

COCKWOOD PRIMARY SCHOOL Governing Body

Final

Teaching & Learning Meeting – Part I Minutes							
Date/Time	01 Feb 2018	Location			Cockwood Primary School		
Attendees	Initials			Attendees	Initials		
Judith McGrath	JM	Chair, Co-opted Governor					
Nick Tallamy	NT	Chair of Governors		Lorraine Curry	LC	Headteacher	

Apologies	Initials	Reason (Category of Governor)
Holly Hilliard	HH	Staff Governor
Tania Weeks	TW	Co-opted Governor

Absent without Apology	Initials

In Attendance	Initials	
Liz Groves	LG	Clerk

Minutes to
Attendees
Apologies
School Website

	Agenda	Led by
PROCEDURAL ITEMS		
1	Welcome & Apologies	JM
2	Declaration of interest and Confidentiality	JM
3	Confidentiality	JM
4	Minutes of previous meeting	
5	Matters arising from the previous T&L Meeting	LC/JM
STRATEGIC ITEMS		
6	HT Update (verbal)	LC
7	School Performance Data	LC
8	Curriculum Review	LC
9	Prospectus	All
MONITORING & ACCOUNTABILITY		
10	Policies	LC
11	Monitoring & Tracking Cycle	LC
12	Sports Premium Update	JP
13	Community Cohesion/ Collaboration /Enrichment	AM
GOVERNING BODY MANAGEMENT		
14	Governor Visit Day	JM/LC
15	Governor Training	All
16	Upcoming Meetings	All

COCKWOOD PRIMARY SCHOOL

Governing Body

Final

Ref	Action or Decision	Action/ Decision
1	<p>Welcome and Apologies JM welcomed everybody present to the meeting. An apology was received from TW and HH which was sanctioned by all Governors present. The meeting was confirmed as quorate.</p>	Decision
2	<p>Declaration of Interest Governors must declare any conflicts and leave the meeting when the appropriate item is dealt with. Some conflicts that are not obvious at the start of the meeting may become so as it progresses. Governors must declare these as soon as they are aware of them and leave at the appropriate point.</p>	Complete
3	<p>Confidentiality Statements Governors are reminded of the importance of maintaining confidentiality, where this is warranted. The confidentiality statement is on the Attendance Sheet signed by all attendees. The attendance sheet and confidentiality statements were signed by all present.</p>	Complete
4	<p>Minutes of T&L Meeting 23 Nov 2017 – for information only The previous minutes of the Teaching and Learning Committee held on 23 Nov 2017 were signed off at the Full Governing Body meeting on 18 January 2018. No further comments were made regarding these minutes.</p>	Complete
5 Matters arising from the previous T&L Committee Meeting 23 November 2017		
5	<p>The following action points emerged from the previous meeting:</p> <ul style="list-style-type: none"> • Why the school is not as successful when benchmarked against other schools in the areas of maths and reading? <p>What does this mean and what evidence can we look for?</p> <p>LC of all the curriculum areas we did least well in maths, reading is not as high as it should be but is still good and still within target for the SIP for autumn. The size of the cohorts was very small and only a couple of children didn't make that level, but had high impact statistically. Some children clearly exceeded their levels. Current year 5 had a drop in expected outcomes at the end of year 4, so their progress can be checked. LC assured Governors that there were constant reviews and pupil progress meetings taking place. Staff are required to fill out a large pro forma before each meeting detailing the different target groups linked directly to who is performing least well in terms of boys and girls etc. and then we look at what actions are in place. LC feels that the comment arose due to high level of performance last year, the cohort is very different this year due to the high levels of SEN, children are very difficult to compare and can distort the figures very easily. Despite this the SEN children did very well in their own terms.</p> <p>The SIP reflects the situation with maths, this year's teacher training focus is to upskill staff in maths. Once we have two terms worth of data we will be able to see the effect on the maths figures. The Leadership Report should clearly evidence this.</p> <p>LC upon reflection the focus on handwriting in previous years has, we now see been at the cost of maths, but this is now well on the way to being rectified we just need more time for it to be reflected in the data.</p>	

