

MILTON ABBOT SCHOOL

Minutes for the Quality Of Learning Committee, Monday 6th January 2020, 15.30pm
Venue: School Meeting Room

Minutes

	<u>AGENDA ITEM</u>	<u>RECORDED NOTES</u>	<u>Action</u>	<u>Comment</u>
The meeting began at 3.33pm				
Procedural				
1	Welcome & Apologies for Absence	CL, MS, RM & KYD (clerk) Apologies from MB – accepted. MS chaired the meeting in the absence of MB		
2	Business/Pecuniary Interest Register	No pecuniary interests were declared pertaining to this meeting.		
3.	Approval of Minutes of last T&L committee meeting held on 25th November 2019	The minutes of the meeting of the 25 th November were agreed and signed by MS (in the absence of the Chair) as a true representation.		
	i) Matters Arising including progress made on the actions raised	<ul style="list-style-type: none"> • Clerk has set up emails for all governors but still needs to understand google doc portal. • RM did not attend the learning walk - set up again (item 6) 	MS to meet with clerk 15 th Jan to look at google docs portal	
	ii) Update on any items not covered elsewhere on the Agenda			
Strategic items				
4	Review website	<p>The new website has been delayed due to hosting but still expects to be up and running at the end of January. It is mobile and visitor friendly. It is purposeful.</p> <p>How do we get around the blockage with hosting? We have to change the email addresses (admin/head) as this will have an impact on the domain. It is mobile friendly.</p> <p>Can governors audit it? Yes please.</p> <p>Do we show minutes of governor meetings? Once they have been agreed (a term behind) KYD will post them on the website along with other relevant governor information.</p>	<p>Governors to have a tick list of what is required and audit at the end May</p>	

	Agree arrangements for Gifted & Talented pupils	<p>At Milton Abbot we refer to the children as “Talents and Passions”. Governors discussed that this means children can have a talent or passion for anything – running, speaking in public, acting etc. within the school.</p> <p>Is it the idea that children are identified as having a talent or passion and then they are challenged? Yes this has been taken over more with Literacy and Numeracy lately.</p> <p>Do we have strategy/policy for the school? Not something that is current. Governors agreed that they want it to encompass “stretching people across the curriculum”.</p> <p>What do other schools do? At Marjons they encourage children to try something new – competitions, photography etc.</p>	<p>CL to check. MS has a modal strategy that he will send to CL. Governors to give a statement to lead the strategy. Revisit end of Spring term.</p>	
Monitoring and Accountability				
5	Review pupil progress data	<p>Spelling under test conditions 85% made moderate progress.</p> <p>Do you feel the strategy is working? We have a few strategies that are embedded over the last 2 years - have a go sheet, high lighting in their books so the child can check and correct them themselves. KS1 are still not applying them in sentences.</p> <p>Governors agreed repetition for spelling and times tables is key. We are looking at spelling shed but this would have a cost implication.</p> <p>When do you plan to do your next test? End of spring, this will give us more time to show progress.</p> <p>MS congratulated CL on addressing ownership of individual spellings which showed inclusion and ensuring the children have regular times to practice.</p>	<p>Review data at the beginning of Summer term</p>	
	Review Action Plan -	<p>Distributed leadership</p> <p>How do you feel this is going? 4 point plan is working well: we have looked at the balance of time as leaders are teaching. We have a good team that are working well together.</p> <p>First Federation Trust Teaching school will support teachers who want to progress – they pay for the briefing and cover the costs of supply cover. GW is attending Professional leadership. He has already adapted his leadership to impact on the children’s learning.</p> <p>Governors discussed meeting with GW and JW to challenge the middle leaders. Ofsted met them just before Christmas: they responded well.</p>	<p>Dates for visits arranged below (item 6)</p>	

