



The Governors of Sutton CE (VC) Primary School

Highlighted text denotes a governor challenge

Minutes of Teaching & Learning Committee Meeting  
Held on Friday 25<sup>th</sup> June at 9.30am  
(Held virtually via Zoom due to COVID-19)

<b>Governors Present on Call</b>	Sue Rudge (Chair), Hilary Sanderson (HS), Sue Read (SRe), Ruth Garbutt (RG), Mary Hancock (MH), Sarah Stant (SS), Jessica Webb (JW), Stacey Miller (Clerk), Mike Harrison (MiH)
<b>Apologies</b>	Chris Sanderson (CS),
<b>Visitors</b>	Vicki Watts for Item 3

**Matters Arising:**

Item	Action	Responsibility	Deadline
9	RG to add cross reference to IT policy.	RG	-
9	RG to add a definition of CUSP to the Geography policy.	RG	-
9	RG to look into the consistency of policies and a template to be used.	RG	-
10	MiH to discuss EAL with JW.	MiH	-

**Minutes:**

Item	Issue Raised
1. Welcome & apologies for absence/note of absenteeism	SRU welcomed all to the meeting. Apologies were received from CS. JW was able to join for some of the meeting. The meeting was quorate.
2. Declaration of Interests	No new interests were declared.
3. Catch Up Interventions	<p>Vickie Watts joined the call to present this item.</p> <p><b>Q: A governor raised a discrepancy within policies regarding handwriting and the use of tracing.</b> VW and RG had discussed this with Diane Small and agreed this reference should be removed as it is no longer being used in early years. The policy will be changed.</p> <p>VW explained that she had been tasked with a few children from KS2 to undertake catch-up interventions, and this started after the Easter holidays. Initially this was from working at home, and then a mix of in school and virtual due to bubbles.</p> <p>She had six children that had the potential to reach age related, but due to the impact of lockdown there was a chance they would not reach this, but with a boost they would be able to.</p> <p>VW explained the projects being delivered for year 3/4, looking at fiction on the theme of dinosaurs. Children had to</p>

Signed:



The Governors of Sutton CE (VC) Primary School

Minutes of Teaching & Learning Committee Meeting  
Held on Friday 25<sup>th</sup> June at 9.30am  
(Held virtually via Zoom due to COVID-19)

Highlighted text denotes a  
governor challenge

Item	Issue Raised
	<p>write a story interweaving all the skills that year 4 will need to meet age related. Each session built upon the last session.</p> <p>In year 5, a similar approach was used but moving on to the objectives for year 5.</p> <p>All children were reassessed at half term and it was found their attitude to writing had improved. Enthusiasm and confidence in writing had shown to increase. VW added the group consisted of approx. 70% boys.</p> <p>VW continued to explain they moved on to a non-fiction dinosaur project. Some new children were involved, and some of the original cohort were 'dropped' as they had achieved the expected improvement. For this term, year 5 focussed more on grammar and SATS style questions. They do a grammar test every two weeks, as well as a balanced argument and a persuasive letter.</p> <p>In year 3-4, Kathryn Brereton gave an intervention called 'Dragon Hunter', where the children had to write a non-chronological report on dragons.</p> <p>For the benefit of the new parent governor, RG explained that the data had showed the biggest gap was in writing, so the funding was channelled into that. Instead of using tutors the school used Vickie to deliver this. Funding has also been used on maths assessments. The school identified children who had been most impacted by lockdown and a majority are Pupil Premium children. VW is also a year 5 team leader so is working closely with year 5 teachers. The next data drop is next week so will start seeing the impact.</p> <p>VW continued to explain that they are using fast track Read Write Inc, using Read Write Inc books and processes which reinforces what is happening in class for year 2. If children are slightly below, it targets those gaps. VW is spending 10 minutes a day on this.</p> <p><b>Q: A governor asked how it will be embedded in the curriculum across the school. When children have succeeded and leave the programme, how are they followed up? Is the school able to get it in to other curriculum subjects?</b></p> <p>A: MiH explained that the work being done at moment isn't financially sustainable long term. The intention is that there is more a nature of being inclusive, considering deficiencies in the curriculum. The focus is to have quality first teaching across the school. There is the risk of being less inclusive</p>



