



St Catherine's Catholic Primary School, Bridport
Minutes of the Teaching and Learning Committee
6.30pm 13th September 2017

Live, Love and Learn Together

Initials	Attendees	Initials	Attendees
JW	Miss Judy West	FG	Mrs Frances Guppy
GC	Mrs Georgina Coombs	LB	Mrs Lydia Blake
SB	Mrs Sarah Betts		
CA	Mr Chris Addis	TC	Tan Cox (Clerk)

Ref	Agenda Item	Action
1	Apologies: Mrs Siobhan Dinsmore	
2	Declaration of Pecuniary Interests and Eligibility: No Declarations were received	
3	Preliminaries: CA chaired the meeting and asked for nominations for a Chair of the Teaching and Learning Committee to be made known, nominations were received from GC for the Chair to be JW and this was seconded by SB. It was resolved that the Chair of the Teaching and Learning Committee shall be JW. Before handing over to JW, CA drew governors' attention to the Terms of Reference for the Teaching and Learning Committee and said that these should be adopted by the Committee. CA also drew attention to the Agenda and explained that the section marked 'parental engagement' is not relevant and should be deleted from the Agenda ... it was so noted.	

Minutes approved: Chair of Teaching and Learning's signature



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4	<p><u>School Development Plan:</u></p> <p>Hereinafter referred to as the School Improvement Plan (SIP). The document had been provided to governors in good time for them to read and to make any comments or ask questions.</p> <p>There were several questions:</p> <ul style="list-style-type: none"> • Five Key Issues – JW queried how they had been identified, (had the issues arisen from the work completed by GC and SD)? FG said that the Five Key Issues were taken directly from the OFSTED report. There followed some discussion around this and the work that GC and SD had done with FG on the OFSTED recommendations, including the development of the SIP. • Distributive Leadership JW mentioned the above terminology and asked FG to define it. FG said that the word had derived from an educational background and basically means the sharing of leadership activities which, in turn, enforces accountability. • Performance Management System (PM System) JW referred to the SIP and emphasised that the school needed to work on bringing a system into place for all staff. FG said that there has always been a PM System for teaching staff and that this had been working for some years, however what is not fully operational is a PM system for support staff, including the administration team. FG referred to a new Appraisal Policy that she had received from CAST that the school will need to adopt. <p>There were some discussions around this including the outstanding Head Teachers PM review which is still outstanding from the previous year. CA said that this matter now rested with HW (Helen Williams), as it was the chair of the ESG and himself who were to carry out the review. JW asked whether PM training could be provided to other members of the governing body, it was agreed this issue should be raised at the next LGB which is on 27th September.</p> <ul style="list-style-type: none"> • Ever 6 SB asked about the reference to Ever 6 on the document (page 3), FG said that this is linked to Pupil Premium and there was some discussion around the funding of these pupils and the number of pupils who remain on PP. 	



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	<ul style="list-style-type: none"> <p>Staffing</p> <p>JW said that messages from CAST made it clear that the school must saving money, she referred to the staffing breakdown on page 3 and asked FG if everything had been done to minimise staffing costs. FG said that it had, and referred to the various shuffling of staff to cover gaps in provisions and to the non-replacement of staff when they left. FG referred to the CAST message of redundancies and said that should this route be taken by CAST then discussions would need to take place by 11th November, she said that there would be calls for Voluntary Redundancy in the first instance, but that schools would be expected to maintain a balanced budget.</p> <p>CA said it is hoped that Cast will write off the existing deficit otherwise the school will be in a very difficult position if required to create a balanced budget for future years. There was general uncertainty about this and CA said that he is awaiting advice from CAST on this.</p> <p>Governor Monitoring</p> <p>SB referred to page 4 and in particular to the column where it requires governors to be “fully immersed in monitoring outcomes, progress and shaping school improvement priorities”. There was general discussion around this subject and governors were keen to hear FG’s ideas about how they could go about it. FG said that governors already received feedback (and paperwork) at the LGB regarding the outcomes from the ESG, she also referred to the data drop which happens at the end of each term and which feeds into the CAST tracking system, she said that governors already get this data and that this would continue. FG referred to CAST’s Assessment Policy and the possibility of future learning walks that governors could undertake to verify data. There was general discussion around this topic.</p> <p>Learning Walks</p> <p>JW asked about the recommencement of the Learning Walks as she felt it had been a very useful exercise for governors to carry out GC endorsed this view and referred to her meetings with RE teachers and looking at the work completed by the children. Governors felt generally that Learning Walks would need to be every term (a different one). GC said that she would like to see Learning Walks carried out by other governors as well, not just the link governor for the subject. FG welcomed the recommencement of the Learning Walks and asked that they be confined to English, Maths and RE.</p> <p>It was agreed that Learning Walks (one per term), would be reintroduced for English, Maths and RE.</p> 	



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	<ul style="list-style-type: none"> <p>• Link Governors There was some discussion around the current link governors and the following subject lead governors were nominated:</p> <p>JW – English GC – RE CA – Maths SD – SEND SB – Safeguarding</p> <p>It was agreed that Link Governor / Learning Walks would be the first action on the forthcoming Governors Action Plan</p> <p>• Other Costs JW referred to places in the SIP where costs had been inserted in particular page 7 2B and asked about the costs in this column. FG said that this is the cost to the school when teachers are taken out of class for some reason (usually to undertake PM reviews), their class needs to be back-filled and this is a cost to the school. CA asked FG whether these costs had been set out separately in the budget submitted to CAST last term. FG said that they had not been set out separately and had been included in the ‘supply figure’.</p> <p>• Terminology JW referred to some of the terminology in the report specifically to First Quality Teaching and asked FG what this meant for the benefit of any Governor who might not be familiar with the term ‘Quality First Teaching’. FG said that it related to the teaching standards and that the school needs to ensure that its teachers meet a minimum standard in terms of their teaching quality.</p> <p>• School Trips GC referred to the school trips planned for the forthcoming year, and asked how they are funded. FG said that she has told class teachers that the cost of a day trip should not exceed £15.00 and that this is the donation that the school would ask parents to pay. If the cost of a trip is above this then the class would have to fund raise to cover it, however this would have to be agreed before the trip was authorised. The school does support the trips of PP pupils and if families are in genuine need.</p> <p>There was some general discussion around the document, some reference to SENCO and the succession arrangements to transfer this to another teacher and how SENCO will be funded in particular to the language packages that are provided by the school, with funding available for limited intervention by a speech and language therapist and additional work by TAs.</p>	



	The SIP was approved by the Teaching and Learning Committee.	
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5	<p>Curriculum and Standards:</p> <ul style="list-style-type: none"> <p>• Review of Maths and Literacy Curriculum / Standards JW asked about maths and literacy data and when governors would be able to review it. FG said that she had reported the key areas to governors at the end of last term, there was some discussion about this, FG said that the most recent results will not be validated until December.</p> <p>• Review of Sports Premium funding JW asked about this as she (and some other governors) do not know very much about it, she referred to a print-out of costs from the previous year. FG provided information about the current years' sports premium funding and that Jane Franklin is the sports lead and has been tasked with drawing up a programme of sports that will be funded. FG said that the school is focusing on 'gymnastics' this year. She said that she is ensuring the school works collaboratively with a range of sporting clubs in the area and she has also approached external providers.</p> <p>• Music provision throughout the school JW asked about the extent of the music provision within the school there was some discussion around the provision of music and the pros and cons of providing it and ensuring it dovetailed into existing school timetables. Funding was the main problem, although the school currently has a music specialist who comes in regularly for all classes. In previous years the school has had to pay where parents have failed to pay for specialist one to one teaching. CA said any future arrangement should include a requirement for parents to pay up-front.</p> <p>JW referred to the resources that are available on the internet which are free to teachers to use during their lessons – she said these include music relating, for example, to maths and English and could be incorporated into these lessons. There was reference to "Sing-Up" which the school pays around £300.00 per year for and whether or not all teachers were using it.</p> <p>FG agreed to send a memo to teachers reminding them of the free music resources that they could incorporate into their lessons.</p> 	FG



