

COCKWOOD PRIMARY SCHOOL

Governing Body

Signed

Teaching & Learning Meeting – Part I Minutes							
Date/Time	23 rd Nov 2017	Location		Cockwood Primary School			
Attendees	Initials			Attendees	Initials		
Judith McGrath	JM	Chair, Co-opted Governor		Tania Weeks	TW	Co-opted Governor	
Roger Hirst	RH	Co-opted Governor		Lorraine Curry	LC	Headteacher	
Tania Weeks	TW	Co-opted Governor		Holly Hilliard	LH	Staff Governor	

Apologies	Initials	Reason (Category of Governor)
Nick Tallamy	NT	Co-opted Governor

Absent without Apology	Initials

In Attendance	Initials	
Brigitte Hawkins	BH	Clerk
Caroline Wright	CW	Newly Appointed Clerk

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	BH
STRATEGIC ITEMS		
5	Terms of Reference	All
6	School Performance Data	LC
7	School Improvement Plan	All
8	SEND	HH/TW
9	Curriculum	LC/JM
10	Leavers July 2018	LC
11	Surveys	JM
12	Website	NT
13	Policies and Documents	LC/JM
GOVERNING BODY MANAGEMENT		
14	Governor Visit Day	All

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Ref	Action or Decision	Action/ Decision
1	<p>Welcome and Apologies JM welcomed everybody present to the meeting. An apology was received from NT which was sanctioned by all Governors present. The meeting was confirmed as quorate.</p>	Decision
2	<p>Declaration of Interest and Confidentiality JM referred Governors 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 25th May 2017 – for information only The previous minutes of the Teaching and Learning Committee held on 25th May 2017 were signed off at the Full Governing Body meeting on 20th July 2017. No further comments were made regarding these minutes.</p>	Complete
4 Matters arising from the previous T&L Committee Meeting 25th May 2017		
4.1	<p>11. previous minutes – Website – Scheme of Delegation BH confirmed that the Scheme of Delegation had been updated and added to the website. This incorporates the latest Terms of Reference</p>	Action Complete
	<p>All other actions were either discussed at the FGB meeting on 20th July 2017 or 8th November 2017 or are covered under the agenda items below.</p>	Action Complete
5	<p>Terms of Reference The Terms of Reference were reviewed under this item of the agenda. JM asked all members to review the document. It was reaffirmed by JM and LC that everyone must understand their allocated area as the ToR will be monitored against the values in the School Improvement Plan. JM summarised by stating that the ToR will be delivered through the Teaching & Learning Committee.</p>	Action All
6	<p>School Performance Data LC explained that the Department of Education has launched an updated version of Analyse School Performance (ASP) which has recently replaced 'RAISEonline'. LC presented to the group a range of detailed performance data incorporating Key Stage 1 and Key Stage 2 results.</p> <p>JM asked about FFT (Fisher & Family Trust Data). LC explained that ASP data will be presented primarily with FFT data incorporated later within the presentation. LC commented that it is useful to utilise both tools in order to have a more rounded view of performance, particularly with the removal of RAISE.</p> <p>LC presented progress for Key Stage 2 pupils. It was noted that it was easy to understand the traffic light system used. LC presented progress of the cohort of SEN children and it was noted that these children did very well in the last school year. Benchmarking data was presented which displayed performance against other comparable schools in a number of different areas. LC explained that writing was an area in which pupils performance featured within the top 10 schools. It was noted that writing was an area where performance was much higher than other subjects. LC explained that there has been a huge emphasis on writing within the school which can be evidenced within the School Improvement Plan. A considerable amount of time and money has been invested in writing. JM noted that writing had been clearly flagged and therefore, this evidences that the SIP is a successful tool in prioritising key areas and making improvements. It was agreed that members of the group need to look at why the school is not as successful when benchmarked against other schools in the areas of maths and reading.</p> <p>LC noted that children who did well in all combination of subjects were lower than expected when compared with national and local authority data. LC commented that there are a group of children who didn't do as well as expected which must be addressed.</p>	Action All

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LC commented on the new Inspection Data Summary Report that supports the new Ofsted inspection arrangements. The new report, in addition to being a detailed document will show at a glance key areas to investigate based on previous performance. It was noted that the areas currently highlighted are all positive. It was also noted that Reading progress has been within the top 20% of schools for, at least the previous two years.