The Governors of Sutton CE (VC) Primary School

Minutes of Teaching & Learning Committee Meeting  
 Held on Friday 25<sup>th</sup> June at 9.30am  
 (Held virtually via Zoom due to COVID-19)

Highlighted text denotes a  
governor challenge

Item	Issue Raised
	<p>with children being out of the class. The school has skilled HLTAs who can drive interventions going forward. This has been a fantastic boost but need to build upon this across all teachers so all can deliver it to maximise the impact.</p> <p>The governors supported this and felt it was a shame the valuable resource could not being maximised across all children.</p> <p>RG added that it has been a good opportunity for VW to get a good feel for it across the school on her return to school.</p> <p>Another governor agreed the impact should be seen across other subjects too.</p> <p><b>Q: A governor asked what measures were used to decide which children could be dropped from programme. What measures did you have to say they achieved the level required?</b></p> <p>A: VW clarified that three children that have stopped were all year 5. She had spoken to the teacher about what they had noticed regarding their level of improvement.</p> <p>Governors thanked VW for joining the meeting.</p> <p><i>[JW and VW left the call]</i></p>
<p>4. Minutes of last T&amp;L meeting, matters arising &amp; actions – 12th February 2021*</p>	<p>4: CARRY FORWARD 6: SJ/RG to save the data drop in GSuite in the Governor area - COMPLETE</p> <p>4: CARRY FORWARD 7: SRu to add Myon to next governor visit programme. - COMPLETE</p> <p>4: Clerk to change 'year 1' to 'Reception' under item 4 in minutes of last meeting. - COMPLETE</p> <p>5: PW/HS to arrange a monitoring visit on remote learning. - COMPLETE</p> <p>8: RG to save half termly data on GSuite. - COMPLETE</p> <p>10: HS to send a reminder to governors about the chain of communication when talking to parents about concerns. - COMPLETE</p> <p>The Chair thanked governors for the questions raised in that meeting.</p> <p><b>DECISION:</b> The minutes of the last meeting were agreed.</p>
<p>5. Half termly data*</p>	<p>RG presented half-termly data, comparing Summer term to Autumn term. She explained that reading is our strength with 70% achieving secure at and greater depth in reading.</p> <p>More data will be presented in autumn term.</p>



The Governors of Sutton CE (VC) Primary School

Minutes of Teaching & Learning Committee Meeting  
Held on Friday 25<sup>th</sup> June at 9.30am  
(Held virtually via Zoom due to COVID-19)

Highlighted text denotes a  
governor challenge

Item	Issue Raised
	<p><u>Maths:</u> <b>Q: A governor asked about the 1 ungraded person in year 6.</b> A: This child is still on role but is being tutored at home.  One PP child is working at greater depth.</p> <p><b>Q: A governor asked how many PP children would have been working at greater depth at year 2.</b> A: RG explained that lockdown hasn't impact maths so greatly, especially for those already working at greater depth as those skills had already been embedded. Those levels were verified by the maths advisor for year 2. There are some children borderline greater depth who have been more impacted by lockdown and will now need an extra year to consolidate those skills.</p> <p><u>Writing:</u> RG raised this has been covered under item 3.</p> <p><b>Q: A governor asked if the work being done by VW, will it be possible to see the impact of this in the end of year data.</b> A: This impact will be looked at in Autumn once it is moderated.</p> <p><b>Q: A governor asked if staff are more confident in using Pupil Asset and is becoming more of a useful tool going forward.</b> A: RG explained that every subject lead can look at data on Pupil Asset which is a huge step forward from before.</p> <p><b>Q: A governor raised that the number of children in writing achieving 'secure at/greater depth' is not brilliant.</b> A: RG explained that those children didn't start off very well so are looking at progress data. Year 6, just 50% are at greater depth. A governor agreed that this is not something that will change overnight and there is a legacy of issues. But compared to last year it is an improvement, but there is a lot of ground to be made up and need to do it as quickly as possible.</p> <p>A governor added there is no sound data from where they were in KS1 to determine progress.</p> <p>RG added there has been huge efforts regarding interventions and CPD, processes and ownership of data</p>

