can be separated if needed. Subject Leaders have been asked to produce documents showing strengths and weakness and they are completed in conjunction with the Assistant Head (Curriculum) at the meetings with staff.

5.05 The Headteacher showed governors a page from the school website showing how the school covered the national curriculum. This detailed each Year group including Nursery and Reception and included a Yearly Planning Grid.

5.06 The Chair stated that she reviews many school websites as part of her professional role and this document was the clearest she had seen on any school website.

6.00 SCHOOL REPORTS

6.01 The Headteacher stated that the school does Annual Reports. Nursery had previously produced an eight page report for 78 children and other year groups produced a two page report.

6.02 It has been decided to change this for the current year so the school produces a 2 page report for each child.

6.03 The Headteacher explained that the school holds termly parent evenings with two times available for parents – one in the afternoon and one in the evening. This had meant a greater attendance at parents evenings than previously.

6.04 Q A Governor asked if the school followed up parents who had not attended the Parents Evenings?

A The Headteacher explained that the teachers had been asked to look at who had not attended and pick out the parents that they would have liked to attend, due to specific issues and send these a template letter where specifics such as behaviour and attendance concerns could be highlighted.

6.05 Q A Governor asked if the school had any provision for parents who could not attend the termly meetings?

A There is provision for parents to be able to make individual appointments to see teachers or the teachers can ring home and discuss children's progress with parents if they are unable to attend the parent evenings for any reason.

6.06 Q A Governor asked if additional time is allowed for longer meetings for any parents with children with Special Educational Needs and Disability (SEND).

A The Headteacher advised that the standard meetings were 5-10 minutes duration but that a longer meeting of 10-20 minutes were given to the parents of SEND children. The SENCO was also available for these meetings.

6.07 The Headteacher stated that registers showing the attendance of parents were produced for each Parents Evening and that currently the school had 85-90% attendance at these evenings.

6.08 The school had also decided that Parents Evenings would be held in the Hall, which parents and staff seem to enjoy more and find more effective.

6.09 Also available at these meetings were the Parent Support Advisers and the school provided refreshments.

6.10 **Q A Governor asked if the school had to shut down for these afternoon parent meetings?**
A The Headteacher explained that the school does not close down for these meetings as the children are taught by Higher Level Teaching Assistants (HLTAs) or Supply Staff are brought in by the school.

6.11 **Q A Governor asked if the school had made provision if they expected a meeting with parents to be challenging?**
A The Headteacher explained that they did not usually have challenging meetings with parents but they had space available for private meetings if required. Members of the Senior Leadership Team (SLT) were also on hand to deal with any issues if required.

7.00 STANDARD AND PROGRESS

7.01.1 Standards

The Deputy Head, Faye Pashby distributed the latest data to the meeting for Year 6, which had been produced today.

7.01.2 This showed the current picture using internal data with targets and predicted forecasts for the end of year

7.01.3 Additional data was provided for each class and year group and showed some children were on track or above target.

7.01.4 Read/Writing/Maths in Year 1, 3 and 5 were close to achieving or had already achieved target.

7.01.5 However Year 2, 4 and 6 were currently below target, however staff do tend to err on the side of caution when doing internal assessments.

7.01.6 Report shows discrepancy in Year 2 between classes in Maths and stringent internal moderation will take place to unpick this.

7.01.7 Year 4 staffing has been changed from January 2018 to provide more stability and consistency.

7.01.8 Year 6 is not achieving as expected as yet but a meeting has been held with Year 6 teachers and they are confident that the children will meet targets. This was a positive meeting and Reading is above target but teachers have been asked to challenge the children so they can meet the predictions.

7.01.9 Specific interventions have been put in place for children who are currently not on track to meet target, eg. Marmalade Maths Breakfast to assist students with Maths.

- 7.01.10 Reading/Writing/Maths combined - all children have been set a target and this will show who is achieving and who needs intervention.
- 7.01.11 This report shows the assessment that took place first week in November last year and the report was produced mid November – two months ago.
- 7.01.11 In the last two months change in the children’s increased achievement is already evident.
- 7.02 **Progress**
- 7.02.1 The report included lines which show children who are on target or who is above or below target.
- 7.02.2 Each child has individual targets that they should reach by the Autumn Term and they all show good progress.
- 7.02.3 The school looked at the same cohort for Reading last year to check progress and attainment and this shows that out of the six cohorts four have shown an increase.
- 7.02.4 It has also shown that Writing is a strength in Year 1 and Year 5, however there are concerns with Year 4 and Year 6.
- 7.02.5 The report shows that Year 6 have dropped back from progress they made in Year 5 but staff have said they are being cautious with predictions.
- 7.02.6 The school is aware that they need to improve but that when the current figures are compared with last year they are very similar and they are not too concerned at the moment as the figures will change significantly by Easter.
- 7.02.7 Year 5 and Year 6 are doing a lot of work in Reading/Writing/Maths and progress is being tracked.
- 8.00 MONITOR AND EVALUATE ASSESSMENT AND TARGET SETTING PROCEDURES**
- 8.01 Governors felt that this item had been adequately covered in Item 7 above.
- 9.00 MONITOR THE QUALITY OF TEACHING AND TO EVALUATE STRATEGIES IN PLACE TO BRING ABOUT IMPROVEMENT.**
- 9.01.1 The Headteacher presented the teaching overview to governors which includes the Teaching Profile, Book Trawls and Learning Walks.
- 9.01.2 The school did official lesson observations in the Autumn Term