LC went on to present Key Stage 1 performance data. Similarly, it was noted that attainment was high in writing which must in part, be attributed to the focus in writing across the school. Phonics was noted as increasingly good. Those children with special needs in Class 3 are able to decode to the standard required. The challenge is sustaining that level in Class 2. BH asked if the school is likely to be moderated next year. LC replied yes, it is likely that this will be the case.

LC explained that pilots are being brought in next year to track pupils' progress through from foundation to year 6.

HH reported that there are a higher percentage of SEN pupils than is included within the dataset. It was agreed that there are new additions to the data which need to be incorporated.

TW asked if the data is public, LC replied that it is not public, it is highly confidential data.

LC commented that most children made extra progress to what is expected within the area of Reading. 75% of year 6 group met the expected standard. There was really good progress for less able children, it is the middle band of children who we are most concerned about.

It was noted that in Maths, there were some children whom didn't make expected progress in year 6, a mix of both boys and girls. The pass rate for maths was 67%.

For Grammar and Spelling, 67 % made expected standard and there were lots of children who achieved greater depth.

The number of Key Stage 1 children who exceeded in reading and writing was overall good; however, the percentage of children achieving high in both reading and writing was not as good. In Maths, there were no reported children achieving a greater depth standard. In Foundation, LC commented that the school need to ensure they are not over-assessing.

100% of pupils were reported to achieve the expected standard in phonics.

LC asked if the group had any more questions. JM-asked if the group can track the children during the course of the year with expected achievement targets. LC replied that the school already does this, though what is problematic is the method of tracking. Tracking is achieved through teacher feedback and targets set.

LC discussed ensuring pupil outcomes were prioritised through the School Improvement Plan. A discussion took place around the focus on maths and it was noted that a series of measures including good quality teaching in maths; embedded mastery teaching and closing the gap project will help the school deliver a greater depth of achievement. In addition, LB is looking at early years' maths teaching. JM advised that the school continue to closely monitor the outcomes of the initiatives to improve maths teaching within the school.

JM asked if we have Sarah's report? LC confirmed that the reading report had been completed. It was agreed that the report needs to be updated. All Governors to send questions to LC. JM asked about learning observations and specifically, what were the outcomes? LC confirmed that these were currently being done. JM asked if thee school have any external observations happening? LC replied that external observations are taking place with the Senior Leader Advisors.

TW commented that it would be helpful to have a copy of the report so Governors can update their allocated

Action
CW

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	areas. JM requested to have an updated copy. CW to print out for all Governors.	
7	<p>School Improvement Plan</p> <p>JM acknowledged that the agenda item had been partly covered under item 6. LC reaffirmed that the priority with the School Improvement Plan is ensuring all Governors are clear on priorities within the SIP. It was acknowledged that priorities have previously been nominated to members. Governors can ask questions and focus on what they are tracking as part of the SIP. LC reported that the Leadership report is in this format to ensure consistency. Pupil outcomes for this Committee must be reported after all data has been analysed and before external data has been produced.</p> <p>JM asked where the Leadership Report fits in with the School Improvement Plan? LC replied that self-evaluation comes before the School Improvement Plan.</p> <p>JM commented that it would be beneficial to all if the Leadership Report could be typed up before the meeting. LC commented that the Leadership report will generate Questions on the School Improvement Plan. LC requested questions to be sent prior to the meeting.</p>	Decision
8	<p>SEND</p> <p>HH/TW provided an update to the group. It was confirmed that the policy had been updated and is on the school website. BH confirmed that this was the case. HH commented that the policy has not significantly changed however; it does need reviewing each year. HH commented that there is different terminology with which to become familiar with. HH explained that for children on the register with more complex need(s), there is a need to complete a TAF (Team Around the Family) in partnership with wider organisations. It was noted that the amount of funding for SEN is limited (element 3 funding dispersed) and there may be a need for schools to now fund this element from their own budgets.</p> <p>JM asked if there were any current projects in existence with regard to SEND. LC replied that the school have accessed money previously; however, there is minimal support for this cohort of children. If there are any opportunities, every effort will be made to secure additional funding. TW commented that a meeting with HH is taking place next week to get a better understanding of SEND and to discuss setting time aside to assess impact of interventions with children on the register.</p>	Action TW/HH
9	<p>Curriculum</p> <p>LC explained that OFSTED are currently monitoring the curriculum and there is a strong focus on maths and literacy. With this in mind, the curriculum has subsequently narrowed, putting emphasis on other subjects. LC exclaimed that curriculum reviews are a really useful part of the School Improvement Plan. It is most beneficial to review any gaps and there is a need to amend in line with emerging priorities. LC commented that there is a need to put a strong emphasis on curriculum reviews. LC and AR are currently undertaking an audit on the current curriculum. LC reported that timetabling is a challenge as there are not enough hours in one day to cover everything. It was noted that an extra maths session is included every week. LC noted that some schools take an early years approach in terms of curriculum review, whereby a child led approach is in place. LC commented that the Curriculum is statutory to mainstream schools; however academies can develop their own. It was agreed that the school need to undertake more rigorous monitoring. It is beneficial to audit and consider improvements. LC noted that there has been a strong focus on writing in the previous three years within the curriculum and there is now a need for more maths and science based activities. LC commented that she wants children to lead on reviewing the curriculum.</p> <p>JM requested that item 13.2 be covered under this particular item. The group agreed that the policy should be reviewed following training which LC is attending in due course. The group agreed to review the policy at the next Teaching and Learning Committee on Thursday 1st February 2018. JM asked members how the school assess compliance against policies. Specifically, how the school monitor whether policies have had an intended impact on children and school? LC replied that time is an issue as there are so many policies in existence. A distinction was made between statutory and non-mandatory policies. JM commented that there is a need to ensure there is evidence to review policy before any agreements are reached. BH commented that the Teaching and Learning policy is not a statutory policy from a governing body perspective. LC asked if there is a need to have a curriculum statement policy, JM advised that the group monitor the policies in</p>	Decision

