



**The Governors of Sutton CE (VC) Primary School**  
**Minutes of Teaching & Learning Committee meeting held on 31<sup>st</sup> October 2018 @ 7pm**  
**Present were; Hilary Sanderson, Lucy Amos-John, Stuart Davis, Emily Gore-Rowe, Mary Hancock,**  
**Alison Harker, Sue Read, Dan Smith and Stuart Hales (Clerk)**

Agenda Items	Issues Raised	Decisions Taken	Action
<b><u>Apologies for absence</u></b>	Chris Sanderson and Vickie Watts.		
<b><u>Absenteeism without apologies</u></b>	None.		
<b><u>Declaration of Interests</u></b>	SH distributed a Governor Declaration of Pecuniary Interests form taken from Governor Guidance Note 06, which was completed by all present. EGR advised that the school would issue a separate Register Of Pecuniary Interests form on 01 Nov 2018 for governors to complete and return to the school.	<b>Post Meeting Note</b> <b>Register Of Pecuniary Interests</b> <b>emailed to govs on 01.11.18</b>	
<b><u>Committee Terms Of Reference</u></b>	The Terms of Reference for the T&L Committee had been issued prior to the meeting. Governors approved the Terms for 2018-2019.	<b>Approved Terms of Reference to be issued to T&amp;L Committee</b>	<b>SH</b>
<b><u>Minutes of last meeting (27.06.18) and matters arising</u></b>	<b>School Catering</b> – EGR advised that since TnS (the new school caterers) had taken over from CCS there had been an improvement in the quality of school dinners, a reduction in wastage and that they also have further plans to increase the uptake of school meals. Governor G queried how often does management from TnS visit the school to monitor the service? EGR advised that Mark Adcott, visits fortnightly. Governor E queried if it was now possible for the school to report any implications to the school budget by awarding the catering contract to TnS? EGR advised that the contract with TnS was clear but the costs to the school of completing maintenance in the kitchen such as an annual ‘deep-clean’ or replacement of equipment still had to be agreed within the WASP Partnership.  HS asked if there were any further queries on the minutes? There were none. The minutes were agreed and there were no further matters arising.	<b>Signed by HS</b>	



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<p><b><u>School Improvement Plan:</u></b>  <b><u>Objective 1a, raise expectations and standards of achievement for disadvantaged pupils, particularly more able learners</u></b></p>	<p><b>EGR left meeting</b></p> <p><b>Data</b> - DS advised of the percentage of pupil premium children achieving both 'expected' and 'greater-depth' in Maths, Reading, Writing and all three areas combined in Years 1 and 2 in 2017-2018. He suggested that the school was disappointed in the number of pupils achieving greater depth.</p> <p>DS then advised that since the introduction of the new national curriculum in 2013, it is now more challenging for pupils to move from the national average of grade 2b at the end of KS1 from the old curriculum to achieving greater depth by the end of KS2 in the new curriculum.</p> <p>Govenors agreed that pupil premium children still needed to make progress, even if their attainment was lower than other children</p> <p>DS advised that pupil premium children are split into lower, middle and higher achievers and if pupils fall into different categories for Maths, English and Reading, their targets will often increase as they are moved into a higher group.</p> <p><b>EGR returned to meeting</b></p> <p><b>Governor D queried if all schools are judged in the same way? DS advised they were.</b></p> <p>EGR advised that she had recently attended a summary day of a disadvantaged DfE pupil project, linking the school to the Kings Hedges Education Federation. She then advised that the two schools would like to continue to be work together. DS had already visited Kings Hedges – they would visit the school on 08 November 2018.</p>		



