

COCKWOOD PRIMARY SCHOOL

Governing Body

Agreed

Teaching & Learning Meeting							
Date/Time	13 March 2019	Location		Cockwood Primary School			
Attendees	Initials			Attendees	Initials		
Judith McGrath	JM	Cttee. Chair, Co-opted Governor		Holly Hilliard	HH	Staff Governor	
Tania Weeks	TW	Co-opted Governor		Lorraine Curry	LC	Headteacher – Ex Officio Governor	

Apologies	Initials	Reason (Category of Governor)
Nick Tallamy	NT	Chair of Governors, Co-opted Governor
Liz Price-Holden	LPH	Parent Governor

Absent without Apology	Initials

In Attendance	Initials	
Liz Groves	LG	Clerk

Minutes to
Attendees
Apologies
School Website

Ref.	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 (Verbal)	LC
6	School Performance Data together with relevance updates	LC
7	Monitor Pupil Progress against the SIP	JM
8	Curriculum monitoring	JM
9	Self-evaluation Plans	LC
10	SEND update	TW
11	Educational Visits	LC
12	New Ofsted Inspection Framework	JM
13	Social Action	JM
OPERATIONAL ITEMS		
14	Policies for review	JM
15	Website review	NT
16	Stakeholder survey cycle	JM
17	Community Cohesion/Collaboration Enrichment	JM
GOVERNING BODY MANAGEMENT		
18	Governor Visits	All
19	Governor Training	All

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PROCEDURAL ITEMS			
1	Welcome and Apologies JM welcomed everybody present to the meeting. Apologies were received from NT and LPH; they were both sanctioned by all Governors present.	Decision	
2	Declaration of Interest and Confidentiality Statement JM reminded Governors that they must declare any conflicts and leave the meeting when the appropriate item is dealt with. Governors are reminded of the importance of maintaining confidentiality, where this is warranted. The attendance sheet and confidentiality statements were signed by all present, the meeting was agreed as quorate.	Complete	
3	Minutes of T&L Meeting 22 November 2018 – for information only The previous minutes of the Teaching and Learning Committee held on 22 November 2018, were signed off at the Full Governing Body meeting on 16 January 2019. No further comments were made regarding these minutes.	Complete	
4	Matters arising -		
4.1	(8) Monitoring pupil progress as against the SIP – LC to update the codes related to each area of responsibility, on the governors questions matrix on the SIP. LC proposed a new framework, JM wished to make some amendments to the areas allocated. After discussion it was agreed that there would be a redistribution of subject areas in line with each governor's allocated committee. That is to say that Richard and Andy would have subject allocation changed, LPH would now be asked to cover science and modern foreign languages as well as the arts. Whilst Richard and Andy, instead of covering both Sports Premium(SP) and Pupil Premium(PP) jointly, Richard covers SP in addition to H&S, and Andy covers PP, Gifted & Talented, and takes on Spiritual, moral, social and cultural from GB. Training is available on areas that governors feel they need it. There was some informal discussion around succession of the Chair position in September, and about how to better encourage governor engagement.		
4.2	(9) JM/LC – Action to facilitate with yr6 pupils assisting with a Risk Assessment for the Village Green. Action JM to forward information to LC on Curriculum funding sources that could be pursued for obtaining funds for use around the pathways on the Village Green. JM reported that this is now in the hands of Jane Fletcher Peters, from the Environmental Agency, who are providing manpower, together with resources from Cofton Park for the project. The plan is to create some additional pathways, and a dipping pond, the risk assessment was postponed, due to bereavement. Action JM to report back on progress	Action JM	Next T&L Mtg.
4.3	(12) New parent survey results – this was circulated after the last meeting. LC highlighted an issue that arose from the responses, regarding pupil safety around traffic. LC has taken swift action, in communicating the advice on suggested traffic flow around the outside of the school site. ACTION LC to monitor and report back. HH raised a query, around her wish to include a question on the stakeholder survey of parents. ACTION HH to send the question to JM for inclusion in the next survey. There followed some discussion, around the survey cycle. ACTION LG to send a draft cycle of surveys to JM for finalising, to be agreed at the FGB.	Action LC Action HH Action LG	Next T&L meeting

