

HUNSLET CARR PRIMARY SCHOOL GOVERNING BOARD TEACHING AND LEARNING COMMITTEE MEETING

Minutes of the meeting held virtually on Thursday 4 July 2024 at 5.00 p.m.

PRESENT	Jon Hairsine (Chair) Clare Davidson	Martin Lumb – (Head) Elisa Whitfield
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IN ATTENDANCE: Pam Wallis (Clerk, Governor Support Service)

		ACTION
1.00	APOLOGIES AND MEMBERSHIP MATTERS	
1.01	No apologies were received.	
1.02	More members were needed for the committee, to be discussed at the first organisational meeting in September 2024.	FGB Agenda
2.00	DECLARATIONS OF INTERESTS	
2.01	There were no declarations of interest regarding the agenda.	
3.00	MINUTES OF THE LAST MEETING	
3.01	Resolved: <ul style="list-style-type: none">• That the minutes of the meeting held on Thursday 21 March 2024 were agreed as an accurate record and• that the Chair was authorised to sign them.	
4.00	ACTIONS AND MATTERS ARISING	
4.01	There were no actions or matters arising.	
5.00	STRATEGIC OVERSIGHT	
5.01	The Head reported on the SIP priorities relating to the committee that had previously been circulated to governors and were placed on screen.	
5.02	Improve the quality of teaching and learning across school There was a reliable monitoring system in place that was effective, rigorous and well balanced.	
5.02.1	Read Write Inc (RWI) was being introduced to KS1 and rigorous monitoring would ensure correct delivery and consistency across the school.	
5.02.2	Q. A governor questioned if there was less local authority (LA) input now. A. It was explained that this year every school had a reading deep dive by the LA and they had paid for Liz Brooks to complete a maths book check. The best results in the school were for reading and the second best for maths so Liz Brooks and someone from the scheme, Talk for Writing, would be invited again between September 2024 and joining the MAT. Once in the MAT then peer-to-peer quality assurance could be completed with other primary schools and Heads, Deputy Heads or Coordinators would complete deep dives in specific subjects and give support and advice.	

- 5.02.3 **Q.** A governor questioned whether it would be better to wait until the school joined the MAT.
A. Governors were informed that it could take several months into the next academic year so it would not be ideal to wait.
- 5.02.4 The Head explained that Elisa Whitfield could still talk to other schools about the impact the scheme had had and how results were achieved.
- 5.02.5 Elisa would ensure that all staff were aware that there were non-negotiables within the Talk for Writing as this had the biggest impact an attainment and SLT would ensure rigorous monitoring of this.
- 5.02.6 The Head explained to governors about Talk for Writing and how story maps were introduced and being recorded on the website and photocopied to be sent home and the importance of this being completed in the first week.
- 5.02.7 **Q.** A governor questioned whether there was any school training.
A. The Head explained that there was but the staff needed to go back to basics to ensure the process was being followed correctly as some lessons were different from the planning and consistency was needed.
- 5.02.8 **Q.** A governor questioned whether the scheme shows pupils how to use tools for story writing.
A. It was explained by Elisa that the story writing is generic for all.
- 5.02.9 The Head further explained that other schools use 'free write' and are given something to prompt a story in between topics, whereas in school they are taught how to write, have instructions and then move on to the next topic.
- 5.03 Improve the quality of leadership decision making**
Coaching had not yet been completed due to other priorities.
- 5.04 Improve the governorship of the school**
It was often difficult for governors to visit school due to them working and therefore unable to attend trips or be part of the school day however the Head would continue to add dates to the diaries and in the monthly school letter. Governors were openly invited to visit school lessons and attend trips.
- 5.04.1 As there were parent governor vacancies there was a possibility that someone appointed would be able to visit school, being ideal as they understand the community and could feedback to the other governors.
- 5.04.2 Subject leaders had previously attended Teaching and Learning Committee meetings to speak to the governors and would be invited again.
- 5.05 Focus Area – English**
A Talk for Writing KS2 leader was to be appointed after speaking to Claire Slattewaite who stated that most schools have two writing leaders as KS1 and KS2 are different and this would support pupils to achieve greater depth. The role would be at TLR for middle leaders and support Elisa who covers KS1.

Head

5.05.1 School had invested in RWInc, a new phonics scheme, new resources and Elisa going to Manchester next Tuesday for training. All KS one staff would receive phonics training on 18th July in readiness to deliver in September 2024.

5.05.2 The Head explained that reading was not a priority as it was close to the national average and that the TAs would work with Steve Dawson, (LA), to look at retrieval skills and interventions.

5.06 Focus Area – Maths

A number of items in the SIP including marking, feedback and next steps had been implemented and year 4 times table check had good results.

Staff would receive maths training in September or October.

5.07 Focus Area – Wider Curriculum

The school has a strong and broad curriculum offer with year 6 covering all topics not just RWM and Year 5 building on skills from year 4 topics.