Signed:



The Governors of Sutton CE (VC) Primary School

Minutes of Teaching & Learning Committee Meeting  
Held on Friday 25<sup>th</sup> June at 9.30am  
(Held virtually via Zoom due to COVID-19)

Highlighted text denotes a  
governor challenge

Item	Issue Raised
	<p>and this will continue in the INSET days in September to build on this.</p> <p>MiH added that not all teachers had been talking confidently about where their children were at, but were looking at specific pupils rather than averages, which was very useful.</p> <p><b>Q: A governor queried year 3 writing where two thirds are below age related and asked if this was the cohort that had a difficult start in reception and not a great year 1.</b></p> <p>A: Yes. Read Write Inc is now being used and will take a while to close that gap.</p> <p>MiH added that there is also a much higher proportion of vulnerable children in this cohort. Year 3 and below will have had a higher impact from lockdown and will be a priority. Reception and KS1 data show this is not an ongoing trend but a legacy issue and will prioritise this going forward.</p>
6. Safeguarding*	<p>The Chair explained that the discussion points in this item came from the LA safeguarding wheel.</p> <p>a) <u>How we promote this in E-Safety protocols and display</u> SRu explained that she conducted a visit alongside Kim Fleming who was in school. SRu directed governors to read the report but highlighted the need for some work on posters across school as they are not all in place currently, e.g. employee assistance programme posters were not in the downstairs toilets. They will revisit in autumn term to see if the recommended actions have been completed.</p> <p>b) <u>Curriculum - Values, Pupil Voice feedback</u> RG explained that she held a pupil voice on this and a report was circulated prior to the meeting and presented a summary to governors.</p> <p>A governor who joined this pupil voice raised that one child had wanted to learn more about other cultures and the history of other cultures represented by the school to make other children aware of other cultures in Sutton.</p> <p>All children showed to know the school's values and children spoke about other religions without needing prompting. RG added that this will just need to go into other curriculum topics.</p>

Signed:



The Governors of Sutton CE (VC) Primary School

Minutes of Teaching & Learning Committee Meeting  
Held on Friday 25<sup>th</sup> June at 9.30am  
(Held virtually via Zoom due to COVID-19)

Highlighted text denotes a  
governor challenge

Item	Issue Raised
	<p>The attending governor noticed a child helping another child with an IT issue which showed kindness and respect.</p> <p><b>Q: A governor asked if the children know how to keep themselves safe and where to go if they are not feeling safe.</b></p> <p>A: RG clarified that that wasn't part of the session, it was more about values. The safeguarding review will be part of a wider evaluation and will have evidence that children feel safe, as well as through lesson observations.</p> <p>A governor added that previously a lot of children didn't know what respect meant, but they do now.</p> <p>c) <u>Local issues</u></p> <p>MiH raised some of the trends identified through looking on MyConcern including general concerns and the nature of these.</p> <ol style="list-style-type: none"><li>1. Child mental health</li><li>2. Sexualised behaviour and language</li><li>3. Parent capacity</li><li>4. Neglect</li><li>5. Anxiety</li><li>6. Self-harm</li><li>7. Online safety</li></ol> <p>MiH explained that these are not overly different from trends on a national level. Some issues are about maintaining this going forward, and some touch upon the school vision which can go some way to addressing these.</p> <p>A governor raised Martins Law which is about to go to parliament and the potential impact of this. MiH confirmed he is receiving updates on this.</p> <p><b>Q: A governor asked if drugs or county lines issues are a problem.</b></p> <p>A: MiH explained that these issues are uncommon at primary school level but is not to say that some issues of neglect may be connected to this.</p>



The Governors of Sutton CE (VC) Primary School

Minutes of Teaching & Learning Committee Meeting  
Held on Friday 25<sup>th</sup> June at 9.30am  
(Held virtually via Zoom due to COVID-19)