and the process was explained to governors.

- 9.01.3 Over the term teachers are given a four week window to invite an Assistant Head into a lesson that they believe will be a particularly good lesson. The night before the Assistant Head meets with the teacher to discuss the lesson outline.
- 9.01.4 The lesson is videoed and two people observe, the memory card is given to the teacher for them to review themselves and they meet two or three days later to discuss the contents. The school feel that this is a more restorative approach that encourages improvement rather than the staff feeling they are being monitored.
- 9.01.5 During the third or fourth week in October the SLT meet and discuss the outcome and create the Teaching Profile document.
- 9.01.6 Every teacher has a line on the document and they are given two targets to improve on over a 12 month period, these lines are colour coded.
- 9.01.7 In response to a governor question, it was explained that even though some teachers had been judged to be outstanding in a particular area, this area may still be a target if they are teaching a cohort that is particularly challenging.
- 9.01.8 All teachers who have a green line are expected to support other teachers where required, this document is shared with the SLT. The information is also shared with the individual teachers.
- 9.01.9 The Teaching Profile Grid will be updated in February and also in the Summer Term.
- 9.01.10 The four Assistant Heads are also monitored and included in this document.
- 9.01.11 **Q A Governor asked if the teachers see the whole report?**
A The teachers see their line and the improvement over the Autumn, Spring and Summer Terms.
- 9.01.12 Three teachers need improvement and two have support plans in place. Both have had an additional lesson observation and both taught good lessons. The remaining teacher is currently on long term sick leave.
- 9.01.13 **Q A Governor asked how the teachers feel about being videoed.**
A The school is working with Birmingham City University who are doing research on this system.
- 9.01.14 The teachers are given a 'Get Out of Jail Card' to use if they feel the lesson is not going well. Most are nervous in the first lesson however usually by the third lesson they are happier and

see it as a positive experience.

9.01.15 The Teachers are given the memory card to take home and review, two or three days later they view the video with the Head in his office where it can be reviewed and discussed. This allows teachers to self-reflect and review the teaching to see what can be improved.

9.02 Raise Alliance Learning Partnership Challenge Day

9.02.1 Hunslet Carr were the first school to take part in this day and staff from the five schools within the Alliance came to the school to take part, along with the School Improvement Advisor (SIA), Tim Richards.

9.02.2 The school chose to highlight the Morning Meetings, however some were more effective than others – additional staff training has since taken place to rectify this.

9.02.3 The day showed what needed to be improved and the information from the day will be issued this month.

9.02.4 Areas for improvement included:

- Morning meetings some were good, some were not as good. This was evident later in the day as it showed which Teaching Assistants (TAs) had been in a good morning meeting as they were able to work independently and assist the teachers in a positive way.
- Lessons in Key Stage 1 and Key Stage 2 were observed, again some were good and some could have been improved. Main comment was the staff talked too much in lessons and did not allow the children to get on with the lesson.
- The Book Trawl showed some good practice but needs to be improved with regard to adhering to the Marking and Feedback policy, including the use of peer and self-checking by children.

9.02.5 The next Book Trawl will be held on 25 January 2018 and governors will be in attendance.

10.00	MONITOR AND EVALUATE SCHOOL IMPROVEMENT PLAN PRIORITIES	
10.01.1	The Chair has not yet gathered the information from her meeting with SLT but will have a written report for the next full governing Board meeting, however she confirmed that she had reviewed Priority 2 and 4 and all was on track. She had then undertaken a Learning Walk with the Deputy Head to review the Primary Writing Project (PWP) in classrooms.	Chair
10.01.2	There had been many positives seen, however there had been some inconsistency between classes. Findings had been put together and discussed with individual class teachers by the Deputy Head.	
10.02	A report was received from Clare Davidson on her meeting with Elisa Whitfield to look at PE and Sport Funding, this will be reviewed at the next meeting of the full governing board.	FGB
11.00	ANY OTHER URGENT BUSINESS None presented	
12.00	DATE AND TIME OF NEXT MEETING <u>Wednesday 28 March 2018 at 4.00pm</u>	