



St Catherine's Catholic Primary School, Bridport
Minutes of the Teaching and Learning Committee
3rd May 2018 at 5.15pm

Live, Love and Learn Together

Initials	Attendees	Initials	Attendees
JW	Miss Judy West	FG	Mrs Frances Guppy
GC	Mrs Georgina Coombs		
SB	Mrs Sarah Betts	TC	Tan Cox (Clerk)

Ref	Agenda Item	Action
1	Apologies: Mrs Siobhan Dismore, Mrs Lydia Blake	
2	Declaration of Pecuniary Interests and Eligibility: No Declarations were received	
3	<p>Minutes of Teaching and Learning Committee 21st November 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"> • Safeguarding – SB is currently undertaking an exercise for the LGB that involves auditing all the policies on the website, including their date adopted/date for review. • Example SATs – example SATs tests were handed out at the end of the meeting by FG. • OFSTED – a quiz has not been produced this year for teachers, instead school leadership have produced a Writing Progression Policy – this was handed out at the end of the meeting by FG. JW asked whether this will support the teachers' curriculum knowledge. FG said that it will. • Healthy Eating Policy – LB was not present at the meeting, however FG thought that LB had raised the matter as a discussion topic with the School Council. This item to be rolled over. 	

Minutes approved: Chair of Teaching and Learning's signature



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4	<p><u>Other Items to address:</u></p> <p>Teaching and Learning Committee Terms of Reference An updated copy was presented to the Chair to sign, this version stated the need for a Vice Chair to be appointed. GC proposed SD to take the position of Vice Chair and SB seconded this appointment. The Chair welcomed SD as Vice Chair in her absence.</p> <p>Governor attendance at T&L There had been some discussion at the start of the meeting with regards the attendance of BI. TC had said that she did not know that he had been appointed to the T&L Committee. JW said that as the Maths Governor Link he should be on it. TC agreed to notify BI of his new responsibility on the T&L Committee and would ensure he is invited to future meetings. FG confirmed that she is meeting with BI on the 17th May and will pass on any paperwork to him.</p> <p>English Learning Walk – 21st March 2018 JW advised governors that both she and SB had carried out a Learning Walk of English. The focus of the visit was to look at sentence development by pupils throughout all classes at the school and its alignment to the Sentence Development Policy that had been introduced earlier in the term. There were no key issues coming out of the Learning Walk – it was focused and achieved its aims, however governors had a number of questions.</p> <p>The Class Teacher / English Co-ordinator (JF) was not in school for the visit. The questions asked by governors during their visit were noted and JF produced a detailed response document which provided information for governors.</p> <p>FG handed governors the response document produced by JF and took governors through the content, there was further discussion centred mainly around Mighty Writer (its use and future funding for continued use ie: picturecards). Talk for Writing and the extent to which it had been rolled out by the school. There was some discussion around the percentages and targets set for Phonics and JW commented positively on the Book Club and Grammar Gang.</p> <p>JW said that she would like to see a Science Learning Walk arranged for the next school year 2018/19, as science is part of the school curricular and is subject to governor review.</p> <p>FG said that she would consider this.</p>	



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5	<p><u>Main Item:</u></p> <p>Target Tracker / CAST Scorecard / CAST's Draft HT Report Prior to the meeting FG had printed off a large print version of the Scorecard and had laid it out for governors to peruse.</p> <p>FG began by explaining the various systems that the school had used over the preceding years to capture data. She referred to the Target Tracker system which had been used for some time by the school. She had brought her laptop into the meeting and proceeded to demonstrate the Target Tracker software to governors explaining how it works and the data it captured.</p> <p>FG said that the data captured on the Target Tracker is then used to populate the Scorecard (introduced by CAST in the Autumn Term). FG explained how the various data is fed into the Scorecard, she referred to the data relating to PP children and how they are shown on the Scorecard. She provided detailed explanations to governors on the various percentages of pupil progress including predictions for the end of the year. Including details on the various Key Stages and how the data is aligned to the curriculum.</p> <p>FG reminded governors that the school is judged nationally against national targets, she explained the process of triangularisation between the pupil books and the data scores/percentage progress and/or progression predictions.</p> <p>During the detailed explanation and demonstration FG handed out various handouts to governors which she said would help them understand the data and how it translated into pupil progression over the previous two terms.</p> <p>Governors thanked FG for the detailed explanation of both the Target Tracker and the use of CASTs Scorecard, however they added that they thought it was an overly complicated way of capturing and interpreting data and not easy for lay-governors to get to grips with.</p> <p>GC asked FG about the Dashboard data that she had needed to capture and whether this is still required. FG said that the Dashboard data is required for the DfE and is statutory data that is collected from each school and used to compare performance of schools nationally.</p> <p>FG confirmed to governors that CAST schools are being asked to run with the Scorecard methodology for the current year, after which in September there will be a new way of capturing and presenting data and that this will be on a newly designed HT Report, which should be fully operational from September 2018.</p>	