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<p><b><u>School Improvement Plan: Objective 1a, raise expectations and standards of achievement for disadvantaged pupils, particularly more able learners (cont)</u></b></p>	<p><b>Data (cont)</b> - EGR advised that Year 5/6 teachers had worked incredibly well last year and Val Palmer had asked if the targets for disadvantaged children were aspirational enough? EGR &amp; DS robustly challenged all targets &amp; were happy that they are sufficiently challenging. Data targets would be linked to teacher's performance management targets.</p> <p>EGR advised that there would be a focus on disadvantaged learners and the curriculum &amp; assessment. She then advised that teachers were generally confident with planning of the curriculum but there would be a focus this year on improving the robustness of teacher assessments, ensuring that these are used to better inform teaching and target learning</p> <p>EGR advised that Ruth Garbutt had accepted a team leader role in Year 5/6 and Mrs Katy McCullough had agreed to work 2 x half-days to assist RG in tracking and monitoring the progress of pupil premium children - the additional cost of this coming from PP funding. They would also focus on coaching and supporting teachers and TAs to work with small groups of disadvantaged pupils.</p> <p>EGR advised that Mrs Woodruffe would work on the 'Power of Words' project across KS2, linking with Word Aware intervention programme designed to pre-teach technical vocabulary to specified children before it is introduced to the whole class.</p> <p><b>Funding</b> – Governors agreed that since the introduction of Universal Free School Meals for Reception and children in KS1, schools had seen a reduction in the amount of pupil premium funding they receive.</p> <p>EGR advised that Mrs Korniotis-Diaper would ask parents of children in Reception and KS1 to submit a form to the school if they felt that they would be eligible for free school meals.</p>		



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<p><b><u>School Improvement Plan: Objective 1a, raise expectations and standards of achievement for disadvantaged pupils, particularly more able learners (cont)</u></b></p>	<p><b>Funding (cont) –</b> Governor A queried if a letter &amp; form should be sent home to ALL parents to ask them to submit a form? EGR advised of the financial limits that families had to be under to be eligible for free school meals and suggested that there was a reluctance with some parents in the village to submit a form.</p> <p>Governor E queried the amount of pupil premium children currently on the school roll? DS advised 15%.</p> <p>DS advised that a number of parents had enquired about financial assistance for the Year 6 Grafham Water trip and for music lessons. He added that the trip had been offered for half price to those families eligible for pupil premium.</p> <p>Governor D advised that the school could approach the Poolsland Charity in the village who are keen to provide families with financial assistance.</p> <p>HS thanked EGR and DS for their presentation.</p> <p><b>Pupil Premium Working Party -</b> Governor C queried if it was too early in the year for governors to check milestones of the action points within the RAP? EGR advised that Mrs Garbutt and Mrs MacCollough would meet over the next two weeks to prepare the pupil premium report which will be distributed to governors and placed on the schools website by the end of November 2018. AL, SR and DS could then meet with RG and KMac to review the report.</p> <p>Governor C queried if governors could assist in the preparation of the report? EGR advised that this would best be done by staff only.</p> <p>It was agreed that the pupil premium report be presented at both the T&amp;L and Business Meetings.</p>	<p><b>AL, SR and DS to meet to review pupil premium report</b></p> <p><b>Pupil Premium Report to be taken to T&amp;L and Business Meetings.</b></p>	<p><b>AL, SR, DS</b></p> <p><b>SH/EGR</b></p>



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<p><b><u>School Improvement Plan: Objective 1a, raise expectations and standards of achievement for disadvantaged pupils, particularly more able learners (cont)</u></b></p>	<p>EGR advised that during the INSET day on 19th October, staff had focussed on barriers to pupil premium children progressing and collaborative approaches to teaching. EGR suggested that the best use of pupil premium funding has an impact on every child in the classroom and by having mixed ability groups, children can have aspirational targets through working with other higher achievers.</p> <p><b>RAP</b> - A separate document titled '<i>Raising Attainment Plan</i>' was distributed at the meeting. EGR advised that the plan would only include new action points over and above that included in the previous plan. She then proceeded to go through it in detail advising of the three priority areas for improvement and what teachers are leading in what area.</p> <p>Governor C queried that there was nothing to link the issue of vocabulary in the RAP and an increase parental engagement? EGR advised that parental engagement was not one of the top priorities presently but linked into other action points. The school would support a six-week project on handwriting later in the year and would focus on how to engage with parents at its launch, during and celebration at the end.</p> <p>DS advised that parents of children in reception/ year 1 had been invited to attend a whole day sports day on 29 October and the turn-out had been 50% which was positive. Governor H queried if the success of this event could be communicated back to parents? EGR advised that one of the outcomes from the recent governance review was for governors to prepare a short newsletter of their work. Governor D then showed an example of a governor newsletter from Mepal &amp; Wicham Primary School.</p>		



