



St Catherine's Catholic Primary School, Bridport
Minutes of the Teaching and Learning Committee
21st November 2017 at 4.00pm

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	Mrs Siobhan Dismore	TC	Tan Cox (Clerk)

Ref	Agenda Item	Action
1	Apologies: Mrs Georgina Coombs	
2	Declaration of Pecuniary Interests and Eligibility: No Declarations were received	
3	<p>Minutes of Teaching and Learning Committee 13th September 2017:</p> <p>The minutes from the last meeting were reviewed, governors agreed that they were a true and accurate record, they were duly signed by the Chair. There were several matters arising - detailed below:</p> <p><u>Matters Arising from Minutes:</u></p> <ul style="list-style-type: none"> • Music provision throughout the school – FG reminded teachers about using the SIng Up resources as these are paid for by the school and should be used and accessed by all. • Safeguarding – reminder sent and KCSIE document signed and sent to CAST. With regards the Child Protection Policy, CAST has provided this, and it will be adopted at the LGB on the 29th November. The 'date adopted' should be annotated on the policy. • Healthy Eating Policy – dealt with under AOB. 	JW

Minutes approved: Chair of Teaching and Learning's signature



Ref	Agenda Item	Action
4	<p><u>School Improvement Plan:</u> SIP Update</p> <p>FG had sent out to governors the various documents that made up the SIP paperwork for discussion.</p> <p>The paperwork consisted of four key pieces of documentation:</p> <ul style="list-style-type: none"> • Strategic School Improvement Fund – Leadership Project FG referred to a South Coast School Alliance initiative that had been commenced and that the school had been approached to participate. the Strategic School Improvement – Leadership Project was in ‘bid’ stage and more information would be available once the Alliance had been successful in obtaining the funding. For St Catherine’s the initiative would be fully funded, FG confirmed that she had spoken to LA (Louise Adams – CAST Head of School Improvement), who had been keen to progress. • Sports Funding Review 2016/17 FG referred to the Sports Funding Review 2016/17 document and talked through the various activities, the funding and the impact that the activities had made to the children and school. FG said that the school had actually spent more than they had available, the funding received being £8,810 and the final spend being £16,950. There was general discussion around the activities provided and the costs involved. • Plan for 2017/18 for Sports Funding delivery FG referred to the Sports Premium Strategy for 2017/18, she said that this year the school will receive £16,000 + an additional £10 for each child on roll, providing total funding of £17,800. <p>FG confirmed that the school will provide gymnastic coaching (across all years), dance coaching in the Spring term and tennis in the Summer term. She said that these sessions will be held during the children’s PE classes and would also serve as CPD for teaching staff. FG said there would be money available to purchase some more equipment as some is worn and needs replacing.</p> <p>There was some discussion around local festivals that are attended by the children at Sir John Colfox School (tennis) and Freshwater (Pyramid Dance).</p> <p>There was discussion also about other sports such as swimming and governors asked about the costs involved. LB explained that for health and safety reasons the class needs to be split into two groups, one group being kept inside whilst the other swims.</p>	



Ref	Agenda Item	Action
	<p>This means that three teachers are needed every time there are swimming lessons; one teacher to set work and supervise children in the classroom and another two to remain poolside and supervise the swimming children – it is costly for the school to provide. LB said that some parents have written to say that they do not want their child to participate as they have swimming lessons outside of the school.</p> <p>Governors asked about the school's pool and FG said that the pool cover is beyond repair and needs to be replaced, the school does not have the funds to do this.</p> <p>Governors asked about the replacing of the equipment (trim trail) on the school field, LB said that this would cost too much and, mainly due to the health and safety requirements, the school does not have the funds to do this.</p> <p>Governors referred to the funds being generated by the school's PTA and FG mentioned that she had already earmarked money from the PTA for ICT equipment which is urgently required in the school.</p> <p>Governors queried the rise in transport costs – FG said that the school had lost a local provider and that costs for transport had escalated.</p> <p>SD said that she is pleased that there are more sports clubs this year than last year, there was general discussion around the provision of sports clubs and activities. Other than paid clubs, all clubs are undertaken on a voluntary basis.</p> <ul style="list-style-type: none"> <p>• Pupil Premium delivery update The meeting between FG and SD had still to take place. The PP Strategy is now on the school website. FG provided a brief synopsis of the PP position and said that the school is in line with the national average. SD said that after her meeting with FG she will write a report for the LGB on 29th November.</p> 	



