

MILTON ABBOT SCHOOL

Minutes for the Quality of Learning Committee, Tuesday 13th October 2020, 3.30pm
Venue: via Zoom

Minutes

The meeting began at 3.30pm																
	<u>AGENDA ITEM</u>	<u>RECORDED NOTES</u>	<u>ACTION</u>	<u>COMMENT</u>												
Procedural																
1	Welcome & Apologies for Absence	<p>MS welcomed all to the meeting. Present:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-left: 20px;"> <tr> <td style="width: 33%;">LA Governor</td> <td style="width: 33%;">Co-opted Governor</td> <td style="width: 33%;">Staff</td> </tr> <tr> <td></td> <td>Jane Byrne</td> <td>Chris Luxford - Head Teacher</td> </tr> <tr> <td>Parent Governor</td> <td></td> <td></td> </tr> <tr> <td>Miles Smith - Chair</td> <td></td> <td></td> </tr> </table> <p>MB sent his apologies – accepted. Karen Yorke-Dunne – Clerk</p>	LA Governor	Co-opted Governor	Staff		Jane Byrne	Chris Luxford - Head Teacher	Parent Governor			Miles Smith - Chair				
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2	Business & Pecuniary Interest Register	Nothing to declare for this meeting.														
3	Approval of Minutes of last Quality Of Learning committee meeting held on 8 th June 2020	Governors approved the minutes of the meeting on the 8 th June as a true reflection.	Miles to sign the minutes when next in school.													
4	Update & Matters arising not on the agenda	<p>KYD to review website – circulated KYD to send podcast of recruiting during Covid-19 –sent. GW to attend Level 3 Safeguarding Training – 15th/16th November. Appoint SENDco Home/School agreement has been sent to parents to reaffirm expectations of children, staff and parents especially concerning</p>	<p>Clerk to send website review again. Review SENDco role performed by HT/ time management/ workload.</p>													
Strategic items																
5	Appoint Chair and review terms of reference	MS had been nominated at the FGB as Chair of Quality of Learning committee. All agreed.														
Monitoring and Accountability																
6	Monitor re-opening of school since lock down	<p>MS – How is school now we have been back for 4 weeks? County have been in touch with HT today in relation to his workload. They will be contacting the Chair of Governors to have a meeting.</p>														

		Staff are very positive; they feel well informed from the weekly briefings. They have all stated that what is being asked is manageable although contact from parents via email is taking longer than anticipated. Monitoring all workloads is important		
JB joined the meeting at 3.49pm				
		Monitoring all workloads is important. The children were all keen and excited to be back and loving having contact with their friends. We have started easy with the workload and built from there, they are beginning to tire but that is normal just before half term. Baseline assessments have now taken place. MS reiterated that his children have been happy at school and are not looking forward to having another lockdown. What has been put in place for remote learning should there be another lockdown? We have opened google classroom for homework and all learning will take place this way if needed. Parents evening has been set up via goggle meet or telephone so will be good to practise. We have had no feedback from parents yet. JB suggested asking after parents evening.	Ask parents what went well with google meet after parents evening.	
7	Safeguarding	MS Is there anything you think we need to know about attendance? Attendance has been brilliant, 100% for the first week with it dropping to 94% with autumn bugs and then returning to 96%. The EWO is not concerned as that is comparatively higher than other schools. 2 children have left school after lock down for their different reasons. One family has written a letter of thanks and made a donation to the school for equipment. With all of her expertise, JB has agreed to take on the role of safeguarding and PP lead.		
8	SEND	We have 12 children on the SEND register. CL is currently working on a ECHP for another child. CL is aware that teachers have individual plans for the children along with intervention plans. We currently have TA's in each class. Class 1 has shown the biggest impact from Covid with children missing out on being taught fine motor skills and CBC blending. Data is showing that a larger % of SEND have not met targets in the core subject. 77% in Maths, 75% in writing and 76% in reading, we recognise the difficulty with complex needs. We are tracking and monitoring the children. The paperwork is onerous but staff can see the benefit of completing it as it shows small steps of progress which can be fed back to parents. The children are given 3		