COCKWOOD PRIMARY SCHOOL

Governing Body

Final

	All other actions were either discussed at the FGB meeting on 18 th January 2018 or are covered under the relevant agenda items below.	
6	HT Update	
6.1	<p>Verbal Report</p> <p>Pupil numbers are at 92, we have 15 new pupils with a first choice for September, we have received interest in the school on a weekly basis with online enquiries for different year groups.</p> <p>Staffing- no recent changes have occurred. LC met with the other HT in the MAT to look at the TA roles in order to get a consistent approach across the MAT. An action arising from this was to increase the pay of one TA. What is done differently in other schools within the MAT is that TA's are only paid on the higher rate when they are carrying out duties at that level. This may be difficult to achieve in our setting. Governors asked for clarification on rules surrounding deployment of staff across the MAT ie. Can staff be moved between sites. LC assured Governors that this was not the plan.</p> <p>We had a MTA who was hired but has now left, there are no plans to replace at this time due to time constraints on recruitment.</p> <p>Across the school LC is very happy with progress Daniel is settling in very well and has had a clear impact on delivery of maths within the school. The general concern is to ensure we tackle the year 6 cohort with planned interventions. We have a third of each ability group, interventions have already begun.</p> <p>Parent consultations are now booked in and have been listed in the newsletter. Governors are encouraged to be in attendance even if they don't have an obvious role, it is an opportunity for Governors to be visible to parents.</p> <p>NT reported on attendance- 97.2% only concern is with the number of pupils with at least one unauthorised absence, mainly due to lateness. LC is concerned about holidays being taken by class 2 parents, LC talks to the parents on every occasion. Penalty notice paperwork is always issued by the school, but we aren't notified as to whether the notice is issued. Newer parents seem to be more compliant as regards holidays.</p>	
6.2	<p>Leadership Report</p> <p>Outline of key priorities (from SIP)</p> <p>LC asked for feedback on the new format, Governors gave positive feedback as staff have at their meeting.</p>	Complete
7	<p>School Performance Data</p> <p>JM asked for clarity for when the figures are showing 'attainment' as opposed to 'progress'. There was detailed discussion on the report to explain how the figures are calculated and what it actually indicates. LC stressed that we only have two terms worth of data to consolidate.</p> <p>Auditors identified that Governors need to ensure they are challenging school, this can be in meetings or by submitting questions in advance or during Governor visits.</p> <p>Action-Glynis Buckle has requested a copy of the T&L minutes as she is covering maths with JM, LG to send minutes.</p> <p>LC asked for a more formalised mechanism to actively encourage Governors to ask questions.</p> <p>JM mentioned how much better the format is in the SEN(D) report, the structure is much improved, and it gives far more information.</p> <p>PP is doing very well apart from in writing, these pupils are highlighted to teachers so that it can be addressed.</p> <p>Accelerated reader system is proving very useful for G&T children.</p> <p>EYFS a really good group who are developing very well.</p>	Action LG
8	<p>Curriculum Review</p> <p>Alison has completed training with Trust colleagues, focusing on looking at a different way in which to look at the curriculum for non-core subjects, which is more like a continuous provision model. In March we are planning a whole set of 3 star team meetings to evaluate the findings to pool ideas and plan what we can implement here. There has been inspiration from the document 'a world class audit' a document LC found.</p> <p>We are actively re-evaluating our curriculum which is not common amongst all schools. JM asked how we are planning to integrate writing across the curriculum.</p> <p>JM came in today and met with the School Council today regarding curriculum. This was to establish what</p>	

COCKWOOD PRIMARY SCHOOL

Governing Body

Final

	<p>they liked, what they didn't and why. We went through subject by subject, it was worth noting the common thread was problem solving through practical application. JM will attend the School Council in May.</p> <p>LC explained the 'Monitoring & Tracking Schedule' devised by LC to support Governors. Governors were reminded to fill out a monitoring visit form every time they visit, which needs to be copied to the Clerk to be recorded on the visit log.</p>	
9	<p>Prospectus</p> <p>A need has been identified for a new edition, to refresh it.</p> <p>Action-JM to send a copy to LC for her to add photos.</p>	<p>Action JM By the next T&L mtg.</p>
MONITORING & ACCOUNTABILITY		
10	<p>Policies</p> <p>Update on the Teaching Learning and Assessment Policy. JM met with LC to look at alternative formats, JM is interested in the mastery approach, in a simple clear concise format. Action- JM LC to update the policy</p> <p>LC. Has now decided not to do formal lesson observations instead she will do unplanned lesson walks, and looking at books more regularly in smaller groups on a weekly basis. Peer reviews are also being planned at the staff meeting next week.</p>	<p>Action LC JM by the next T&L mtg.</p>
11	<p>Monitoring & Tracking Cycle</p> <p>This was discussed under item 8 Curriculum review. GM suggested it might be useful to use the Monitoring & Tracking Cycle (M&TC) to remind Governors at the beginning of each month to them to receive an email to list their items. LC was concerned that Governors with limited opportunity to carry out Governor visits that they ensure they don't lose focus on their SIP priorities. The need for more Governor input is needed, discussion ensued regarding Governor recruitment.</p> <p>Action- GM to email Governors their priorities from the M&TC at the start of each month.</p>	<p>Action JM Ongoing</p>
12	<p>Sports Premium Update</p> <p>Gill Watts attended at meeting last week regarding increased funding, coupled with the accountability around that and how we should be tracking the spend and the impact . This is done via a spreadsheet and programme on effectiveness and ideas on what to spend it on.</p> <p>LC is exploring the option of leasing a minibus for £4k per year. There are plenty of potential drivers but the problem is where to store it locally. NT asked for assurances on availability of consistent income stream if we were to commit to a minibus, LC explained this is difficult to guarantee in this economic climate but it looked strong. JM asked if the money could be used for after school clubs such as yoga which can be very beneficial. JM feedback from the School Council that pupils were very keen on having traditional gymnastics after school club. LC highlighted the insurance costs can be prohibitive. Other local options were explored.</p> <p>Action- LC to explore the options and feedback to next T&L.</p>	<p>Action LC By next T&L</p>
13	<p>Community Cohesion/Collaboration/Enrichment</p> <p>LC reported on an impending Celebrations project, for which we received funding on 9 March will be a 100 years of Cockwood School. The event is planned to involve local residents, local schools and dignitaries. Coming together to celebrate what we are good at, we have lots of great ideas. The Mayor will be invited, Action-Governors are encouraged to attend and support the event.</p>	<p>Action All Governors</p>
Governing Body Management		
14	<p>Governor Visits</p> <p>Gm outlined the key priorities, and asked for ideas of how we can monitor that the children are being taught the quality of reasoning, and that they are being actively encouraged to think in depth. LC suggested spending time with Daniel for input into how this can best be demonstrated. By asking probing questions, and following through to encourage deeper thought.</p>	

COCKWOOD PRIMARY SCHOOL Governing Body

Final

15	Governor Training NT is booked on the Chairs Update course 20.03.18 Action-LC to book Heads, Chairs & Clerks Tuesday 27.3.18	Action LC
16	Upcoming Meetings	

Details of next meetings			
Date/Time	Pay & Performance Meeting Thursday 1 March 2018, 6pm	Location	Cockwood School
Date/Time	Resources Committee, Wednesday 28 March 2018, 6pm	Location	Cockwood School