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<p><b><u>School Improvement Plan: Objective 1a, raise expectations and standards of achievement for disadvantaged pupils, particularly more able learners (cont)</u></b></p>	<p>It was agreed that a governor prepare a short summary and send to EGR to include in the next school newsletter.</p> <p>EGR proceeded to read out the ten sub points under Priority 3 in the RAP in detail for governor awareness.</p>		<p><b>HS will write a report this time</b></p>
<p><b><u>School Improvement Plan: Objective 1b, Further develop staff use of assessment information in order to facilitate accelerated progress &amp; ensure raised combined levels of attainment</u></b></p>	<p><b>Parental Engagement</b> - DS advised that there had been a low turnout at the parents' meetings this week and it was suggested that there were some difficulties with the new electronic booking system.</p> <p>DS promoted the benefits of children in KS2 attending parents' meetings as they could receive comments on what they needed to focus on directly from the teacher.</p> <p><b>Governor D queried if teachers meet at the end of the year to discuss children moving between one class and another? EGR suggested this had happened in previous years and that teachers will be released from their class to allow this to happen this year.</b></p> <p>DS advised that children in Year 5 last year had their books and test papers retained by the school to allow teachers to see where each child was prior to moving into Year 6.</p> <p><b>Governor G queried if detailed reports are prepared for each child? DS advised annually, and copies are retained in the child's blue folder that moves up through the school with them for teachers to look at.</b></p> <p><b>Lesson Observations</b> - EGR advised that she had completed one learning walk with the local authority advisor and suggested that in several classrooms there had been excessive teacher input at the start of a lesson. She added that the school would move away from formal lesson observations to a more frequent 'drop-in' visit and that part of the criteria during her visits was if the children were confident, engaged and resilient with their work.</p>		



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<p><b>School Improvement Plan:</b>  <b>Objective 1b, Further develop staff use of assessment information in order to facilitate accelerated progress &amp; ensure raised combined levels of attainment (cont)</b></p>	<p>Governor D suggested that it was important for teachers to know that they can have a poor lesson, learn from this, how to put it right in the future and take feedback from lesson observations as an opportunity for a positive way forward.</p> <p>Governor D queried if any resources were required to allow for these areas of improvement? EGR advised that Mrs Korniotis-Diaper had agreed to work for three days instead of 2½ for an agreed length of time.</p> <p>Governor C suggested that BW, the LINK governor for Early Years was keen to support that area of the school. EGR advised that she would ask KK to liaise with him directly to agree a date to visit the school.</p> <p>SD advised that CS was the LINK governor for English and that he would focus on Phonics which was led by Mrs Dilley and Mrs Morfill.</p> <p>Governor C queried if governors could liaise with the School Council to listen to their views on the quality of teaching?</p> <p>Governor D then showed a blank Pupil Voice template from Mepal &amp; Witcham Primary School which could be used to record such a meeting.</p> <p>Governor D queried if the school would focus on growth mindset? EGR advised that this be looked at during the summer term.</p> <p>Linking with Pupil voice, Governor H advised that she was impressed with the quality of questions asked by children during the process to find a new headteacher.</p> <p>EGR advised that teachers had been sent a questionnaire similar to that used by OFSTED and also a well-being questionnaire and she still waited for the majority of returns.</p> <p>She also advised that Jane Vass, a county council Early Years improvement advisor, had visited the school today.</p>	<p><b>EGR/Mrs KK to liaise with BW ref a school visit in early years</b></p>	<p><b>EGR/KK</b></p>



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<p><b><u>School Improvement Plan: Objective 1b, Further develop staff use of assessment information in order to facilitate accelerated progress &amp; ensure raised combined levels of attainment (cont)</u></b></p>	<p>Governor D suggested that it might be useful for EGR to liaise with the head at Mepal &amp; Witcham Primary School who took over the role after there had previously been some change in leadership at the school.</p> <p>EGR advised that during the first half of the autumn term she had changed as little as possible partly due to the new R/Year 1 classes and the absence of Miss Watts.</p>		
<p><b><u>School Improvement Plan: Objective 2: Continue to improve Quality First Teaching &amp; thereby raise standards in Writing, Phonics and Maths across the school</u></b></p>	<p>It was agreed that this had already been discussed under the previous item</p>		
<p><b><u>Sports Premium Money</u></b></p>	<p>DS distributed a draft of the Pupil Premium Expenditure for 2018-19 advising of how the funding was proposed to be used and went through five priorities in the document. He added that the costings for each priority still had to be formalised.</p> <p>He then advised that as each priority would likely cost more than the financial limit that the school can spend without GB approval, the school would obtain three quotations for each priority and report back to governors for their approval. He added that once the quotations were received, the school would be better placed to know which of the items in the plan they could proceed with.</p> <p>DS advised of the total funding, which is ring-fenced, and that the funding for 2018-19 was higher as the school had not expended all funding from the previous year.</p>		





