

MILTON ABBOT SCHOOL

Minutes for the Quality of Learning Committee, Tuesday 27th April 2021, 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>Brian Cook</td> <td>Jane Byrne</td> <td>Chris Luxford - Head Teacher</td> </tr> <tr> <td>Parent Governor</td> <td></td> <td>Clerk</td> </tr> <tr> <td>Miles Smith – Chair</td> <td></td> <td>Karen Yorke-Dunne</td> </tr> </table> <p>EH sent her apologies – accepted.</p>			LA Governor	Co-opted Governor	Staff	Brian Cook	Jane Byrne	Chris Luxford - Head Teacher	Parent Governor		Clerk	Miles Smith – Chair		Karen Yorke-Dunne		
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2	Business & Pecuniary Interest Register	No interests were declared in relation to this meeting.																
3	Approval of Minutes of last Quality Of Learning committee meeting held on 12 th January & 11 th March 2021	Governors approved the minutes of the meeting on the 12 th January 2021 & interim meeting 11 th March as a true reflection.			Miles to sign the minutes when next in school.													
4	Update & Matters arising not on the agenda	<p>MS still to get in touch with GW (English Lead) or GB to follow up on RWI. CL to send any deep dive reports to QofL committee for challenge. It was decided to discuss the future structure of the school at this point. A governor asked the HT “Do you feel 4 classes is the best structure to support learning and in your view would it be sustainable?” CL replied that a 4 class structure has had huge benefits across the school. It gives the best delivery across key stages with the way the year groups are split. Feedback from teachers have confirmed this along with scrutiny in class observations. He would recommend that it is a solid structure to enhance the children’s learning. Both CL and BC agreed that the finance committee (with</p>			CL to send any deep dive reports to QofL committee for challenge.													

		<p>careful monitoring of the budget) feel this structure is sustainable for the next few years. Do we know numbers in the nursery for September? The foundation leader has reported that 15 children selected us as 1st choice for 2022, we only have 5 this year. We currently have a waiting list for 3 year olds and made the decision to no longer accommodate 2 years olds until we have developed the Foundation Unit space. Governors agreed that having children join the school in Foundation underpins what happens throughout the school: if the children are settled and have a secure start in the school they will ease into Reception class and learning begins far quicker. Babcock will be visiting the school on 4th May.</p>	<p>QofL agree that the 4 class structure is the best model for the school.</p>	
Strategic items, Monitoring and Accountability				
5	<p>Feedback from Ofsted virtual visit</p>	<p>MS commented on how the Ofsted report celebrates many of the strengths of the school and links beautifully to actions picked up in the Head teacher report. CL agreed and stated that he had identified to the inspector areas for improvement, where there was not consistency to back up good practise but he is confident that the school offer a broad curriculum which is delivered well by the teachers.</p> <p>It was felt by the Chair of the governing body that although QofL committee are very aware of what is happening in the curriculum and are knowledgeable enough to challenge not all governors have the understanding if they were asked to comment. Is there enough information being fed to all governors? Chair of QofL felt that enough information is in the minutes for governors to read along with monitoring visit reports (MS meeting with subject leader), deep dive reports and the HT report which has sufficient data for governors to challenge. It was also felt that governors have their role within the governing body and the governors from QofL are best suited to answer questions around the curriculum but would not necessary understand enough to answer questions regarding finances. Governors do not want to write more reports with the same information in. CL agreed and added that the school website has various information regarding the curriculum with the golden blocks. Governors did agree that a holistic approach to curriculum should be mentioned, with parent governors learning about what is being taught through their own children’s work and the Chair of Governors</p>		

