

COCKWOOD PRIMARY SCHOOL

Governing Body

Teaching & Learning Meeting – Part I Minutes

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|------------------|-----------------------------------|-------------------------------|-------------------------|------------------|-----------------|-------------------|--|
| Date/Time | 25 th May 2017, 6pm | Location | Cockwood Primary School | | | | |
| Attendees | Initials | | | Attendees | Initials | | |
| Judith McGrath | JM | Chair, Co-opted Governor | | Tania Weeks | TW | Co-opted Governor | |
| Roger Hirst | RH | Vice-Chair, Co-opted Governor | | Lorraine Curry | LC | Headteacher | |
| Nick Tallamy | NT | Co-opted Governor | | Lewis Harben | LH | Staff Governor | |
| Bob Foale | BF | Co-opted Governor | | | | | |

| Apologies | Initials | Reason (Category of Governor) |
|-----------|----------|-------------------------------|
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| Absent without Apology | Initials |
|------------------------|----------|
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| In Attendance | Initials | |
|------------------|----------|-----------------|
| Brigitte Hawkins | BH | Clerk |
| Andy Lawrence | AL | New LA Governor |
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| Minutes to |
|----------------|
| Attendees |
| Apologies |
| School Website |

| | Agenda | Led by |
|--------------------------------------|---|--------|
| PROCEDURAL ITEMS | | |
| 1 | Welcome & Apologies | JM |
| 2 | Declaration of interest and Confidentiality | JM |
| 3 | Minutes of previous meeting | JM |
| 4 | Matters arising from the previous T&L Meeting | JM |
| STRATEGIC ITEMS | | |
| 5 | Leadership Update | LC/NT |
| 6 | Spring Term Data | All |
| 7 | School Improvement Plan | All |
| MONITORING AND ACCOUNTABILITY | | |
| 8 | SEND | BF |
| 9 | Curriculum | JM/LC |
| 10 | New Foundation Intake | JM/LC |
| 11 | Website | NT |
| 12 | Community Cohesion/Collaboration & Enrichment | LC/All |
| 13 | Policies | LC |
| GOVERNING BODY MANAGEMENT | | |
| 14 | Skills Audit | All |
| 15 | Governor Visit Day | All |

| Ref | Action or Decision | Action/ Decision |
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| 1 | <p>Welcome and Apologies JM welcomed everybody present to the meeting, including Andy Lawrence (AL), who will be voted onto the governing body as our new LA governor at the next FGB meeting on 20th July 2017. <i>The meeting was confirmed as quorate.</i></p> | <i>Decision</i> |
| 2 | <p>Declaration of Interest and Confidentiality JM referred governors present to the Declaration of Interest and the Confidentiality Statements which can be found on the Attendance Sheet signed by all governors present.</p> | Complete |
| 3 | <p>Minutes of T&L Meeting 9th February 2017 – for information only These minutes were signed off at the Full Governing Body meeting on 27th April 2017. No further comments were made regarding these minutes.</p> | Complete |
| 4 Matters arising from the previous T&L Committee Meeting 9th February 2017 | | |
| 4.1 | <p>5.4 & 18. previous minutes – JM/HR to complete Maths governor visit day on 6th March 2017 Complete</p> | Action Complete |
| 4.2 | <p>7. previous minutes – LC to amend data report to show number of pupils working at ‘above expected’ – Summer Term Data only LC has amended the report and this data will be available at the FGM on 20th July 2017.</p> | Action Complete |
| 4.3 | <p>8. previous minutes – LC to arrange for Enterprise tab on the website to be updated with this year’s events LH is working with Jo Hussain, DLP, to keep the website updated with new events taking place this year. The Farmers Market will take place on 30th June 2017.</p> | Action Complete |
| 4.4 | <p>14. previous minutes – BH to arrange for an ‘Academisation’ tab to be added to the website The website has been updated.</p> | Action Complete |
| 4.5 | <p>15. previous minutes – LC/BH to remove old prospectus from website and populate and finalise new version Following discussion at the FGB meeting on 27th April 2017, governors agreed for the prospectus to be completed by the end of the summer term. NT will include an update on academisation and Year 6 pupils will help with the completion.</p> <p>Action – LC will ask Gill Watts (GW) to add the Year 6 involvement in reviewing the prospectus to the PSHE Curriculum. The prospectus will be reviewed annually by the year 6 leavers, which will give them an opportunity to reflect upon their time at Cockwood and make a contribution to the following year’s prospectus.</p> <p><i>Action NT - Include update on academisation in Chairs part of the prospectus</i></p> <p><i>Action GW – Add year 6 prospectus review to PSHE Curriculum</i></p> <p><i>Action LC - Oversee completion of prospectus by next FGB meeting on 20/07/17</i></p> | <i>Action NT/GW/LC 20/07/17</i> |
| 4.6 | <p>17. previous minutes – Sex & Relationship Education Policy This policy has been reviewed and signed off by LC and GW.</p> | Action Complete |
| 4.7 | <p>19. previous minutes – Parent Consultations Parent Consultations were attended by NT and BF.</p> | Action Complete |
| 5. Leadership Update | | |
| 5.1 | <p>Pupil Numbers Pupil numbers have remained the same and we will have 15 new starters in September. We are still receiving calls for places, but are not able to accommodate any more pupils at this time. Governors briefly discussed the split of pupils between class 1 and 2 following a question from JM about how last years’ split had worked out. LC and LH explained that although the split resulted in a boys/girls split, it was based on friendships and ability and not gender. The current year 4s will be split using the same criteria,</p> | |