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<b><u>Sports Premium Money (cont)</u></b>	<p>EGR queried if the costings could be met jointly from the pupil premium and sports premium funding? DS advised that this might be possible.</p> <p>Governor A queried if there was still a requirement for maintenance to be carried out to the Bark Area as FOSS had previously agreed to help fund this? DS advised that work had already been completed.</p> <p>DS advised of the importance of children trying out new sports and that the school might reapply to the Big Lottery Grant.</p> <p>Governor H queried if children might be interested to play Bowls as the club in the village were looking for new younger members? She added that she would forward a contact for the club to DS to include in a future school newsletter. He advised that he was happy to advertise local sports clubs but required a contact and telephone number for parents to then approach.</p> <p>Governor D queried if there was an orienteering route within the school? DS advised that this was linked to map-reading within the curriculum.</p> <p>EGR thanked DS for agreeing to be sports lead.</p>	<p>HS to forward contact for bowls club to DS to include in newsletter</p>	<p>HS</p>
<b><u>Policies</u></b>	<p>Governor H advised that Val Palmer had suggested to EGR that she focus on getting to know the staff and children first and leave policies to later on in the year.</p> <p><b>Assessment Recording and Reporting</b> – DS advised that he would first work on the policy with staff before presenting it to governors.</p>	<p><b>Assessment Recording and Reporting, Behaviour, Monitoring &amp; Evaluation, Physical Intervention With Named Pupils With SEN and Witchford Community Drug Policies to be taken to T&amp;L Committee on 25.03.18</b></p>	<p>SH/EGR</p>



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<b><u>Policies (cont)</u></b>	<p><b>Behaviour</b> – A separate document titled ‘<i>b4l policy - draft</i>’ was distributed prior to the meeting. EGR advised that guidance on physical intervention and internal and external exclusions still needed to be included. She added that there was a lack of clarity in the existing policy about supporting children with behavioural issues.</p> <p>She then advised that there needed to be a restorative, not reactionary approach to managing behaviour. She added that each teacher now had RAG cards in relation to an behavioural incident for a child to pass to either DS or herself. Green would mean ‘come at your convenience’, amber ‘when available’ and red to ‘come immediately’.</p> <p>Governor E queried if the finished policy would be ready to be taken to the next T&amp;L meeting? EGR advised that it would be. It would first be taken to staff and the School Council.</p> <p><b>Monitoring &amp; Evaluation</b> – EGR advised that a schedule would be prepared as to when to carry out monitoring visits and subsequent evaluation meetings through the year.</p> <p><b>Witchford Community Drug</b> – It was agreed that SH forward the existing policy to EGR/DS.</p>	<p><b>Post Meeting Note</b>  <b>Witchford Community Drug Policy</b>  <b>emailed to EGR/DS on 03.11.18</b></p>	
<b><u>Pupil attainment and progress</u></b>	Due to the over-running of the meeting, governors agreed not to progress with this item and take it to the next T&L meeting.	<b>Item to be taken to T&amp;L Committee on 25.03.19</b>	<b>SH</b>
<b><u>Loss of Reading Recovery specific teaching and its predicted effect</u></b>	Due to the over-running of the meeting, governors agreed not to progress with this item and take it to the next T&L meeting.	<b>Item to be taken to T&amp;L Committee on 25.03.19</b>	<b>SH</b>
<b><u>Developments in other curriculum areas</u></b>	Due to the over-running of the meeting, governors agreed not to progress with this item and take it to the next T&L meeting.	<b>Item to be taken to T&amp;L Committee on 25.03.19</b>	<b>SH</b>



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<b><u>Reports from governor visits on 6 &amp; 9 July 2018</u></b>	<p>Due to the over-running of the meeting, governors agreed not to progress with this item.</p> <p>It was agreed that the governor visit on Friday 2 November would be on English with a focus on collaborative learning and teachers' use of questioning.</p>	<b>Reports from governor visits on 06 and 09.07.18 to be issued to gobs</b>	<b>EGR/DS</b>
<b><u>Any Other Business</u></b>	<p><b>Miss Watts</b> – DS updated governors that Miss Watts is responding well to treatment and thanked governors for their present.</p> <p>Governor H asked DS to pass on best wishes to Miss Watts from governors.</p>		
<b><u>Meeting Close</u></b>	Meeting closed at 9.30pm		