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	existence and where necessary, condense and reduce work where possible. LC reaffirmed that there is a need to ensure policies are up to date. JM commented that the policies need to be determined by what is strategic and what is operational. JM agreed to discuss with NT.	Action JM/NT
10	<p>Leavers July 2018</p> <p>It was noted that this is a new item on the agenda. LC commented that Year 6 pupils are transitioning to a mix of different secondary schools. It will noticeably be a significant transition for SEN children. Findings from a previous commissioned project regarding transition from primary to secondary indicate Year 7's performance often dips due to the quality of onward arrangements. LC commented that the school ensure transition arrangements for all pupils are progressed carefully to minimise future issues.</p>	
11	<p>Surveys</p> <p>JM reported that the results from the survey completed by new parents were extremely positive. Thanks and appreciation were given to staff in early years foundation. A survey was also complete by other parents. A total of 39 responses were received. There were four issues reported by individual parents which were about the quality of school clubs; parents unaware of Governor role; the amount of homework set and communication channels between school and parent.</p> <p>Children reported to be very happy in the main. A few children reported bullying but it was questioned whether the children were fully aware of what bullying encompassed. LC advised that some of the questions may need rewording. It was suggested to undertake the survey more than once a year. JM suggested nominating someone responsible for each subject to go and talk to them to build it in to the curriculum. There was discussion that staff need to be mindful of context and timing. With regard to Maths, responses received indicate some of the children do not enjoy the subject. It was suggested to bring maths into the wider curriculum. BH suggested to ask the children what they think is good about the subject and what is bad about it.</p> <p>The group agreed to have an action to revisit how this is done including nominating someone to go into the school to speak to the children. It was agreed to nominate JM to come in to the school in December to cover some of the questions in the annual survey. JM to be advised of dates of school council BH reiterated that school council dates are on google drive.</p> <p>To summarise, the group reported that the survey was on the whole really positive.</p>	Action All
12	<p>Website</p> <p>It was agreed to defer this item until NT returns.</p>	Decision
13 Policies and Documents		
13.1	<p>Curriculum Policy</p> <p>This item has been covered in section 9 of the agenda.</p>	
13.2	<p>Teaching & Learning Policy</p> <p>As above.</p>	
13.3	<p>Sex & Relationships Policy</p> <p>The policy was approved.</p>	
Governing Body Management/		
14	<p>Governor Visit Day</p> <p>JM discussed the need to relate back to the School Improvement Plan questions. It was suggested that the school council focus on maths. RH was nominated to join JM. RH meeting GW next week. It was agreed to focus on quality of reasoning and what the school is doing to help children think in depth.</p>	Action JM/RH/GW

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	The meeting closed at 19:53	

Details of next meetings			
Date/Time	Resources Meeting, Thursday 7 th December 2017, 6pm	Location	Cockwood School
Date/Time	Full Governing Body Meeting, Thursday 18 th January 2018, 6pm	Location	Cockwood School
Date/Time	Teaching & Learning Committee, Thursday 1 st February 2018, 6pm	Location	Cockwood School