

	QUEENS PARK ACADEMY
Meeting	TEACHING AND LEARNING COMMITTEE
Date	TUESDAY, 24 APRIL 2018

Attendance and Apologies			
Community governors		Staff governors	
Rob Robson (Chair)	P	Tom Burrin	P
Rubina Sheikh	P	Emma Bolton	p
Nesreen Akhtar	A	Headteacher	
		Anna Thwaites	P
		Associate members	
		Michelle Allison (observing)	P
Parent governors			
Uzma Ayub	Ap		

(key: P = present, Ap = apologies received and accepted, ApN = apologies received but not accepted, A = absent)

In attendance: Ven Bolton (Clerk)

No	Item	Action
1	The Chair welcomed governors and Michelle, our new PA to the Senior Management Team, as observer	
2	Minutes of Last Meeting – the minutes of the meeting held on 16 January 2018 were accepted as a true record and signed by the Chair	
3	Matters Arising – All to be covered later in the agenda	
4	<p>Attendance – AT was sorry to have to report that our attendance target of 94.5% had not been met and is currently 92.9%. The snow days and 2 outbreaks of chickenpox have had a major affect but also the experiment with training days at the end of the spring term may have worked against us as several families took extended holidays including some term time days. Attendance is also affected by the increased numbers of families with issues joining the school. There is a plan for targeted Early Intervention but this has been slow to be implemented for a variety of staffing issues.</p> <p>RR asked TB if he could prepare a case study for the outliers to judge the impact on the overall figures – and what actions are planned to work with these families.</p> <p>AT would like the governors to consider at the next meeting whether the experiment with the extended training days was worth repeating next year. As far as all the families she had spoken to, this was a great success but the impact on attendance figures may be too high a price to pay.</p> <p>RR suggested that it would be worth setting up some meetings with local community leaders of specific ethnic groups - AT would explore.</p>	<p>TB/AT</p> <p>VB</p> <p>AT</p>
5	Progress Data – EB had produced the data in a different format and this was well received. This data has been very helpful in raising awareness with the staff of the need for targeted action and there have been some outstanding results.	

	<p>But EB stressed that we are not at national level in any year in any subject. It is important to keep benchmarking so that we can ensure that no child falls behind from year to year. EB has ordered a diagnostic tool to help with these analyses of interventions. AT reported that she is arranging 2 local headteachers to visit in the summer with a specific remit, i.e. interventions.</p> <p>RR asked for a report and data on the standard of teaching across the school to be submitted at the next meeting – showing evidence of improvement and actions being taken to improve.</p> <p>RR suggested that a robust and supportive Mocksted would be very beneficial and it was agreed that the autumn would be a good time for this. It was agreed that this should go ahead and governors should be involved. RR and AT to explore possible dates.</p>	<p>EB</p> <p>AT</p> <p>RR/AT</p>
6	<p>Phonics – EB reported that the training for Read, Write, Inc had been excellent Staff felt energised by it and VW had organised everything so that work started on the scheme at the beginning of this term. It has been very well received by children and staff. When the scheme is fully implemented, it should finish at the end of Year 2 with Year 3 interventions where necessary. EB is concerned at a number of children in the upper years who still need extra help and recommends that we purchase a special programme for SEND and statemented children in Years 5 and 6.</p> <p>RR – How are we measuring the impact of Read, Write, Inc on children and teachers? EB – A baseline has been taken at the start of the programme and we will be checking initially after 3 weeks and thereafter 6 weekly. VW has a prescriptive support method and the Trainer will come in to work with any member of staff needing extra support and to develop an action plan with the SLT.</p> <p>RR asked for a report on the impact on raw scores broken down by year groups and classes for the next meeting</p>	<p>EB</p>
7	<p>Writing – EB reported that the levels of achievement higher up the school, especially in KS2, are a major concern. Some teachers are having difficulty with the Talk for Writing programme and AT has been particularly concerned at the lack of quality planning that has taken place in Year 3 and consistency across the school.</p> <p>RR asked that VW reviews Writing across the school and develops an action plan for improvement as a high priority.</p>	<p>AT/VW</p>
8	<p>Behaviour – AT reported that behaviour is a success across the school, with no exclusions or serious issues. The points for the World Families for celebrating success in behaviour was well liked by the children. However, behaviour for learning is something to work on – too many children are passive learners at present.</p>	
9	<p>Safeguarding – AT and the Early Intervention Officer had attended training provided by County Lines – highlighting the dangers for young children to be drawn into the drugs scene. This is becoming a worrying concern for Bedford for a variety of social and economic reasons.</p> <p>RR: Is there anything more we can do to safeguard our children. AT: We are making sure that our safeguarding policies are robust and training for staff is kept a high priority. EB: The PSHE curriculum covers drugs, the Prevent initiative, Internet safety, and community cohesion. RR: Are there any children of concern at present? AT: We do have some children who might be vulnerable but we are able to call on many outside agencies for help and work with the Early Intervention Officer.</p>	

10	Health and Safety – AT reported that there are no concerns.	
11	Parental Complaints: Governor Toqeer Masud had attended a meeting with a parent with a complaint and agreed that the school had done all it possibly could to resolve the issue. RR advised that AT should send a letter by Recorded Delivery stating the school's position and draw a line under this complaint.	AT
12	Pupil Premium: EB reported that she has a meeting later this week with Governor Jenny Yildiz. In Years 3 and 4 Pupil Premium pupils are under performing significantly but in all other years they are above average. A Learning Mentor has been put into Year 3 to work specifically with Pupil Premium children. Many of the issues were to do with staffing in that year and 2 members of staff from that year have now left. We are identifying the needs of specific children. EB was asked to prepare a full report on Pupil Premium for the next Full Governing Body meeting.	MS EB
13	Training: EB reported that she had attended a session on the new Data Protection regulations but it had raised more questions than answers. The DfE Toolkit has been issued just this week and she should be working through the implications for the school. The Governing Body has responsibility for Data Protection and it was agreed that at the next Business and Finance Committee meeting we should ask for a governor to oversee the policy and action plan. VB reported that she had attended the Monitoring Teaching and Learning training and was concerned that as a governing body we were not doing enough learning walks. Governor Daniel Workman does an excellent job with Early Years but it was agreed that we should be encouraging more governors to get involved. RR highlighted the need for these visits to be targeted at the main areas of our School Development Plan – attendance, writing, phonics. VB offered to make some visits focused on Writing and AT would set up a meeting with VW to plan visits this term. VB was asked to circulate all governors with a request that they undertake a visit this term after liaison with AT. VB had produced a Governing Training Report pro forma which both EB and VB had completed and these would be posted on Governor Hub. EB suggested a couple of amendments to the form including Impact of the Recommendations and a review date. VB would amend and post on Governor Hub with a request for all governors to use the pro forma.	VB AT VB VB
14	Accessibility – the Policy was approved and signed by the Chair. However, it was agreed that the action plan should not be part of the policy. Rather we needed to have an Improvement Action Plan which needs target dates, monitoring plans – this should not include the ongoing actions. AT to ask Holli Smith to revise.	AT
19	Date of Next Meeting: Thursday, 12 July from 5 – 7 pm	

Signed: Date