Highlighted text denotes a  
governor challenge

Item	Issue Raised
7. Wellbeing & Stress Management	<p>The Chair added that governor awareness of national issues scored low on the skills audit. However, there are bulletins and updates that are available and circulated to governors, so governors are likely more aware than is shown on the skills audit.</p> <p>This issue was analysed for an Opportunity Area review that was also attended by HS.</p> <p>As a result from the OA funding, time was provided by Karen Horvitz with members of SLT on developing their coaching techniques and wellbeing support. Each teacher had a 15 minute slot with a SLT member, with a following action personal to them. A survey was done to follow up with staff and 71.4% found it extremely valuable or valuable. There were two members of staff who hadn't had a session. They found it a good chance to have the time to spend with SLT and felt valued. Discussions were more about what staff can do to help their own wellbeing with support from school.</p> <p><u>Children:</u> The impact of Blue Smile was evaluated and there was a 71.4% positive impact on children and staff. The data was skewed by some children who didn't have sessions. There was funding for 8 children.</p> <p>Next week is the final wellbeing week and each class will be doing something on wellbeing and mental health.</p> <p>MiH added that this has been shared in the newsletter so questions can be asked.</p> <p><b>Q: A governor asked if MiH and RG had the opportunity for coaching.</b></p> <p>RG explained that the coaching started before Mike started at the school, however SJ and RG had the opportunity to use this resource.</p> <p>MiH added that it will continue through a session during an inset day where 10 people will have some training specifically on becoming a wellbeing officer. They will be able to share strategies and be a point of contact.</p> <p><u>Parents:</u> RG explained the school is also supporting parents. Early helps assessments have increased, supporting parents through that and family worker drop-in times via Zoom.</p>

Commented [SM1]: Unsure of spelling of this name



The Governors of Sutton CE (VC) Primary School

Minutes of Teaching & Learning Committee Meeting  
Held on Friday 25<sup>th</sup> June at 9.30am  
(Held virtually via Zoom due to COVID-19)

Highlighted text denotes a  
governor challenge

Item	Issue Raised
	<p>A governor suggested that kitchen staff could be included as they may have informal conversations with the children. RG confirmed they are on the list.</p> <p>Sam Wallace is a trainer of mental health so can provide in house training from September.</p>
8. Behaviour and School Ethos	<p><u>Observational</u></p> <p>MiH explained that behaviour of children at the school is good in terms of levels of compliance, but learning behaviour is more of a concern with inconsistencies and expectations, regarding how they engage in learning. There needs to be a consistent application of this across the school.</p> <p>RG is meeting with Laura Mills who wrote the behaviour policy so this will be ready for September.</p> <p><u>School Ethos</u></p> <p>MiH explained that three school values are not enough and none of them advocate academic performance or striving for excellence, and this comes across in school. High expectations that should be imbedded in the school is not encompassed in the ethos of the school.</p> <p>MiH continued to talk about respect and responsibility and how they overlap and how it can be applied to the children. As the school values need to extend out to community, integrity needs to be a focus. A value that should advocate and insist upon. Most children get on together. Is it a vision or a school operation issue? The vision needs to dictate how the school operates and trickle down to how they expect children to act in school and how inclusive are we as a school at the moment.</p> <p>RG added that the school has come a long way but is good to have fresh eyes from Mike starting and is positive from September it will improve.</p> <p>MiH has ideas of what the school values should be and that there should be 5-6 that will encapsulate an aspiration of excellence.</p>





The Governors of Sutton CE (VC) Primary School

Minutes of Teaching & Learning Committee Meeting  
Held on Friday 25<sup>th</sup> June at 9.30am  
(Held virtually via Zoom due to COVID-19)