		<p>Autumn 2 we have focused on KS1 reading – investing in books that have phonics (best value – using vouchers). Reception to Yr 1 have had a downward bump but they usually go up in Yr1. Yr2 trend is that they have made progress but are still low.</p> <p>Can you show the progress? We track the book bands and test scores.</p> <p>How do we or Ofsted challenge? They want to know what we have done to accelerate progress. Leaders need to be clear across the school.</p> <p>Does that work for higher achievers too? Yes, they have to gather evidence of questions to stretch learners/deeper knowledge.</p> <p>What is the area we need to look at for the whole school? Writing – embedding the things we know: capitals, full stops.....</p> <p>Gregg is optimistic regarding Maths but we would like to moderate as a team (possibly with an outside advisor)</p> <p>MS informed CL that he found the Headteacher report useful</p> <p>MS requested whether Yr6 targets could be added to include current Reading, Writing & Maths combined.</p> <p>How does JW & GW perceive the deep dive from Ofsted? We have agreed a system and reviewed Ofsted information (Inspecting Curriculum) and will be aiming to complete a deep dive into Science in Spring 1</p>	<p>Clerk recommended - Sam Oglao moderate advisor from St Dominick & St Mellion Federation.</p> <p>CL to adapt Year 6 targets/data on HT report.</p> <p>Feedback the teachers understanding of “deep dive” at governor visits & next meeting.</p>	
	<p>Safeguarding</p>	<p>MS -Following my recent visit, what is the process for exclusion? We follow the school/DCC policy on exclusion. HT makes the call for the safety of the child, other children and staff. Parents, Inclusion team and the Chair of Governors are informed.</p> <p>What guidelines constitute exclusion? Repeated disruption – a single incident can be calmed.</p> <p>What happens in your absence? As deputy safeguarding lead JW is the lead in my absence. Governors discussed moderation of actions (What would Chris do – is it the same?), she should have the confidence in her actions.</p> <p><u>Part 2</u></p> <p>What can governors do more to support the school? CL is spending money to assist the children – TA. There are projects funded by DFE to support inclusion available; it has been suggested that our school could be a Beacon of good</p>	<p>CL & JW to put down the system on paper for exclusion or bigger decisions. At what point do governors get involved? Is it for a decision or to be informed?</p> <p>CL to talk with Jacqui Warne regarding projects to assist children. Follow up next meeting</p>	

		practise when it comes to inclusion.	Staff well-being survey to be carried out mid-year (Feb)	
	SEN	Governors looked at the SEN element of the Head teachers report.		
	Review school times	All agreed to continue with current times of schooling.		
	Monitor impact of educational visits & residential trips	There has been a theatre trip last term. In the summer term Year 6 children went on their residential whilst the year 5 went camping. These trips are always positive on the children's well-being. Is it open to everyone with regard to the financial implications? Yes, pupil premium is available for those less fortunate. CL expressed a desire to take the children to a city in the future.		
	Leadership update Curriculum council & governor links	CL to carryout lesson observations. He is expecting to see PPQ (pitch, pace & questions). Teachers are being more adaptive in their teaching. MS & RM to meet with GW and JW Pupil Parliament & Curriculum council are yet to meet with CL	CL to ask Pupil Parliament what they enjoy and find challenging.	
6	Future Link Visits: Purpose & Dates See monitoring calendar	Governor Link Visits to Class teachers: collect evidence of pupil understanding and teacher feedback, etc., to challenge Senior Leaders 25/2/20 Safeguarding data collection (including progress of Audit Action Plan) 23/3/20 SEN data collection with Link Governor 23/3/20 PP data collection/Link Visit with PP Champion (MS) wk/ed 23/3/20 RM is happy to visit once a week.	Governor visits are to be arranged through CL (not class teachers).	
7	Governor Training	RM has attended Governor Induction training – it was very useful in letting you know what is expected of you. It would have been more beneficial earlier.	Clerk to ensure new governors have training as soon as possible (M & EH)	
8	Policy Adoption/Review:	Governors agreed to continue with the current policy to support children with medical conditions, no updates to take place. What is the current policy with epipens? We have 1 child who may need to use one; they have 1 pen with them. A governor informed the committee that current legislation is that you are able to administer 2 doses if the first epipen has not been effective. It was felt that by that time the ambulance service or	Update staff's knowledge of use of epipens – ensure 2 pens are available (with parent's permission)	

		parent would contacted and they would give direction.		
Items brought forward by the chair				
9	Correspondence	Abbey Field Nursing home wrote and thanked the school for their entertainment in the run up to Christmas.		
10	Impact from this meeting	The meeting has been very productive. Chris has explained the complexities of teaching and recording information so we have a better understanding of the challenges the staff and children face. With upcoming visits in place we can focus on recording what happens within the school and how we can support the staff to have the greatest impact on the children's learning. Chris' data report is succinct and clear – very helpful.		
11	Date & Time of next meeting	Quality of Learning: SATs in view – MB – 24/2/20 Quality of Learning – 8 th June 20 at 3.30pm	To confirm the week of the 24 th February 2020	
The meeting ended at 5.25pm. MS thanked everyone for their input.				