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	<p>GB - Please can you outline-</p> <p><i>a) What interventions have been put in place, to try to improve the standards being met by Y3 girls in both reading and writing, and are we seeing an improvement?</i></p> <p><i>b) What impact has the SPAG assessment carried out in December had, in driving literacy planning this term?</i></p> <p><i>c) What steps have been taken to improve the quality of guided reading, and how is the outcome being measured?</i></p> <p>LC responded – that in reading, there has been a noticeable improvement within that core group of children. LC has listened to reading by these children 2-3 times per week. This is to encourage parents to get involved, which appears to have had a positive impact. There is noticeable progress being made within the low ability children. The work on reading is also having a positive impact on their writing. We have held a sponsored read, around World Book Day which has been very successful.</p> <p>The SPAG assessment, has had a marked influence on the literacy planning, we have adjusted the timetable, to enable discrete grammar at the beginning of literacy each day.</p> <p>With guided reading, timetabling it in the afternoon has enabled a greater emphasis, there has also been better quality materials made available.</p> <p>TW - PO6 - What action is being taken to assist those SEND children in Years 2 and 4 who made lesser progress in the Autumn term?</p> <p><i>EY3 - What strategies and events are envisaged for the remainder of the school year to increase the engagement of parents? How will this be measured?</i></p> <p>LC responded – in year 2, there is 1 pupil with very significant SEND issues, and so although progress is being made, the high level of input made, is not reflected statistically. Year 4 also has 1 pupil with very high needs, allocating sufficient staff resources historically have been challenging. This term there has been a little more resource allocated, it is hoped that this will be evident in the data.</p> <p>Parental engagement has been worked on, with the introduction of advertised drop-in sessions, there are also one on one reading sessions that parents can get involved with.</p> <p>LPH - Do the students have designated class time per week for drama, music and singing? I'm aware that they have regular dance classes each week.</p> <p><i>Are these sessions done on a rotation perhaps? i.e. one term dance, another term music etc.</i></p> <p><i>Are the teachers for these subjects brought into the school or are they teachers who are already in the school?</i></p> <p>LC responded that sadly no, there is insufficient capacity within the timetable to allow for designated class time for drama, music and singing. However there has been a focus on dance this year, which has other tangible benefits for other curricular areas and fitness. Music is in the form of a music day per term, led by Laura across the school. There is singing and drama, around assembly and other opportunities, also extracurricular drama club, choir, guitar teacher and theatre trips.</p>	<p style="text-align: center;">Complete</p> <p style="text-align: center;">Complete</p> <p style="text-align: center;">Complete</p>	
<p style="text-align: center;">8</p>	<p>Curriculum Monitoring – LC illustrated via the data how looking at current year data, SEND pupils 78% made expected progress on reading, 33% made accelerated progress which is very good. 89% made expected on writing and 78% on maths 11% accelerated progress.</p> <p>Q. JM asked what the ideal Gifted & Talented (G&T) tracking point would look like. LC confirmed that the target is above 1. LC confirmed that the challenge is with the large potential impact, from a very high needs child on the overall picture, the risk being, that it may obscure excellent progress for other pupils.</p>	<p style="text-align: center;">Action JM/LC</p>	
<p style="text-align: center;">9</p>	<p>Self-evaluation Plans – LC confirmed that subject leaders don't usually do SEF, instead they do mini improvement plans, which they write, and are used to monitor their progress, linked to their appraisals. All subject leaders have at least 3 aspects that they are trying to manage, mainly writing and maths.</p>	<p style="text-align: center;">Complete</p>	