Highlighted text denotes a  
governor challenge

Item	Issue Raised
9. Policies*	<p><u>E-safety and Acceptable Use</u></p> <p><b>Q:</b> A governor asked if keeping children safe on social media is included in this policy.</p> <p>A: It was explained that social media is beyond the parameters of school and can only include what can be accessed within school hours.</p> <p><b>Q:</b> A governor asked if cross references to other policies could be included where the issue is raised, regarding keeping personal data safe.</p> <p>A: This should be picked up in the IT policy and can be cross referenced.</p> <p><b>Action: RG to add cross reference to IT policy.</b></p> <p><b>Q:</b> A governor asked if protocols of face to face interaction and dangers of unsupervised computer use is included.</p> <p>A: RG confirmed it is covered in this policy.</p> <p><b>Q:</b> A governor asked if DfE computers are being safely maintained now it is the school's responsibility.</p> <p>A: Yes, this will be in place.</p> <p><b>Q:</b> A governor asked if they have already been given laptops.</p> <p>A: They will become school property and from September they will be converted.</p> <p><b>DECISION:</b> The E-safety and Acceptable Use policy was Agreed pending the above change.</p> <p><u>English</u></p> <p>No comments were made.</p> <p><b>DECISION:</b> The English policy was agreed.</p> <p><u>Governor Visits Protocol</u></p> <p>SRu explained that this was agreed in February 2021 and no further changes have been made.</p> <p><b>DECISION:</b> The Governor Visits Protocol was agreed.</p>



The Governors of Sutton CE (VC) Primary School

Highlighted text denotes a governor challenge

Minutes of Teaching & Learning Committee Meeting  
 Held on Friday 25<sup>th</sup> June at 9.30am  
 (Held virtually via Zoom due to COVID-19)

Item	Issue Raised
	<p><u>PE</u>            MiH explained that the intention is to move away from Premier Sport with the intention to have a sport leader/HLTA who will deliver PE across the school. An advert will be out on Monday.</p> <p>The Chair supported this and that there will be financial savings also.</p> <p><b>DECISION:</b> The PE policy was agreed.</p> <p><u>Geography</u>            A governor asked for a definition of CUSP to be added.</p> <p><b>Action: RG to add a definition of CUSP to the Geography policy.</b></p> <p><b>DECISION:</b> The Geography policy was agreed pending the above change.</p> <p><u>Spelling</u>  <b>Q: A governor asked about Y2 spelling, are exception words included in the Twinkl programme that they are following?</b>            A: Yes they are.</p> <p><b>DECISION:</b> The Spelling policy was agreed</p> <p>MiH mentioned that he would like some continuity in the presentation of all policies. This was supported by governors.</p> <p><b>Action: RG to look into the consistency of policies and a template to be used.</b></p>
10. Questions/challenge/comments arising from governor visits	<p>The Chair mentioned that they had already talked about handwriting.</p> <p>The Chair raised that EAL had been raised at a couple of visits and there is no policy on this.</p> <p><b>Action: MiH to discuss EAL with JW.</b></p>



The Governors of Sutton CE (VC) Primary School

Minutes of Teaching & Learning Committee Meeting  
Held on Friday 25<sup>th</sup> June at 9.30am  
(Held virtually via Zoom due to COVID-19)

Highlighted text denotes a  
governor challenge

Item	Issue Raised
11. Impact of the meeting	<p>The Chair praised the committee on a positive meeting.</p> <p>The following impacts of the meeting were raised.</p> <ul style="list-style-type: none"><li>- Governors are getting to know Mike better and hearing his views.</li><li>- Better awareness of items which need to be picked up following Mike starting and having a fresh pair of eyes</li><li>- More awareness of wellbeing</li><li>- Better informed of the weaknesses that need to be actioned from governors and staff and the direction to move the school forward.</li><li>- Aware of data and issues going forward.</li><li>- Aware of how catch up funding has been spent and the impact on writing.</li><li>- Data summaries – a refreshed view on why we are where we are and some legacy issues. Governors will be able to speak about this.</li></ul> <p>MiH agrees the data is not very good but Ofsted would want to know about the impact of measures which can be evidenced and moving forward.</p>
12. Next meeting:	<p>The next meetings are to be confirmed. JW will take over the chair role and will continue to be during the day so school staff can join.</p> <p>MaH will be unavailable the proposed week.</p> <p>The Chair asked which topic should be added for Autumn term. It was agreed to ask Katy McCullough to join for the next meeting to talk about PP children.</p>
13. AOB	None
14. Meeting Close	11:13

Signed as a true record

(Chair)

Name: Jessica Webb

Date: 19<sup>th</sup> October 2021

Signed: