

The Federation of Abbey Schools Academy Trust

Teaching & Learning Committee

Minutes

Date & Time: 5.00pm on Wednesday 23rd October 2013

Present Governors: Mrs E de la Motte (Chair), Dr L Bryant, Mr M Fryer, Miss A Gledhill, Mrs E McCue and Dr J Rayner.

Also in Attendance: Mrs L Hawksby (Clerk to the Governing Body)

<u>ITEM</u>	<u>DESCRIPTION OF DISCUSSION</u>	<u>ACTION BY</u>
1.	<p>Election of Chair for the ensuing Academic Year</p> <p>The Clerk to the Governing Body opened the meeting in the absence of a Chair. Nominations were sought and received for the position of Chair of the Teaching & Learning Committee for the ensuing Academic Year.</p> <p>RESOLVED:</p> <p>That Mrs E de la Motte be appointed Chair of the Teaching & Learning Committee for the ensuing Academic Year.</p> <p><i>(Note: Mrs E de la Motte was in the Chair for the remainder of the meeting.)</i></p>	
2.	<p>Election of Vice-Chair for the ensuing Academic Year</p> <p>Nominations were sought and received for the position of Vice-Chair of the Teaching & Learning Committee for the ensuing Academic Year.</p> <p>RESOLVED:</p> <p>That Dr L Bryant be appointed as Vice-Chair of the Teaching & Learning Committee for the ensuing Academic Year.</p>	

<p>3.</p>	<p>Apologies for Absence</p> <p>Apologies of absence were received and accepted from:-</p> <ul style="list-style-type: none">• Mrs S Baker• Mr G E Ford <p><i>(Note: Membership of the Teaching & Learning Committee update - Mrs T Beauchamp had resigned as a Parent Director with effect from the 1st October 2013.)</i></p>	
	<p>4.</p>	
	<p>Notification of Items of Other Business</p> <p>There were no items of Other Business to report.</p>	
	<p>5.</p>	
	<p>Declaration of personal and pecuniary interests in any matters arising from the Agenda of the current meeting</p> <p>There were no declarations of personal or pecuniary interests in any matters arising from the Agenda of the current meeting.</p>	
	<p>6.</p>	
	<p>Approval of Minutes</p> <p>a) Approval of Minutes – Wednesday 12th June 2013.</p> <p>RESOLVED:</p> <p>That the Minutes of the meeting of the Committee held on Wednesday 12th June 2013 be confirmed and signed as an accurate record by the Chair.</p> <p>b) Matters Arising –</p> <p>It was noted that there were no matters arising.</p>	
	<p>STANDING ITEMS OF THE COMMITTEE: AUTUMN TERM (Items 7 - 10)</p>	
	<p>7.</p>	
	<p>Attendance Summary 2012/13</p> <p>The Head Teacher (E.M) reported on the attendance summary for the school for 2012/13. It was noted that attendance at the school was good and that further reports would be brought back later in the year to Governors which would provide some indication of the impact of the School's new policy of holiday in school term time being unauthorised.</p>	

8.	<p>RESOLVED:</p> <p>That the report be noted.</p> <p>Data :-</p> <p>a) Data (Progress and Tracking)</p> <p>Further to Minute No. 6 (Teaching & Learning Committee 12th June 2013) the Head Teacher (E.M) updated the Governors with regard to the progress of Key Stage 2 pupils on the Special Education Needs Register (SEN), including results from the 2013 Summer Term. It was noted that pupils on the SEN register were not making as good as progress as other pupils and that the school was targeting an improvement in the rate of lower attaining pupils within their School Improvement Plan (SIP) to ensure all children made good progress in core subjects.</p> <p>RAISEonline data for Key Stage 2 would not be available until November. After this the data booklet from Darlington Borough Council would show performance data from other schools which could be used for monitoring comparison purposes. It was noted that it was important that data be monitored which was linked to the SIP.</p> <p>The Head Teacher (E.M) circulated data which provided information on the progress of SEN pupils using 'Target Tracker Primary.' This was a new system which generated reports for clear analysis of progress made by pupils. A further breakdown of 'P Scales' was requested in relation to the possible levels pupils could achieve within this scale.</p> <p>RESOLVED:</p> <p>That the report be noted.</p> <p>b) Attainment</p> <p>Further to Minute No. 8 (Governing Body Meeting 1st October 2013) the Head Teacher (E.M) advised that a presentation and summary information paper regarding Key Stage Attainment for 2012/13 had previously been circulated and considered by Governors at the Governing Body meeting held on the 1st October 2013. Additional information regarding attainment by gender was further reported on and considered at this meeting of the Teaching & Learning Committee.</p>	<p><i>Head Teachers/ Deputy Head</i></p>
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	<p>RESOLVED:</p> <p>That the report be noted and that data for attainment for both Key Stages 1 and 2, for both gender, against RAISEonline 'Data Dashboard' for Governors be brought to the next meeting of the Committee.</p> <p>(Note: Dr J Rayner arrived at the meeting at approximately 5.15pm)</p> <p>9. School Improvement Plan – Curriculum Content and a Review Summary</p> <p>The Head Teacher (E.M) provided an evaluation of the 2012/2013 School Improvement Plan (SIP) and the resulting positive outcomes which were set out in the summary report. It was noted that on the whole there had been good progress in obtaining the challenging targets set in the 2012/13 SIP, with the staff having worked hard to achieve the objectives. There had been particularly good outcomes in Years 3 and 4 with regard to their rate of progress.</p> <p>The Head Teacher's report (E.M) also contained a summary of the SIP 2013/14 which, in keeping with Ofsted's recommendations, focused on improving the rate of progress of lower attaining pupils to ensure all Special Educational Needs (SEN) and vulnerable groups of children made the best possible progress in core subjects. The Head Teacher (E.M) circulated a checklist used within classes which helped monitor the progress of vulnerable groups against core subject targets.</p> <p>Other targeted improvements, based on school data, were also set out in the summary SIP 2013/14 report.</p> <p>RESOLVED:</p> <p>That progress obtained in the 2012/13 SIP and the targets set out in the 2013/14 SIP be noted.</p> <p>10. Curriculum Observation Summary</p> <p>The Head Teacher (E.M) circulated at the meeting a table containing a list of Governor links to the curricular/specialist areas.</p> <p>It was noted that there was a vacancy for a link with a Governor in the specialist area of 'Gifted and Talented'. In addition there were two more vacancies in observing the curriculum for 'Mathematical Understanding' and 'Understanding the Arts' which Governors Mrs E de la Motte and Dr J Rayner kindly volunteered to undertake.</p>	<p><i>Head Teachers/Clerk</i></p>
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<p>11.</p>	<p>RESOLVED:</p> <ul style="list-style-type: none"> a) That the report be noted. b) That Mr J Watson be invited to make links with the specialist area of ‘Gifted and Talented’. c) That Mrs E de la Motte liaise with the relevant Teaching & Learning Responsibility teacher (TLR) for observing the curriculum for ‘Mathematical Understanding.’ d) That Dr J Rayner liaise with the relevant Teaching & Learning Responsibility teacher (TLR) for observing the curriculum for ‘Understanding the Arts.’ <p><i>(Note: Dr J Rayner left the meeting at approximately 6.00 pm)</i></p> <p>Annual Review of Terms of Reference and Standing Items for the Teaching and Learning Committee</p> <p>The Committee considered the current Terms of Reference and Standing Items of the Teaching & Learning Committee.</p> <p>During consideration of the Standing Items of the Committee it was agreed that it would be helpful if the 2014/15 Autumn Term meeting of the Teaching & Learning Committee could be scheduled for some time later in November in order that when reviewing attainment data, RAISEonline data for Key Stage 2 would also be available for comparison purposes.</p> <p>It was also agreed that monitoring pupil progress, in relation to the key objectives contained within the School Improvement Plan (SIP), was a key element of the terms of reference of the Teaching & Learning Committee and that the ‘Target Tracker Primary’ software system was a very useful tool for Governors to aid them in doing so.</p> <p>RESOLVED:</p> <ul style="list-style-type: none"> a) That the current Standing Items of the Teaching & Learning Committee remain the same and be reviewed again at the start of the 2014/15 Academic Year. b) That the terms of reference for the Teaching & Learning Committee be amended at bullet point No.3 to include the following highlighted wording:- <p style="padding-left: 40px;">‘to review the Academy’s curriculum policy statements and provision as delegated by the Performance & management Committee. (This includes policies such as sex education, drug education, collective worship, behaviour and R.E) and make</p>	<p><i>Head Teachers/Governor</i></p> <p><i>Governor</i></p> <p><i>Governor</i></p> <p> </p> <p><i>Clerk</i></p> <p><i>Clerk</i></p> <p><i>Clerk</i></p>
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	<p>recommendations, as and when necessary to the Governing Body.’</p> <p>c) That the 2014/15 Autumn Term meeting of the Teaching & Learning Committee be scheduled for some time later in November in order that when reviewing attainment data, RAISEonline data for Key Stage 2 would also be available for comparison purposes.</p> <p>d) That at the commencement of the next meeting of the Teaching & Learning committee due to be held on Wednesday 26th February 2013, members of the Committee be given opportunity to examine pupil progress with a short presentation on the ‘Target Tracker Primary’ software.</p>	<p><i>Clerk</i></p> <p><i>Clerk</i></p>
<p>12.</p>	<p>Policy Review</p> <p>Further to Minutes No.9 (Teaching & Learning Committee 12th June 2013) and Minute 9 (Leadership & Management Committee 17th October 2013) the Head Teacher provided a verbal report advising the Committee that there were a number of statutory and non-statutory policies that periodically required review by Governors. It had been resolved at the Leadership & Management Committee held on the 17th October 2013 that all policies should come through the Leadership and Management Committee, unless it was appropriate to delegate to another Committee such as for example the Teaching & Learning Policy being reviewed by the Teaching & Learning Committee. The terms of reference of the Teaching & Learning Committee had therefore been amended at this meeting (Minute 11c refers) to reflect this decision.</p> <p>RESOLVED:</p> <p>That the report be noted</p>	
<p>13.</p>	<p>Partnership/community – List of work undertaken with other organisations and within the community</p> <p>The Deputy Head Teacher (A.G) reported on all the successful work undertaken by the school with other organisations and within the community. A copy of the ‘Community News 2012-13’ had been circulated to the Committee which detailed for example the collection of Harvest tins for Grange Road Baptist Church and the shoe box collection for the New Hope Trust for the orphanage in Moldova.</p>	

	<p>RESOLVED:</p> <p>That the report be noted.</p> <p>14. Agenda Items for the Next Meeting</p> <ul style="list-style-type: none"> • RAISEonline Data Dashboard KS1 & KS2. (Minute 8 refers) • ‘Target Tracker Primary’ session for Members of the Teaching & Learning Committee. (Minute 11d refers.) <p>Plus the following Standing Items:-</p> <ul style="list-style-type: none"> • Attendance. • Data (Progress & Tracking). • Monitoring School Improvement Plan (SIP) – Curriculum Content. • Curriculum Observation Summary. <p>15. Approval of Documents for Public Inspection</p> <p>RESOLVED:</p> <p>That the Agenda, supporting documents and approved Minutes be made available for public inspection with the exception of personal data contained in any documentation.</p> <p>16. Date & Time of Next Meeting</p> <p>RESOLVED:</p> <p>That the next meeting of the Committee be held on Wednesday 26th February 2014 at 5.00pm</p> <p><i>(Note: The meeting on Wednesday 26th February 2014 would be held in Class 3 T in the Junior Building.)</i></p>	<p><i>Clerk</i></p> <p><i>Clerk</i></p> <p><i>Clerk</i></p>
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The Meeting concluded at 6.15 pm

Approved by the Teaching & Learning Committee

Date: _____

Signature (Chair): _____

Name: _____