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| | <p>as well as the class size predictions NT and LC had produced earlier this year.</p> <p><i>Action LC - Update governors on the final split at the next FGB meeting on 20th July 2017.</i></p> | <i>Action LC 20.07.17</i> |
| 5.2 | <p>Staffing</p> <p>Daniel Fenton has been appointed as our new teacher. He will be working part-time, 4 days per week. LC thanked the governors for their input and support during the selection and interview process, as well as the school council and the children who were taught by the applicants. All candidates felt they were made very welcome at our school.</p> <p>LC has not reached a final decision regarding which class he will be teaching. His main skills lie in maths, PE and ICT, which complements our existing teaching team very well.</p> | |
| 5.3 | <p>Review attendance data for the year and set targets for the next school year</p> <p>NT update governors on the attendance data: Spring Term – 96.1% Year to date – 97%</p> <p>The reduction in attendance during the spring term is mainly due to sickness. LC is also still receiving requests for holidays which she is unable to authorise, yet parents are taking their children out of school. LC and the governors are particularly concerned about one family who have taken their children out of school the second time during this academic year for a holiday. LC and NT have spoken to the parents about the impact this is having on their children’s education and LC has passed their details on to the Educational Welfare Officer (EWO) for review and possible penalty.</p> <p>We will continue to work with the parents to keep the attendance as high as possible.</p> <p><i>Governors agreed to keep the target at 97% for 2017/2018.</i></p> | <i>Decision</i> |
| 6 | <p>Spring Term Data</p> <p>See attachment ‘T&L Meeting 25.05.17 - Governor Questions’</p> <p>LC and NT thanked governors for submitting their questions relating to the data and the school improvement plan.</p> <p>To allow sufficient time to investigate the questions raised, <i>governors agreed for agendas to be sent out two weeks prior to a meeting, with questions to be submitted at least one week prior to the meeting.</i></p> <p><i>Governors also agreed that questions submitted after the deadline will be answered, but not necessarily at the meeting.</i></p> | <i>Decision</i> <i>Decision</i> |
| 7 | <p>School Improvement Plan</p> <p>See attachment ‘T&L Meeting 25.05.17 - Governor Questions’</p> | |
| 8. SEND | | |
| 8.1 | <p>Update on SEND and inclusion arrangements, ensuring statutory duties are being met</p> <p>BF congratulated LC and her team on their wonderful commitment to the inclusion of all pupils. He added that depending on where the SEN children are within the school, they can have a huge impact on the results, which will be reflected in this year’s KS2 SATs, with 50% of children listed on the SEN register.</p> <p>The next few years are looking more stable and consistent with minimum, impact on our results.</p> <p>LC added that SEN funding is very tight and that some of our children in need of special services such as speech and language are getting turned down.</p> <p>Governors agreed that the strain the reduction of the funding is putting on schools is presenting a huge challenge.</p> <p>Review effectiveness of new reporting template</p> <p>The new reporting template discussed at the last FGB meeting on 27.04.17 was not used this time. JM is in the process of reviewing the form for completion by the next FGB meeting on 20.07.17.</p> | <i>Action JM</i> |