5.07.1 The allotment had become overgrown with volunteers raising funds at fairs, however there was not much to be done over winter but when Matthew Farley returns it will be the start of the growing season and the outdoor curriculum will continue.

5.08 EYFS to be linked further into other KS curriculums

This area was in amber rather than green on the SIP but would be linked further from September 2024 as there would be a change in subject leaders.

5.08.1 **Q.** A governor questioned why the subject leaders were being changed rather stay with the same expertise.

A. The Head explained that 4 ECTs would be moving up and some staff leaving, hence the changes.

5.08.2 Governors discussed MAT subject leaders being able to share best practise.

6.00 QUESTIONS FROM GOVERNORS ON TEACHING AND LEARNING

6.01 Assessment Data

'School Date July 2024' was placed on screen:

- EYFSP – all results noted and compared with the LA
Information shows no SEND in reception class but there are plus 3 or 4 from Rainbow Room and included on the data
GLD 45.5
Challenging cohort with low attendance, no EHCPs but receiving support
- Ian Stokes assessment analysis will report on data
- Year 1
Reading - Raw score 59% Realistic 66%
Writing - Raw score 49% Realistic 56%
Maths - Raw score 61% Realistic 69%
Phonics – 81% and LA 81% (inc. EAL new to English and Rainbow Room)
- Year 2
Reading - Raw score 51% Realistic 68% GD 5%

Writing - Raw score 45% Realistic 58%

Maths - Raw score 45% Realistic 58% GD 5%

- Year 3

Reading - Raw score 67% Realistic 77% GD 16%

Writing - Raw score 49% Realistic 56% GD 2%

Maths - Raw score 49% Realistic 56% GD 13%

- Year 4

Reading - Raw score 60% Realistic 70% GD 7%

Writing - Raw score 53% Realistic 62% GD 5%

Maths - Raw score 53% Realistic 62% GD 5%

Maths times table – Average score 20/25 Average nationally 20.2/25

- Year 5

Reading - Raw score 64% Realistic 78% GD 4%

Writing - Raw score 54% Realistic 65%

Maths - Raw score 73% Realistic 89% GD 11%

- Year 6

Reading - Raw score 50% Realistic 63% GD 15%

Writing - Raw score 55% Realistic 69% GD 2%

Maths - Raw score 58% Realistic 73% GD 13%

- SATs results due next Tuesday

6.01.1 **Q.** A governor questioned the writing results and whether there would be assessment checks after re-training to ensure impact had been made.

A. It was explained that Elisa and the new KS2 writing leader would ensure rigorous monitoring in specific areas and this would be added to the SLT calendar.

6.01.2 **Q.** A governor questioned whether the checks would look at the impact of the writing results to ensure on trend for improvement.

A. The Head explained that there had been a staff meeting and there would be checks over the next few weeks for improvement and ensure that staff were following protocols and the Marking and Feedback Policy plus monitoring that pupils were improving in writing skills.

6.02 Data document to be circulated to governors.

Head

6.03 **Quality of Teaching**

The Head relayed concerns to the governors and explained that these were being addressed following procedures linked to targets with support in place and would be reassessed in September 2024.

6.03.1 The Head also explained about the TAs and that the strongest supported in early years.

6.04 **Staffing Plans 2024-25**

The plans were placed on screen for the governors:

- No applications received for the full time teacher post for six months to cover Matthew's sabbatical
- Two gaps still needed to be filled each for two days
- HLTA requested teacher training within school, this would start in February 2025

- All TAs were now employed by school apart from 1 with application received today; once recruited none will be needed from the supply agency
- Initially there were too many staff however two were leaving

6.04.1 **Q.** A governor questioned the cutoff date being May half term for teachers resigning.
A. The head explained that their resignations had been received before that date.

7.00 TRANSITION

7.01 Some pupils went to The Ruth Gorse Academy yesterday and all pupils would have at least one day in their secondary school.
 From tomorrow pupils start two weeks in Oulton Academy to get used to the school.

7.01.1 Parents were aware of the teachers in each year group and a letter was to be sent tomorrow explaining that their child will be moving up to be with their new teacher and TA next week.

7.01.2 **Q.** A governor questioned the variance between one day and two weeks and questioned whether any pupils had given a sense of what their ideal is.
A. The Head informed governors that it would be easier if all schools were the same due to having to organise events in school for year 6.

8.00 REPORTING TO PARENTS

8.01 Reports to parents were in the same format except for the back page that used to have red, yellow and green and instead will state if ready, respectful, safe or not with three options given.

8.01.1 **Q.** A governor questioned the change stating three options seemed unhelpful as children can have blips.
A. It was explained that although three options were given there would actually be five with 100% being those that misbehave every day.

8.02 Examples of reports to be circulated to governors.

Head

9.00 ANY OTHER URGENT BUSINESS

9.01 There was no other business.

10.00 DATE AND TIME OF NEXT MEETING

10.01 Thursday 17 October 2024 at 5pm.

The Chair closed the meeting at 6.24pm