



The Governors of Sutton CE (VC) Primary School
Minutes of Teaching & Learning Committee meeting held on 26th June 2019 @ 6pm

Governors Present were; Hilary Sanderson (HS - Chair), Stuart Davis (SD), Alison Harker (AH - left at 7.30pm), Emily Gore-Rowe (Headteacher), Roland Gurner (RG), Sue Read (SR), Dan Smith (DS - arrived at 6.55pm).
 In attendance were Sam Wallace (SW – SENDCo – left at 7.03pm) and Louise Todd (Camclerks).

Action Log

Item	Action	Resp.
5	Report on lunchtime activities to be produced and shared at July's FGB and with parents	SD
6	SEND report and policy to be finalised and ratified at September's FGB	Agenda FGB
7a	To ask LA and local head's to notify EGR of the date of a pupil's last day at school.	Head
7b	To draft a response letter to parents of leavers	Head
7c	To circulate training from Governor Services as soon as it is released.	Clerk
7d	Update pupil attendance figures at next FGB	Head
7e	Check historical data for music tuition to allow comparison with June 19 figures.	Head
8	Outcomes for KS2 data	Agenda FGB
9a	Taskforces to meet with SLT to review TOP and monitoring programmes	All/Agenda Sept FGB
9b	All to research area they are leading for ideas/strategies – optional	All
10	Pupil Premium lead to be invited to present at next Committee meeting	Agenda/Committee
12a	Ratify Medicines in School Policy after amendments – SD to send DS amendments for other policies	DS/SD/Agenda/FGB
12b	Appoint a Health and Safety Link Governor	Agenda Sept FGB
Action Points from previous meeting of 25th April 2019		
10	Updated: Sports Premium report to be re-written by end of term. Head to meet with KT and AH to discuss.	KT/AH/EGR

Agenda Items	Issues Raised	Decisions Taken/Action Points	Resp.
<u>1. Apologies for absence</u>	Mary Hancock, Kate Travers and Vickie Watts.	Apologies accepted	
<u>2. Absenteeism without apologies</u>	None.		
<u>3. Welcome new governors</u>	The Chair welcomed new governors Roland Gurner and Kate Travers (in her absence) to the meeting.		
<u>4. Declaration of Interests</u>	The clerk declared that she had 2 children at the school.		
<u>5. Minutes of last meeting (25.4.19) and</u>	The minutes of the last meeting were agreed as an accurate record and were signed by the Chair.	Signed by HS	



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<p><u>matters arising</u></p>	<p>Matters Arising Q. Governors asked how the breakfast club for the Y6 cohort during SATs week was received. It was well received and was supported by FOSS. On the first day, 85% of the cohort attended, rising to 100% attendance thereafter.</p> <p>The Head updated the Committee on the lunchtime activities. There are still issues with staff and parental understanding of the activities, although children know the structure. There are more activities on offer. The house rotation works for some children. Children can choose to play with their friends as long as they are respectful and responsible.</p> <p>Q. Governors asked if the dojo system works during the activities. Midday Supervisors (MDSAS) do not give out dojos during lunchtimes. The Head explained the process in further detail.</p> <p>Q. Governors asked if the lunchtime activities are working. The biggest issue is communicating why the school is running them and what has changed in response to feedback. The Head recently met with Ian Roberts who is a sports advisor. He was impressed with the provision and has a video that illustrates the provision at other schools. This has yet to be shared. Houses have changed to incorporate friendship groups. Parents have been listened to and invited into the school to see the activities.</p> <p>Pupils, parents and staff have been surveyed about the provision. SD will prepare a written report which will be shared at the FGB and to parents.</p> <p>The Committee discussed the staff response in more detail. The Head clarified her process behind allocating pupils to their house. Mistakes have been made during the initial launch of the lunchtime activities, particularly relating to friendship groups.</p>	<p>Lunchtime activities report produced and shared at FGB.</p>	<p>SD</p>



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	<p>Action Points from the last meeting. Item 10 – Sports premium report to be rewritten – ongoing – this will be completed at the end of term with headlines for 19/20. Item 11 – SEND Update – on the agenda – action closed. Item 14 – Head to send list of possible governor visit dates to HS and all governors – completed. The pupil voice forum did not take place. The maths learning walk has changed to the early years walk – see also item 14 for further dates.</p>	<p>Updated: Head to meet with KT and AH to discuss Sports Premium report.</p>	<p>Head/KT/AH</p>
<p><u>6. SEND Presentation/Update</u></p>	<p>Sam Wallace, the SENDCo gave an informative update on the SEND provision. Her slides are circulated with the minutes.</p> <p>Highlights of her report are: 44 pupils are on the SEND register. 5 have Education Healthcare Plans (EHCPs), 1 is in the process of applying for an EHCP. This is an increase of 4 plans compared to last year.</p> <p>Q. Governors asked for the reasons behind the successful applications this year. There are no major reasons. Historically, children were not accurately assessed.</p> <p>The effective use of TAs were discussed.</p> <p>Q. Governors asked how they could support the provision. There is a need to ensure teachers are putting strategies in place and assessing them. There are pressures on staffing which governors should monitor.</p> <p>Speech and language – SW will work with new appointments in foundation stage to make sure language is rich. CPD for some TAs will have a speech and language focus. The Committee discussed the reasons behind the emergence of speech and language difficulties in foundation stage. The majority of staff have had STEPS training. There has been funding from the Opportunities area for training the trainer to deliver training on STEPS. Risk management plans and anxiety mapping were discussed.</p>		



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	<p>Q. Governors asked if the school can raise awareness of these plans to parents who may not be aware of the strategy. SW is happy to do that. In September there will be a push for more parental engagement. The Committee discussed the misconceptions parents have with how SEND pupils are managed. The behaviour transformation plans have had an impact, with 2 successful case studies. Staff have acted well in managing the children.</p> <p>Q. Governors asked about staff confidence and capacity. It is getting there, every child is an individual and the school is working with the families.</p> <p>Q. Governors asked if teachers are expected to have the skills to deal with SEND pupils. This has been a challenge. This year the priority has been for all staff to have the skillset to deal with SEND children. This is having a significant impact on leadership capacity. The Senior Leadership Team (SLT) will continue to support staff with training, modelling and coaching. Interventions will be introduced in September when there is evidence of their success either at the school or nationally.</p> <p>Q. Governors asked if the SENCO monitors the success of the interventions. Yes, there has been targeted reading and spelling interventions. Speech and language interventions have all been successful.</p> <p>SW has been working with teachers to identify pupils who are falling behind. There will be regular teacher and TA time in September. The Head explained the TA structure for next year. They will be assigned by yeargroups rather than individual classes to maximise their usage. SW, SR and the Head will tour the school with the children to see what they think about the school.</p>	<p>To complete SEND policy and SEND report in time for Sept FGB.</p>	<p>SW</p>
	<p>DS entered the meeting at 6.55pm</p>		



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	<p>SW would like to do more monitoring of the teaching of SEND pupils through learning walks. SW will redesign the SEND register. She explained the new format which would help provide a record of strategies and provide evidence for EHCPs.</p> <p>The Head and governors thanked SW for her commitment and impact in improving the quality of teaching. It is a developing strength of the school.</p>		
	<p>SW left the meeting at 7.03pm</p>		
<p><u>7. Head teacher's report</u></p>	<p>The report had been circulated prior to the meeting. Questions were invited.</p> <p>Q. Governors asked if schools can retain their teachers who have had extensive continuing professional development (CPD). It might be worth looking into. The school has received funding for £10k from the Opportunity Areas that offers incentives for new members of staff, including visiting other schools within the UK and abroad.</p> <p>Q. Governors asked for the reasons why pupils were leaving and which schools they were now attending. Some have moved to Rackham, Mepal and Haddenham. The majority feel the school is moving in the right direction but the timeline to see the impact of improvements is too long for their children's time at the school.</p> <p>The biggest fallouts have been staff anxiety, anxiety to other families and pupils and the financial implications of the drop in the roll. The next academic year is funded on 11 classes but this could decrease to 10 classes in the long run. In addition there is a concern of a loss of faith in the school.</p> <p>Committee discussed communication between parents of leavers and staff. The Head receives no official confirmation of a child's last day at the school.</p>	<p>Agreed to produce a standard response letter to parents of leavers to invite them to talk to the Head about the move</p> <p>Head to ask the LA and local heads to notify her of leavers' last day.</p>	<p>EGR</p> <p>EGR</p>
	<p>AH left the meeting at 7.20pm. Before she left, she asked about governor training. The clerk advised the 19/20 training programme had not yet been released.</p>	<p>Circulate training from Governor Services as</p>	<p>Clerk</p>