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| | <p><i>Action JM – provide BF/Holly Hilliard (HH) & LC with an SEN reporting template by 23.06.17</i></p> <p><i>Action BF/HH – complete new SEN reporting template by 06.07.17 prior to the next FGB meeting on 20.07.17</i></p> | <p style="text-align: right;"><i>23.06.17</i></p> <p style="text-align: right;"><i>Action BF/HH 06.07.17</i></p> |
| 8.2 | <p>Prepare annual report for FGB and website on SEND provision in line with statutory requirements BF will meet with HH to produce the report by the next FGB meeting on 20.07.17.</p> <p><i>Action BF – Completion of annual governor report on SEN for publication on website</i></p> | <p><i>Action BF 20.07.17</i></p> |
| 9. Curriculum | | |
| 9.1 | <p>Ensure statutory requirements for curriculum and assessment are being met LC confirmed that all statutory requirements for curriculum and assessment are being met. We have recently completed the KS1 and KS2 SATs and the phonics screening coming up shortly.</p> | |
| 9.2 | <p>Review and agree:</p> <ul style="list-style-type: none"> • Curriculum Policy 2017 • Teaching and Learning Policy 2017 <p>JM and LC will review these policies again and sign them off by the end of this term (25.07.17)</p> <p><i>Action LC/JM – Review and sign of above policies by 25.07.17</i></p> | <p><i>Action LC/JM 25.07.17</i></p> |
| 10. New Foundation Intake | | |
| 10.1 | <p>Review planned induction process for next terms new foundation intake JM is liaising with GW regarding the induction process of the September intake, which is currently underway. All home visits have been booked and will be taking place over the next few weeks. The new foundation children will be coming into school during the move-up afternoons on Monday 10th July and Wednesday 12th July.</p> | |
| 10.2 | <p>5.2 previous minutes – JM to liase with GW regarding content of new foundation parents welcome pack See above comments</p> | |
| 11 | <p>Website NT has reviewed the website and is satisfied that most statutory requirements are present, except for the Scheme of Delegation. He suggested we add a 'Scheme of Delegation' tab to the website and include all required information and documents.</p> <p><i>Action BH – Liaise with Jo Hussain and update Scheme of Delegation on website asap.</i></p> | <p><i>Action BH asap</i></p> |
| 12 | <p>Community Cohesion/Collaboration & Enrichment A number of events have taken place since the last meeting such as a football tournament, swimming for class 1 and 2, Boccia and specific visits for our SEN and G&T pupils. LC has visited a teaching school we are hoping to work with from September, particularly on Maths, which will have a positive impact on our children's learning. LC is also working closely with Amanda Somerwill, Headteacher of Kenton Primary School, on school improvement to enable sharing of resources such as training. And most of our year 6 leavers have now been visited by pupils and representatives of their respective secondary schools.</p> | |

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| 13 | Home School Agreement <i>Governors approved the current Home School Agreement.</i> | <i>Decision</i> |
| 14 | Skills Audit Governors present completed the Skills Audit. BH will complete the Analysis template for review at the next FGB meeting on 20.07.17. <i>Action BH – Complete Skills Audit Analysis Template by 06.07.17</i> | <i>Action BH 06.07.17</i> |
| 15 | Governor Visit Day Governors agreed at the last FGB meeting to complete the following Learning Walks this term: <ul style="list-style-type: none"> • Provision for more able children – RC/JM • Writing – BF • Early Years – Forest School – TW • Safeguarding (during the Class 1 Residential) – NT/RH <i>Action RC/JM/BF/TW/NT/RH – Liaise with LC and staff to set date for review, complete visit and governor visit form prior to next FGB meeting on 20.07.17</i> | <i>Action Various 20.07.17</i> |
| | The meeting closed at 8pm | |

| Details of next meetings | | | |
|--------------------------|---|----------|-----------------|
| Date/Time | Thursday 22 nd June 2017, 6pm, Resources Committee Meeting | Location | Cockwood School |
| Date/Time | Thursday 20 th July 2017, 6pm, Full Governing Body Meeting | Location | Cockwood School |

Teaching and learning meeting
LC response to Governor Questions
Thursday 25th May 2017

Writing

Has the presentation of writing improved in this half term following the visit and report of Gill Winston? What has been put in place to monitor this?

New monitoring system is in place putting more emphasis on subject leaders to monitor writing in their subjects more effectively. Staff meeting on Tue 23rd May saw all teaching staff involved in making judgements on progress in presentation across Literacy,

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Maths, Topic and Science as part of this process. All findings from Gill Winston have been used as criteria for judgements, including evidence of self and peer marking. All findings to be shared on google drive this week with staff.

Criteria - evidence for increased opportunity to write across the curriculum, quality of presentation against the policy, quality of marking against the policy, evidence of peer and self- assessment, evidence of pupils responding to marking, evidence of progress/curriculum coverage.

Have the opportunities for extended writing increased in all subjects? Is this evident in the pupils' books?

Yes - evidenced through recent subject leader monitoring across most subject areas which continues to be a focus and is part of the monitoring schedule.

Year 2 progress is not as advanced as other year groups. What is in place to assist the pupils to progress further with their writing?

Continuous focussed teaching time by Alison Roper (AR). Additional support is going into Class 2 after half term to enable AR to move pupils forward.

We as a school have been selected for a KS1 moderation visit on Friday 16th June.

Maths

The Success@Arithmetic interventions. Have all the pupils finished all the pathways? Can we see from assessments that the pupils have improved by 1 point? Was this training cost-effective, based on the results?