		SMART targets. Is that PP pupils? No these are for SEND but a few overlap. SEND paperwork can lead to more effective communication and support in the future (obtaining an EHCP).		
9	Review Development Plan	<p>MS thanked CI for the detailed document; he asked “is there anything you want to draw our attention too?” CL answered that Criteria 1 to 4 targets have been met, all the others are on-going. We have a table of assessment and catch up learning is already in place. We also have a timetable and plan for the catch premium (funding not yet received but felt imperative to begin the learning), focusing on Yr1, 3 & 4.</p> <p>How are the staff progressing? CL -Leaders are taking ownership of their subjects not only for their class but for the whole school. Appraisals will be carried out after half term, JB will be supporting me. We will be looking at the Action plan; targets will be set around the plan. We use the 3-point plan: first target set around children/data, second around their subject area and third point CPD.</p> <p>Governors discussed staffing in more detail. EP and GW are working systematically as a KS2 team.</p> <p>MS asked If there was any further support EP required? To be released for monthly CPD. Grace is an asset and has very nearly secured funding for the Read/Write/Ink reading scheme. She is a strong leader holding TA training sessions. Chloe has settled into Snowy Owls really well; it was noted that CL had observed an outdoor maths lesson which all the children were engaged in. It was suggested that Snowy Owls have a link governor to support her, JB is happy to talk with her. Grace is Chloe’s line manager.</p>	<p>Governors to meet with leads to ensure they are confident to talk about their subjects.</p> <p>JB to make contact with CS with EH taking the link governor role.</p>	
10	Healthy lifestyle/eating	CL has been working on the Healthy Lifestyles policy which links well with the RSHE curriculum. The RSHE policy will encompass this policy. Governors went on to discuss the lack of provision of water from Norse. It was suggested that the school buy their own jugs for water.	Source water jugs.	
11	Link Visits: Purpose & Dates See monitoring calendar	<p>Formal Learning Walks – wk 23/11/20</p> <p>PP data collection/Link Visit GW with PP Champion (JB) on 6th November. JB will be in school all day to look at the whole picture of what is happening at the school. She will talk with some parents. JB will carry out the Safeguarding termly audit with CL before the end of November and the SEND review to be ratified and sent to County by Dec 31st.</p> <p>JB to meet with EP to support her in role as Maths lead, to look at maths plan and follow up with challenge.</p>	<p>EH to visit to Class to see the impact Read/Write/Ink is having on reading. KYD and JB to support EH with supplying probing questions around learning.</p> <p>KYD to send EH Ofsted Inspection</p>	<p>Governors are welcome to visit by appoint, they should contact the teachers directly and CC CL into the email. 1 visit per half term.</p>

		Governors to meet with GB before October half term JB asked if there were other areas governors could capture that Ofsted may not see? Forest School and other areas of the wider curriculum.	Framework and talk her through the governor visiting procedure.	
12	Governor Training	Governor Induction –EH, EP		
13	Policy Adoption/Review:	KCSiE – all governors have read & signed. Ensure staff have signed - EP to check. Safeguarding policy – discuss & take to FGB Staff wellbeing policy – staff have looked at the well-being policy and are discussing what they do well. JB asked CL whether he was ensuring he looks after his own wellbeing? CL replied that he had learnt to pace himself over the past 5 years. CL thanked governors for their support with brainstorming as it can be difficult without a deputy. CL appraisal will take place virtually next week, JB to attend. Safeguarding, SEND and Equality policy were agreed.	Staff well-being to stay as standing item on the agenda. Policies to be ratified by FGB. Governors to look at Equality objectives and bring to next meeting.	
Items brought forward by the chair				
14	Correspondence	No correspondence has been received.		
15	Impact from this meeting	This meeting has been useful to find out how staff and children have settled in to school life. It has raised our awareness of what strengths the school have and what plans have been put into place to move the learning forward for the children. We have clear progression for governor visits to support and challenge the staff. Governors have seen how swiftly and effectively the SDP has been covered already this term.		
16	Date & Time of next meeting	Q of L – 1 st December 2021, 3.30-5pm		

EWO – Education Welfare Officer
RSHE- Relationship, Sex and Health Education