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	<ul style="list-style-type: none"> <p>Science</p> <p>JW asked who the science lead currently is and FG said that currently she was the science lead. JW asked about the science lessons that take place in the school and referred to the various science projects that she had seen in other schools, such as worms, stick insects and the formation of a science club for interested pupils. JW said that she had not seen much evidence of science being taught in the school and referred to the school's website which she said did not highlight the teaching of science and reference to it was minimal.</p> <p>There was some discussion around this and JW emphasised that museums in the area provide free resources for schools and that the school should take advantage of this. FG said that science is subject to a teacher's assessment at the end of year 6. LB said that the focus has been to focus on English and Maths.</p> <p>There was some discussion around the curriculum generally and the inspection by OFSTED and what the school offers, in terms of its curricular activities, and the judgements OFSTED will make.</p> <p>Community Links</p> <p>JW asked about the community links that the school has and FG referred to the Monday morning liturgy and to the links the school has with the Minerva Learning Trust.</p> 	
6	<p>Pupil Progress Data:</p> <p>This was covered above.</p>	
7	<p>Safeguarding:</p> <p>LB referred to an email sent to staff and governors by TC (which was an email from Helen Moram – CAST) relating to the new “standard process” that CAST’s Trustee Board have agreed and which will be adopted in all CAST schools, this includes a requirement to adhere to a Monitoring and Evaluation Schedule (taken from the CAST Safeguarding Strategy), which LB will monitor. CA referred to the link that had appeared on the email from HM and to the requirement for all governors to have read the ‘keeping children safe in education’ documentation (accessed via the link). CA said that he had received CAST’s Statement of Intent that he will sign on behalf of the governing body once they have confirmed their understanding of the KCSIE documentation.</p> <p>TC to remind all governors that their confirmation would be required at the next LGB.</p>	TC



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8	<p>Policies:</p> <p>LB referred to the Child Protection Policy and Procedures Policy, these are CAST policies and will be adopted by the school. LB to ensure expiry date revised.</p> <p>JW referred to the Healthy Eating Policy and explained that when they had drawn this up last year (2015?) it had been a combination of school staff and governor, JW said that she would like to suggest forming a working group of staff, governors and possibly parents to revise the policy, as this would give more sense of ownership of the policy. FG said that it is difficult to pull staff from their classes to take on this extra work and it may be something for the 'school council' to deliberate. It was however, agreed to roll this item over to give governors more time to think about it.</p>	<p>LB</p> <p>All</p>
9	<p>Governor Training:</p> <p>TC confirmed that DCC were offering various courses for governors and that she had forwarded their emails to all governors, she had received no feedback or interest in attending.</p>	
10	<p>AOB:</p> <p>FG said that she had one item of AOB – a letter that she had received that day from CAST entitled School improvement categorization and support. There was general discussion around the letter and its content.</p>	
11	<p>Items for next Agenda:</p> <p>Healthy Eating Policy</p>	
12	<p>Future Meetings:</p> <p>There was general discussion around the dates of future meetings, and the matter was left with FG who would need to co-ordinate the meetings into the school timetable.</p>	



SUMMARY OF ACTIONS

Action	Owner	Page Ref:
Regarding music provision throughout the school - a memo to be sent to teachers reminding them of the free music resources that they could incorporate into their lessons and the Sing up resources the school subscribes to annually	FG	5
Regarding safeguarding – a reminder to be sent to governors reminding them that their confirmation of their understanding of KCSIE would be required at the next LGB.	TC	6
Regarding Safeguarding – the Child Protection Policy and Procedures Policy review date to be revised.	LB	7
Regarding the Healthy Eating Policy – Governors to consider how to take forward the review of this Policy.	All	7