Ref	Agenda Item	Action
5	<p>Curriculum:</p> <ul style="list-style-type: none"> <p>Learning Walk JW referred to her paper that she had sent governors describing the learning walk of English throughout the school that both she and fellow governor, Georgina Coombs had undertaken in October 2017. JW described the time spent as very positive, all classes were visited, and governors witnessed English lessons being taught that were different and creative, JW mentioned in particular the use of Talk to Writing, the Grammer Gang and Writing by Candlelight (Yr 5).</p> <p>JW described the learning walk process that she and GC had gone through and the action she took during the learning walk. All governors were pleased with the outcomes.</p> <p>LB said that the learning walk and the documentation arising from it would serve as good evidence to OFSTED of governors quality assuring teachers and students 'knowing' the curriculum (a comment in the last OFSTED inspection) there was further discussion of the link between undertaking learning walks of curricula subjects and the eventual follow up by OFSTED.</p> <p>Governors all agreed that an annual learning walk in a subject was not enough and JW suggested that a termly learning walk would be more appropriate. After some discussion it was agreed that another learning walk in English would be scheduled for the Spring term, LB made a note of the requests from governors to assist the next learning walk. SD agreed that the Spring term would be a good time to do the follow up as there will be more data available and asked if governors had checked in books.</p> <p>There was discussion around the funding for books and the various publishers and funds available for the school to use to procure books for students. Usbourne currently provide the best value to the school.</p> <p>FFT Dashboard FG had provided the FFT aspire 2017 KS1 / KS2 School Dashboard for governors to read and she asked whether they had any questions.</p> 	



Ref	Agenda Item	Action
	<p>SD referred to the graphs showing KS1 data and the gap of - 21% combined progress from prior attainment(EYFS). The high level of high attainers from this cohorts EYFS data may be the reason for the negative progress score.</p> <p>There were questions from governors around the EYFS data and how it was gathered and processed and discussions around the baseline figures for 2015/16 which, LB said, may not have been accurate, and which in turn, may have skewed the figures supporting them. Since 2016 EYFS data, SLT has reviewed the process of moderation in school, to ensure accuracy. This process has been aided in school since the employment of the temporary teacher in reception from February 2017, who is a registered OFSTED inspector.</p> <p>JW asked if FG could bring in an example of one of the tests for governors to look at, so that they can understand it (a SATS test). FG agreed, and governors thanked her and said this would be helpful.</p> <p>SD referred to the various tests that schools must provide to pupils (especially SATS), and referred to other areas of the school curricula that are also beneficial to children such as art, crafts, drama etc. FG said that teachers are having to be smarter about how they plan their lessons and build literacy into their lessons. She said that children cannot fully appreciate and participate in the full curricula if they do not comprehend maths and english. A broad and balanced curriculum is offered.</p> <p>Governors referred to KS2 data and asked questions around 2017 targets and predictions. FG said that maths had been disappointing but that reading and writing were strong. FG said that the actual scores have gone up across the board.</p> <p>SD said that OFSTED had commented negatively on how the school manages pupils who need 'greater depth'. FG said that she did not agree with the comment from OFSTED, and said that what had been missing when they visited was the evidence to demonstrate the provision of 'greater depth' teaching and learning. LB and FG both emphasised that the school is now careful to make sure this is demonstrated in every class.</p> <p>SD said that OFSTED had commented negatively on whether the teachers knew the curriculum. LB said that last year she had devised a quiz for teachers to ensure that they knew all the curriculum areas, she and FG agreed that the test could take place again this year. SD said that the results of the quiz should be reported to governors and would provide good evidence for OFSTED.</p>	<p>FG</p> <p>LB</p>



Ref	Agenda Item	Action
	<ul style="list-style-type: none"> <p>RAISE (now ASP – Analyse School Performance) FG referred governors to the RAISE booklet and explained that this is now called ASP.</p> <p>The booklet contained provisional data for 2016/17, scores and numbers of children achieving the expected standard, and numbers achieving a higher standard, including benchmark data with the national average for reading, writing and maths. It included data relating to disadvantaged pupils in reading, writing and maths. There was general discussion around the data scores, the benchmarks and the numbers of children achieving an expected/higher standard.</p> <p>CAST Statutory Predictions / End of Year Predictions FG referred governors to the various datasets produced by CAST which covered predictions for 2018 and ranged from Phonics / KS1 and KS2 for reading, writing, maths, SPAG and combined.</p> <p>There were discussions around the data, especially the combining of scores which had not been done before.</p> <p>INSET dates FG explained that the end of Summer term would be the 20th July, she referred to a need to introduce extended staff meetings in the Spring term to ensure that CPD for teaching staff was being managed throughout the year.</p> 	
6	<p>Safeguarding LB referred to the new Safeguarding Policy provided by CAST and the new process that went with it (signed Statement of Intent). She said that the new policy will be adopted by the LGB on 29th November.</p> <p>She referred to the need to complete two safeguarding audits every year, both of which asked for the same data, but which were for two different recipients, those being CAST and Dorset County Council. She reminded governors that they had been sent the various audit reports in 2016 after they had been completed. She said that at a meeting with CAST recently several schools had complained about the need to complete two safeguarding audits, and CAST have agreed to look into this.</p>	