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10	<p>SEND Report – JM led a discussion, about the various reports and information produced by HH for governors on SEND. The meeting agreed that the format of the SEND termly report for governors, agreed last year would continue to be the prime source of information. JM felt that the report was helpful in providing tracking throughout the year, and was very accessible format for governors, but that it would be submitted to the T&L Committee. To avoid duplication the termly Leadership Report would no longer have a section on SEND, instead a copy of the SEND report to Governors would be published on the website separately</p>		
11	<p>Educational Visits – LC reported that forest school has been carrying on most weeks, along with dance sessions. Class 2 are going on a trip, c11 are going on a visit to the Synagogue, and the whole school have been on a trip to the theatre. The school don't currently have any residential visits planned for this year.</p> <p>JM challenged – in terms of impact what has been gained from the visits. LC confirmed that at the end of this year, the forest school activity has impacted positively on the science learning, as a result it is hoped that pupils, will be better prepared for subject material next year. With younger very quiet children, the freedom of the forest school setting can enable an opportunity for them to express themselves and build confidence. Trips to the theatre are valuable in terms of behaviour, socialisation, and engendering a positive approach towards learning.</p>		
12	<p>New Ofsted Inspection Framework - JM informed the meeting that this is still in the consultation phase. LC is planning to put together a curriculum, based around the new framework, whilst evaluating training materials, and examining the rationale behind the changes. LC felt that the change in culture from a data driven model, is difficult to truly envision at this point in time.</p> <p>LC informed the meeting that she had applied to be a Local Leader in Education, JM felt that this was an excellent move and congratulated LC.</p>		
13	<p>Social Action – JM explained to the meeting, that this initiative would be around volunteering and fundraising etc. JM suggested that the school explore ideas, around pupils having a passport, or journal that they could complete, to record or diarise their achievements, skills etc. JM has downloaded resources from the DfE website, which she will share with LC. ACTION JM. There is evidence to demonstrate, that involving pupils in this sort of activity, has a positive effect on their mental wellbeing.</p>		
OPERATIONAL ITEMS			
14	Policy Reviews		
14.1	Data Protection Act Policy – this policy was agreed by the meeting	Complete	
14.2	Freedom of Information Publication Scheme - this policy was agreed by the meeting	Complete	
14.3	The Home School Agreement - this policy was agreed by the meeting	Complete	

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15	<p>Website review – As part of The Professional Clerk course, LG has recently carried out a website review. The action points were - the Complaints Policy is out of date, but is scheduled for the next FGB. ACTION NT.</p> <p>The PP report needs to have an additional section, stating the barriers to closing the gap for disadvantaged pupils, and what impact the spending had made. Also a plan for future spending i.e., what the planned spending strategy is for the year ahead that is for both PP and Sport Premium. ACTION LC.</p> <p>There needs to be a named contact on the website apart from LC, it was agreed that this would be the Business Manager. ACTION LG</p>	<p>Action NT</p> <p>Action LC</p> <p>Action LG</p>	<p>Next FGB</p> <p>End of summer term/Sept.</p> <p>Next T&L</p>
16	<p>Stakeholder Survey – JM stated that this had already been discussed earlier in the meeting and the next survey will be for staff at the end of March, and an updated survey cycle document will be circulated. ACTION JM</p>	<p>Action JM</p>	<p>Next T&L meeting</p>
17	<p>Community Cohesion/Collaboration/Enrichment – LC confirmed that we would be joining the MAT before the end of the year, we have joint activities planned across the MAT schools to help build community via collaboration.</p>		
GOVERNING BODY MANAGEMENT			
18	<p>Governor Visits</p> <p>JM will be doing a school visit section, on Numeracy during the first half of the summer term.</p> <p>GB is coming in to meet with school council next week, about Safeguarding, and is also planning to come in to do a visit around writing.</p>	<p>Action JM</p> <p>Action GB</p>	<p>05.-5.19</p> <p>Next T&L mtg.</p>
19	<p>Governor Training</p> <p>LPH has completed the Induction to Governing in an Academy, and has submitted a course evaluation form.</p> <p>GB has requested access, to an online update on Safeguarding in light of KCSiE18. ACTION LG</p> <p>There followed a discussion around access to training, comparing Babcock LDP, with the NGA online GEL training, which lapsed in January 2018. Instead of renewing the NGA contract, JM proposed that we try using a resource offered to her by a colleague. This would enable free access to online training, in return for evaluating of a new online governor training product. The meeting agreed to be part of the trial. ACTION JM/LG.</p> <p>Also a reminder that we have level 2 Safeguarding training session booked at school in July that all governors must complete as a minimum level of awareness of SG.</p> <p>Discussion around potential training for the new Chairperson JM. And her availability. ACTION JM to decide on training for the role of Chairperson.</p>	<p>Complete</p> <p>Action LG</p> <p>Action JM/LG</p> <p>Action JM</p>	<p>Next T&L mtg.</p> <p>Next T&L mtg.</p> <p>Early May</p>

Details of next meetings			
Date/Time	Resources Committee, Thursday 28 March 2019, 5pm	Location	Cockwood School
Date/Time	Full Governing Board, Wednesday 08 May 2019, 6pm	Location	Cockwood School
Date/Time	Teaching & Learning Committee, Wednesday 5 th June 2019, 6pm	Location	Cockwood School

Meeting ended at 7:49pm