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		soon as it is released.	
	<p>Q. Governors asked if the school is fulfilling its legal obligations regarding one class having no teacher. A higher level TA (HLTA) is being supervised and receiving support from other teachers and from the Head.</p> <p>The Committee expressed concern that the HLTA is going over and above her role with insufficient training.</p> <p>The decision was made on what would be best for the children. The Head explained there was a high level of concern about introducing another new face to the class. The HLTA is a strong member of staff. The Head explained she has received guidance from an LA advisor that a HLTA should only be used on a short term basis.</p> <p>Committee discussed the procedure and additional staffing support for the two absent teachers.</p> <p>Q. Governors asked if this is being communicated to parents in the effected classes. The Head is writing to update the parents of the current situation.</p> <p>The Head updated the committee with the latest staffing structure. DS is being seconded as a deputy at another school in September for a term in the first instance. An assistant interim head will be advertised in-house.</p> <p>Q. Governors asked if the advert for the vacant post had been sent to colleges. The school does not have the capacity to appoint another NQT at this point. There is a need for a more experienced and strong practitioner.</p> <p>Attendance is now 95.25%. The target is 96%. The Committee discussed the extra-curricular music report which had been</p>	<p>Update attendance figure at next FGB</p> <p>Check historical data</p>	



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	<p>circulated prior to the meeting. Governors commented on the low take-up. Some children had left recently. Music will be reviewed in the latter part of the next academic year. It is hoped to introduce more instruments into the tuition. It was noted that there is a gender bias towards girls in the take up. Pupil premium pupils have funded lessons and exams.</p> <p>The Committee discussed school trips. Y5 have not had the opportunity to attend a trip this year.</p> <p>The Head has met with the primary advisor regarding spending of the Sports Premium. There will be a new PE lead in September. The Head will meet with DS and the new PE lead to discuss the advisor’s suggestions. There will be specialist sports coaching for all children in the school.</p>	<p>for piano and recorder take up to allow comparison with June 19 figure.</p>	
<p><u>8. Data Update</u></p>	<p>The predicted results of KS2, the results of the phonics test and KS1 were circulated prior to the meeting.</p> <p>Phonics screening This has taken a significant hit with a 37% pass rate. This is due to a combination of issues, mainly maintaining quality first teaching in Y1 phonics and staff absence. Although vulnerable children were identified early on and were tracked and supported, interventions did not go as well as planned.</p> <p>Phonics is a quick turnaround, the school will introduce a programme from Readwriteinc which has a high impact rate and is a research-backed programme.</p> <p>Diane Small will be EYS lead and phonics lead. She is currently being trained on Readwriteinc. The Head discussed the strategy in more depth.</p> <p>Q. Governors asked if there had been a question level analysis on the phonics test result. There were 3 pupils on the cusp who achieved 30, the pass mark is 32. There was a large group in the mid-20s, who should have passed if the interventions had</p>		



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	<p>been successful.</p> <p>Q. Governors asked how phonics can be supported at home. There are plans for workshops for parents in September.</p> <p>KS2 The Committee were advised that the figures for writing are official. 48% reached expected for writing which is a hit on last year. It is unlikely the school will meet the national average for combined, which is 65%. The Head has looked at the quality of work in workbooks. Writing is a priority in the School Improvement Plan. The Head has discussed the results with the teaching and learning lead and English lead. One problem was lack of practice for quality writing. Workbooks show evidence of improvement in the range of vocabulary used, but not necessarily in it being used correctly, and this has not been picked up by the teacher. Quality first teaching will be a priority for next year.</p> <p>Committee asked about the next cohort. Data is currently being analysed, especially writing. Children in Y4/5 will be moderated closely. Priorities will focus on training teachers to improve delivery.</p> <p>Q. Governors asked for clarification of the reasons for the result: is the cohort lacking in knowledge or was the school unable to help them achieve expected. Both are feasible. It is important to ensure the cohort are engaged, however they were not engaged with all the writing and were not consistent.</p> <p>This year, the Y3/4 team have been trained on planning writing and next year the focus will be the impact of teaching. There is good input but it is not translating to the children.</p> <p>Q. Governors asked: were the issues a legacy of underachievement, quality of teaching or lack of focus. All three, the school will ensure the key focus is there for next year. There will be</p>	<p align="center">Outcome of KS2 for reading, maths and SPAG for July FGB.</p>	