Not all groups have completed the pathways yet. Emma Frewin (EF) has to finish her groups - some sessions lost due to swimming etc. Nicola Rose (NR) has produced some results. All pupils who have participated have improved by at least 2 points on SPTO since the intervention. One pupil has improved by 4 points (1 year and 1 term in 2 terms). All pupils who participated needed to make accelerated progress to close the gap to achieving ARE. Whilst they are not all at ARE yet, they have all reduced the gap and made accelerated progress since September.

Is the progress in Maths now being measured more accurately? How are you measuring progress and how has it changed since last term?

Progress in maths is measured against the Star Maths tests and teacher assessment. This hasn't changed and is a fairly accurate way of assessing maths. NCETM maths resources are being used alongside White Rose Maths Hub mastery documents to reinforce and provide additional evidence for judgements. LH delivered a twilight session on the value of NCETM mastery documents for teaching and assessment.

Girls in most year groups have been making less progress than boys and/or TP's increases were lower at the end of the Spring Term. Is there any data to show this difference has decreased this term? How are we as a school looking to address this difference?

In one class girls' progress has now overtaken boys but attainment is still higher for boys. In one class boys' progress and attainment is better. We need to look at the numbers of SEN children who are girls - in one year group ¾ of the girls are SEN. In Year 4 many of the boys are more able and they are all in one class. We are continuing to look at progress of individual children and many of the girls have received the success@arithmetic interventions.

Consistency across the school seems to be coming up in a number of areas - this is crucial for Ofsted so how is this being addressed?

Consistency is better and progress has been made over the last half term. Targeted staff meetings and monitoring have addressed problem areas and this will continue. A new monitoring schedule is in place for next year already with all staff taking ownership of subject area scrutinies.

We have already started the process of working with other schools next year, through the MAT but also through working with a teaching school from Torbay.

Reading

What further support had been put in place for Year 6 in order to bring 67% to the expected level?

Additional reading time and focussed guided reading sessions are in place. Since February, small group booster sessions with Teresa Buttree (TB) have also taken place, plus daily interventions for some pupils.

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There are opportunities to work 1:1 on a Wednesday to support understanding and reinforce learning from classroom sessions.

Is further support available for Year 2 to improve their progress? What would that be? The addition of NR to Class 2 will free up other adults to support pupils in Year 2.

Science

What is the progress towards the Science Quality mark in light of the SIP update in Science?

GW still collecting evidence in the form of data, pupil surveys, examples of planning and assessment etc.

GW has to put together a huge range of information by the deadline of 13th June which she has to meet.

Gifted & Talented

Has the lesson planning improved to cater for the G&T pupils?

All more able pupils are on all planning in green.

Progress amongst the G&T appears to be very satisfactory with the number making greater than expected progress improving markedly from Autumn to Spring with a significant increase in TP's. Are you expecting this trend to continue in the Summer Term Results?

Possibly not as progress levels were very high for some children. They may consolidate now, but we are continuing to focus on challenging the more able children and it remains a focus for lesson observations and book checks.

There was one less G&T Maths pupil from the Autumn Term to the Spring Term. Did a pupil leave or are they no longer classed as G&T in maths? If they are no longer classed as G&T in maths are there plans in place to help this pupil return to this level?

This particular child moved out of the G&T group. When they moved from Year 1 into Year 2 we felt that this child wasn't showing enough evidence with the new expectations. They have done well in SATS though and could move back into the G&T group.

Early Years

Has the release time been made available for EM & LB to set up the Continuous Provision Boxes and will this take until the end of term. Any impact on the class whilst EM and LB are doing this and how has this been managed? Has the loss of a TA in the school made a difference to class 3.

Release time has not been made available due to the large number of interventions taking place.

The loss of a TA has had an impact - the pupil who needed it has become much more independent and socially integrated in the class but he hasn't had the academic interventions as much which will have had a negative impact.

Have all new parents been contacted re their child's induction visits to school during this term.

Yes - all home school visits set up with all families.

Pupil Premium:

Additional interventions have taken place in the Summer Term for PP children. Is the data showing a positive improvement due to the interventions?

Yes, for some children, the results are mixed. Issues we face are children not reading at home and meeting reading targets, dealing with issues outside school leading to poor attention, which we are addressing through giving Thrive time where needed. NR will be working with target children after half term to work one to one or in a small group. AR will talk to parents and set expectations.

Some pupils are making super progress, however one child in Year 6 has been out of school for two 2 weeks which has hampered things.

Are interventions ongoing for those PP children still not making expected progress?

Yes for those children who need the support. In Class 1 TB will now focus on PP children and not Year 6.

The TP's showed the expected improvement from autumn to spring? Has this progress continued into the Summer Term?

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Yes for some children. More accurate information will be available after half term.