Ref	Agenda Item	Action
7	<p>Policies:</p> <p>LB referred to the list of policies compiled by TC and to LB's subsequent list where she had divided these up into various committees (colour coded - yellow and pink). LB confirmed that no policies were due for review at this meeting. New policies had been received from CAST and these will just be adopted by the LGB on 29th November.</p>	
8	<p>Governor Training:</p> <p>JW referred to the training course (Governor's briefing) to be provided by CAST next week – both she and SD will be attending.</p>	
9	<p>AOB:</p> <p>JW referred to the mention of 'science' at the previous meeting in September, and to her request for science to appear on the Agenda.</p> <p>FG provided governors with a written Science Overview report which highlighted each class year, the topics of science taught during the Autumn term and the cross-curricular links. This was well received by governors and generated a lot of discussion.</p> <p>JW said that she did not think that there had been enough questions from governors about science and that the topic should appear on the T&L Agenda for future meetings. JW posed a question to her fellow governors – what questions should we, as governors, be asking about science?</p> <p>JW was pleased with the written report to evidence the year-by year coverage of the science curriculum. She emphasised that this is a statutory expectation (National Curriculum revised 2016) and is also helpful to parents.</p> <p>JW referred to the matters arising from the previous meeting and to the need to review the Healthy Eating Policy. FG provided governors with the Whole School Food Policy, which they had not seen before.</p> <p>JW said that the Healthy Eating Policy should have some kind of oversight, maybe from the School Council or a parents group as she felt it is important that the school promotes a healthy lifestyle.</p> <p>She said that in Feb 2018 it would be good to review the Policy again. There were discussions around the practicalities of obtaining a group of parents to debate the Policy and then to actually enforce it.</p>	



Ref	Agenda Item	Action
	<p>It was thought that parents would not follow recommendations to avoid kit-kats in their child's lunchbox. SB said that the school could promote it but could not insist on it.</p> <p>JW asked that the Whole School Food Policy be uploaded onto the school's website.</p> <p>LB said that it would be possible to take the Healthy Eating Policy through the School Council and that they may be able to work on it.</p> <p>SD asked whether FG had heard any more about the OFSTED follow up visit. She said that she had heard from colleagues in other schools that OFSTED are 12 months behind on their follow up reviews/checks. FG confirmed that she had no news of when their follow up review would happen.</p> <p>SD asked about the ESG (Enhanced Support Group), FG confirmed that these had now stopped as LA is now coming to LGB's.</p> <p>JW referred to the draft Attendance Policy that had been provided by FG for discussion. FG explained that the policy had been enclosed for governors to read, she said that the time had come for governors to think about penalties for parents who do not send their children to school. There was discussion around the new policy and the reason for absence. FG confirmed that it was not a truancy problem, more a problem relating to families who go on holiday during term time.</p> <p>FG said that DCC expect schools to issue penalty notices to parents and DCC will come and check registers to ensure that the penalties have been issued. The cost of absence is now placed on a 'per child/per parent' basis at £60 each, therefore if two children and two parents are involved the cost will be £240.</p> <p>FG mentioned that parents would need to be contacted and LB suggested that any letter to parents regarding the payment of a penalty could be signed by the head and chair.</p>	LB
10	<p>Items for next Agenda: Science and Healthy Eating Policy</p>	
12	<p>Dates of Future Meetings: There were discussions around the dates of the next meeting which was set for 14th March at 5pm and 13th June at 5pm</p>	



SUMMARY OF ACTIONS

Action	Owner	Page Ref:
Regarding safeguarding – the ‘date adopted’ (29 th November) should be annotated on the policy prior to be uploaded onto the school’s website	JW	1
Regarding FFT Dashboard – an example of a test to be provided to governors.	FG	5
Regarding OFSTED comment ‘teachers know the curriculum’ – a quiz for teachers to be undertaken (similar to quiz in 2016) and the results communicated to governors.	LB	5
Regarding the Healthy Eating Policy – ask School Council to review	LB	8