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	<p>FG handed governors a completed version of the DRAFT HT Report. She explained to governors that this is a new way of reporting and has been introduced by CAST. She said it consists of a number of sections, mainly to be populated by school leadership but said there are sections of the Report that require input from other parties.</p> <p>FG took governors through the various pages of the document and explained each one as she went through. Starting with pages 1 and 2, FG explained that the main section on page 1 consists of the Termly Leadership Report to Governors and is basically a school context overview section – it provides various percentages attained by the school over a number of categories and compares these to the national average. Governors (and CAST) can see at a glance how the school measures in terms of its performance against national average scores.</p> <p>FG also explained the Admissions (Leavers and Joiners) to the school and the Class profile. This section is segmented into years R – 6 and relates to B/G (boy / girl), PP (pupil premium), SEN (special educational needs), AMA (Academically More Able).</p> <p>Governors commented on the number of acronyms and shortened words and said they do not always remember what they are. TC agreed to compile a list at the conclusion of the minutes.</p> <p>There was some discussion around the Stability scores (dating back to 2015), FG agreed that the school does have a turnover, governors were curious about this and concluded that many of the schools in the area did not have full capacity of pupils and therefore it is much easier for parents to move their children. FG said that overall, the school had lost 3 but had gained 6. She reminded governors of the impact of this movement on the school's funding as funding is always based on the previous years' admissions.</p> <p>FG drew governor's attention to the current SEF (Self Evaluation) scores which she said remain at 3 (requires improvement).</p> <p>FG talked governors through the OUTCOMES/ATTAINMENT section of the HT Report contained on pages 3 and 4. She said that this data looks in more details at the progress of pupils in core subjects R, W and M and ranges from Yrs1 to 6. There were a lot of discussion around the various percentages, predicted scores and moderation options.</p>	<p>TC</p>



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	<p>FG talked governors through page 5 being PUBLISHED DATA 'V' NATIONAL and said that the tabled data presents the school's current predicted scores against the national average (which were set out in green text on the table). She said that this is historical data relating to 2017/2018. She explained to governors all the various percentages relating to the school's progress and level of development in W, R and M. There was a lot of discussion around the various figures and how it compared to the national average.</p> <p>FG referred to pages 6 and 7 of the HT Report and said that this is yet to be completed, however that it relates to school attendance and in particular to the personal development, behaviour and welfare of pupils in the varies years from reception to year 6.</p> <p>FG made specific mention of the second table on page 6 relating to Behaviour and to the way it had been segmented between incidents, she went on to describe her interpretation of the seriousness of incidents to governors in order that they understand where each begins and ends. She said that a 'low level' incident would be an incident that is noted by a teacher and raised informally. A 'medium level' incident (or red box) would consist of a serious breach by a pupil, such that it would involve a meeting with a pupil's parents and/or other agency. A 'high level' incident would be so serious that an exclusion would be recommended.</p> <p>JW referred specifically to how the school manages lateness by pupils, FG said that there are internal processes that deal with this, and that lateness does not feature on the HT Report.</p> <p>FG referred to the PDBW Curriculum (personal development, behaviour and welfare) and commented specifically on the measures the school had taken recently with regards internet safety. She mentioned a revised E-Safety Policy. She referred to several instances where internet and/or e-safety had been breached and explained the school's reaction to these instances.</p> <p>Relating to the scores for Teaching, Learning and Assessment under QUALITY OF TEACHING (page 7), FG said that, although subjective, it had been divided between 'Good' and 'Requires Improvement' on a 50/50 split. On page 8 she explained the various monitoring arrangements for teachers in all classes through R to Yr 6. She spoke also about the STAFF CHANGES section at the bottom of page 8, including the pending appointment of a class teacher and CPD section on page 9.</p>	



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	<p>FG referred to the second table on page 9 and drew governors attention to the change in colour, which signified input from the teachers in the school themselves. She said it relates directly to the curriculum and relates to topics, visits, in school events and any other event.</p> <p>There was much discussion about this and how it would be completed, including what constitutes a 'topic'. FG explained that lessons are planned around various topics, she gave an example of a Yr5 topic 'Victorians'. She said that the pupils had visited Hook Court, they were involved in a stage play depicting Victorian life and also provided an 'open afternoon' for parents. FG said that all of these learning events could be recorded by the teacher in the CURRICULUM section.</p> <p>FG referred to page 10 and to the GOVERNANCE UPDATE section of the report. TC said that she would be able to complete virtually all of this, with the exception of the 'Other' column. The Governors would need to keep her informed of every meeting they were involved with so that she could update this section accurately.</p> <p>TC asked FG how the HT REPORT would be completed? Would it be accessed on-line and updated by the various people who need to update it? FG said that this is still undecided, she said completion of the HT Report would feed into the School Calendar which is still under consideration (and dependent on deadlines and data availability).</p> <p>FG referred briefly to page 11 being SCHOOL IMPROVEMENT PRIORITIES and said that these would be lifted from the OFSTED report and a review of attainment and progress of pupils in relation to national data and internal tracking and monitoring, and also the WIDER COMMUNITY INVOLVEMENT which would include Catholic Community Group and several other initiatives.</p> <p>Governors were impressed with the depth of the new HT REPORT and the fact that it is easy to understand and interpret.</p>	
6	<p><u>Supplementary Items:</u></p> <p>Writing Progression Policy (DRAFT) FG handed governors a Draft Writing Progression Policy and explained how the expected progress of children is incremental through the various years at the school. She asked governors to take the Policy away and provide some feedback at the next T&L Committee in June.</p> <p>KS2 SATS FG handed governors various samples of KS2 SATS for their perusal.</p>	



Ref	Agenda Item	Action
7	Items for next Agenda: Healthy Eating Policy Science Learning Walk Writing Progression Policy (feedback from Governors)	
8	Date of Future Meeting: 13 th June at 5pm – Chair Siobhan Dinsmore	

SUMMARY OF ACTIONS

Action	Owner	Page Ref:
Regarding acronyms – compile a list at the conclusion of the minutes	TC	4

LIST OF ACRONYMS

NoR	Number on roll
SEN	Special Educational Needs
FSM	Free School Meals
STABILITY	Movement of pupils / starters and leavers
SEF	School's Self-Evaluation Form
EAL	English as an additional Language
EHCP	Educational Health Care Plan
GD	Greater depth
PDBW	Personal Development, Behaviour and Welfare
L&M	Leadership and Management
TLA	Teaching, Learning and Assessment
GLD	Good Level of Development
AMA	Academically More Able