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	<p>targeted teacher and TA interventions as well as introducing same-day interventions through extended lunchtimes.</p> <p>KS1 Reading - 69% Writing – 71% Maths – 69%</p> <p>This is a decrease on last year. There are a high percentage of SEND pupils in the cohort and the additional support they required took away support for interventions for children on the cusp. The bank model will be in place next year to resolve this issue. The children have made progress in the latter half of the year.</p> <p>Q. Governors asked if the reading, writing, maths combined result has been released. Not yet, it is predicted to be 69%. In addition, the school is waiting for the progress data for the KS1 cohort. They achieved 81%, a good level of development in reception. However, the cohort has changed since then.</p>		
<p><u>9. School Development and Improvement Plan Inc governor visit reports</u></p>	<p>The Head has met with Val Palmer, the primary school advisor. The plan will be amended next week. The termly operation plan (TOP) will be confirmed by the next FGB. It will clarify governors’ role in monitoring. Priorities include, strengthening leadership and management, coaching for frontrunners, developing excellence in teaching for specific teachers, improving the quality of teaching and the delivery of the curriculum. The Committee noted the lack of objectives for Early Years. This is in place but has not been transferred to the SDIP.</p>	<p>For September, before the FGB meeting, taskforces to meet with SLT and look at the TOP and monitoring programme.</p> <p>Governors suggested to research area they are leading for strategies, using the Key.</p>	<p>To be confirmed by Sept FGB/ Agenda</p> <p>All</p>



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<u>10. Pupil Premium Expenditure, inc. governor visit reports</u>	<p>The Pupil Premium governor visit report was circulated prior to the meeting.</p> <ul style="list-style-type: none"> • The plan cannot be finalised without the SDIP in place. Action points for next year will be updating the report and trialling a feedback group, where pupil premium children would have time to chat with their teacher in the classroom, potentially during collective worship. • The Committee expressed concern this would have a negative effect if there was a SIAMS inspection. • It would not be every week or with the same children. The extended lunchtime could also be a potential time. • The Committee noted that there was a lack of time for the leads to meet. This should be resolved next year with regular class cover for leaders. <p>The Chair thanked SD for his report.</p>	<p>Pupil Premium lead to present to the Committee in September and review data.</p>	<p>Agenda Committee Next meeting</p>
<u>11. Phonics – Y1 results and ongoing support</u>	<p>This was covered at item 8.</p>		



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<p><u>12. Policies</u></p>	<p>The following policies were circulated prior to the meeting.</p> <ul style="list-style-type: none"> a. Assessment Reporting and Recording b. Early Years c. Medicines in Schools d. RE and Witchford Family PE <p>The Committee discussed the Medicines in Schools policy. A model policy was recommended after amendments were made.</p> <p>The Committee raised concerns of health and safety in the school. The LA is due to conduct a Health and Safety audit which will address any issues and produce an action plan.</p>	<p>The Committee approved the following policies: Assessment Reporting and Recording Early Years RE and Witchford Family PE</p> <p>Action Points: Ratify Medicines in School policy after amendments at FGB</p> <p>Appoint a Health and Safety Link Governor at September FGB. HS will meet with Mr Bate before the end of term for a walk round the school and discussion on possible issues.</p> <p>Send DS amendments for policies</p>	<p></p> <p style="text-align: center;">Agenda FGB</p> <p style="text-align: center;">Agenda FGB Sept</p> <p style="text-align: center;">SD</p>
<p><u>13. Governor Training</u></p>	<p>Headteacher’s performance management – SR has been trained. AH can also be on the panel.</p> <p>The Committee discussed ways of reducing the agenda. The clerk advised against the need for a written Head’s report at this committee as many items had been already discussed at the previous Finance and Personnel meeting.</p>	<p>Send HS details of the NGA Chair Development Programme and relevant courses – completed 27/6</p>	<p style="text-align: center;">Clerk</p>



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14. Meeting Close	9.20pm	The following governor visits were booked: Tues 9 th July – 10am – Book scrutiny. Tues 2 nd July – 11am – Pupil Voice Session.	SD to circulate 9 th July date to governors

Confirmed as a true record, approved by the Committee

_____ Chair Date _____

Key – yellow = challenge