

MILTON ABBOT SCHOOL

Minutes for the Quality of Learning Committee, Tuesday 1st December 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. EH not present. 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	JB informed the meeting that she has been asked to support a local school as an associate governor for a short time. This should not have any effect on her role at Milton Abbot. MS thanked her for informing the governing body.														
3	Approval of Minutes of last Quality Of Learning committee meeting held on 13 th October 2020	Governors approved the minutes of the meeting on the 13 th October as a true reflection.	Miles to sign the minutes when next in school.													
4	Update & Matters arising not on the agenda	<p>CL stated that 2 children left the school – clerk to amend the minutes. CL has addressed availability of water with Norse; we plan to have a big push on healthy lifestyles/eating in the new year. MS agreed hydrated children are better learners.</p>	Review SENDco role performed by HT/ time management/ workload.													
Strategic items, Monitoring and Accountability																
5	Impact of Catch up Funding	MS asked when did the catch up funding come into effect? CL stated that they had been working with children since their return to school but they have found it difficult to find affordable cover (supply														

		agencies asking a premium as they know there is funding). Grace is being covered 1 pm a week; EP has chosen to have sessions after school. How many children has the funding showed progression for? 10 children in year 1, 8 in lower KS2 and other additional hours for 6 children. MS commented on the fact that the system set up has come from a well thought through process which is supplementing staff income at this difficult time which in turn serves the community. CL informed the meeting that the training from County/Babcock has been fairly insufficient, it is difficult to find and then they have not followed up by sending the video.		
6	Safeguarding	JB has met with Gregg Walkerdine; she was very impressed with his attention to detail and in-depth knowledge of each pupil receiving PP throughout the school. He has been in regular dialogue with the other teachers. JB will meet with GW again next term to monitor the action plan. CL informed the committee that GW has taken on the role of deputy Safeguarding lead. The governors discussed the new dynamics of the teaching team and how it has had a significant positive impact. MS asked whether governors can support the school further with Safeguarding. CL thanked MS for the offer: he has been able to call upon JB's expertise. Attendance is currently 97.87%. Attendance for children on FSM is 93%.	JB to meet with GW to monitor action plan – spring term.	
7	SEND	SEND policy is on the website and the evaluation kit has been completed. The clerk commented on how much useful information was available on the website.		
8	Review Development Plan	The targets for this year's SDP have been taken from the actions from the 2018/19 Inspection whilst referring to the SDP and Framework. How comfortable are staff with the Framework? Is the wording embedded in planning etc? CL explained how the November 2019 inspection judged the school on both the old and new framework, He feels staff are using the language more all the time and they have gathered evidence in Ofsted readiness. JB has heard staff using the language. Do you think staff can talk about the priorities of the school? CL felt the staff are very determined especially when talking about their led subject; they have a meeting next week. Leaders have a folder with Intent, Implementation and Impact and CL carries out		

		<p>deep dives into subjects. Staff meetings include 1 minute guides on key principles with time for questions. A teacher has commented on the fact they have never taught RE so thoroughly which has provoked debate with the children.</p> <p>CL informed the committee that they have received the equipment to make podcasts which will enhance talking, reading & writing in many ways, they plan to broadcast a podcast once a term. MS stated how it was great to hear about the ambitious plans He asked whether any more equipment was needed to support learning. The school have bought 10 new chrome books as the reconditioned ones have not been as successful as anticipated. It was asked whether Catch up funding can be used for equipment. There is not enough information at the moment as to how the money can be spent: we have enough money in the IT budget and the use of Capital funding. Governors were impressed with the variety of learning provided by the school but warned that the purchase of resources, especially for computing, should be on a rolling programme.</p> <p>All children have targets set for golden blocks, spellings and all other areas. What information is going to feed into the data? Teachers will reflect on writing in the children's books, NFFR tests for reading, old SATS papers for Maths. Although there has been a huge improvement in spelling, we may delay tests till the end of next term. Governors discussed frequency of tracking for RWI and times tables. They also talked about the curriculum matrix which shows expression and progression; the broader curriculum has a rebalancing of focus. MS asked whether this will impact on the nature of the annual report sent to parents. CL hoped the reports will encourage individuality for the children. JB felt that it will highlight when children have strengths in other areas such as science not just Maths & Literacy.</p>	<p>Discuss at resources committee the rolling programme for new computing equipment.</p>	
9	Staffing	<p>MS asked how are things for staff and yourself? JB felt during her visit staff were very positive. CL feels that there is a good camaraderie between staff, they are trying to keep things as normal as possible with the Christmas film, lunch and some form of party. We are supporting staff in different ways whilst considering the well-being of the team. Do teachers have PPA on sight? Yes, they are covered in class time by other staff or sports coaches.</p> <p>MS spoke on behalf of the governors stating that they fully support</p>	<p>MS to draft a letter and send to BC thanking staff for their hard work.</p>	

		what the staff team are doing (different routines for drop off and collection) and the hard work they have given; he will draft a letter to be sent to staff. Both JB and MS asked how CL is looking after his own wellbeing. CL is ensuring action plan and HT report are complete so he can take the full 2 week break at Christmas without having to think of important tasks. He is ensuring he has HT time away from school to carry out these tasks. CL informed governors that he feels invigorated by teaching again. MS acknowledged that it was the right strategic decision at the moment.		
10	Review Term dates	Governors to agree dates via email.		
11	Link Visits: Purpose & Dates See monitoring calendar	MS would like to talk to the pupil parliament via zoom please, to get feedback from the children's point of view. JB has met with GW and is available to meet with other teachers where appropriate. Governors discussed safety of visits during Covid. Governors are welcome to visit (or communicate with staff) as long as there is a clear objective. Some monitoring is not essential at this time. EH visited GB this week to look at the implementation of Read, Write, Inc – report circulated.	.MS to contact GW to meeting with children via zoom. Clerk to circulate monitoring template Funding may be required to ensure RWI has full impact.	
12	Governor Training	Governor Induction –EH, EP		
13	Policy Adoption/Review:	Governors discussed the RSHE policy – it was agreed with a few alterations. The RSHE will be taught from January and the school has an obligation to consult with parents. It was felt that the policy should be sent to all parents via dojo and parents given the opportunity to ask questions to governors or staff via the clerk. The link will also go into the newsletter along with the curriculum overview. Governors agreed the following policies - Admissions policy & arrangements and Supporting children with medical conditions policy.		
Items brought forward by the chair				
14	Correspondence	CL asked governors whether they felt a visit from the independent advisor (David Chaplin) would be money well spent? Governors agreed that the challenge to Chris and senior leaders would be beneficial if there was clear advice and guidance in the report. Julie from County will be visiting the school for a progress review on the 9 th . JB is available if needed.		
15	Impact from this meeting	Discussed the curriculum perspective in great detail with Jane's observation of the teacher's knowledge and understanding of the broader curriculum. Governors have been able to feel the positive impact from the		

		staff team. There has been discussion around the need for additional resources to support learning and governors are keen to hear Chris' podcasts in the future!	
16	Date & Time of next meeting	Q of L – 12th January 2021, 3.30-5pm Data FGB end of January	
MS thanked everyone for their time. The meeting ended at 6.51pm			

RWI – Read, Write, Inc