		stepping into each committee forms a clear overview. The Chair shared with the committee (and Ofsted) that he would not be able to answer the questions from the Q cards; other governors felt that the Q cards are a prompt to provoke questions and would not always be appropriate. Governors agreed that everyone has the opportunity to challenge and are looking forward to being able to visit the school again to see for themselves what is happening.		
JB joined the meeting at 4pm.				
6	Teacher data for the end of the spring term	<p>Governors discussed data: EY – 43% of pupils are on track with their learning: our target is 79%. How is this big gap going to be achieved? CL stated that each key area has points and 34 of the children only have 2 points to obtain good, they will be there by the end of the year. Will the changes of staff in the Foundation Unit unsettle the children? We are introducing staff gradually to try and have some consistency for the children. Governors spoke about the investment in resources, outdoor space and planned extra room to be attached to the Unit.</p> <p>CL informed the committee that staff are challenging children who have the potential to achieve greater depth; due to Covid our numbers are currently low but we continue to strive for the best for all our children.</p> <p>A governor questioned reading standards and whether pupils with EHCP have additional support. We have 1 to 1 support and it has been felt that there is a more urgent concern to drive the tutoring programme for Year 6 children who have gaps following lockdown; GW has targeted those in need. Children may be weaker in some areas and are stronger (more confident) in others.</p> <p>Governors discussed Year 1 cohort in detail and felt that on the return to school they had to revisit the expectations of sitting on the carpet and general classroom behaviour before they could continue with learning. We have been targeting higher and feel it will take till the end of year 2 to catch up fully even with interventions 3 afternoons a week. It was felt that Year 1 needed a governor to champion them through this year and to keep QofL undated on their progress, JB agreed to the role: she should talk with the children and challenge GB which will also triangulate with being PP lead.</p>	<p>Review greater depth data.</p> <p>JB to champion Year 1 through 2021-22 to ensure good progress.</p>	
7	Assessments process for Summer	As there will not be SATS tests this year, how will you be assessing the		

	Term	children's progress? Continue with NFER assessments. Year 6 children will sit previous SATS papers. There will be teacher assessment as usual and children will have moderation in writing.		
8	Safeguarding	Are we compliant with safeguarding procedures? Nothing was picked up by Ofsted. CL stated that CPOMS has been worth the money, staff are able to upload incidents – big and small – to provide a picture around a child or family. It is easy to use and staff understand how to process the information. Are there any children that are not back to school yet? Are any children still isolating? All children are back in school.		
9	SEND	How is the role of SENDco working out? CL: Now things have settled (all children in school) he is able to allocate time to fulfil the SENDco role. Sue Costello (HMI) stated that it had paid dividends having CL as lead during lock down. He is due to meet FFT SENDco lead to look at needs analyse. The school are supporting EHCP children in various ways, for instance: phased return with adult support. MS thanked CL and said how it was sensible for governors to have an oversight of the vulnerable children.		
10	Review Development Plan	What are the challenges you have had to achieve the targets in the SDP? Communication within the foundation team – this has taken lots of time and negotiation but things have levelled out now and staff are being more proactive. CL is due to have SEND review with Helen Slater from FFT. Governors discussed the positive strides that middle leaders have achieved and how they work well together. JB commented on the strong 2 nd layer of accountability.	JB to send documentation regarding SEND review to CL.	
11	Review planned induction process for next terms intake	Very little induction is required as 4 out of 5 of the children starting school in September have already been attending the Foundation Unit. The child will be offered visits before the term ends. They are already familiar with the teachers and procedures in the room. Any other new starters will be offered visits before the term ends.		
12	Staffing	Governors discussed staffing placement for the September term. New staff will go through the usual induction process. CPD: A governor commented on how the HT report showed that staff were engaged with training and that their impact of their learning has had positive effective on their teaching and the	Monitor effectiveness of induction process in 6/7 months - December 2021 - governor to meet with a staff member.	

		<p>dissemination to other staff. CL commented on how lock down has given us a culture of webinars which are easy to obtain. CL also models good practise in class and staff meetings.</p> <p>Is training likely to become more formal again as Covid restrictions ease? It is but virtual training is more cost and time effective, hopefully providers will look at this and find a balance.</p> <p>Do you keep a record of staff training? Staff are encouraged to inform MJ/CL of their training which is then recorded in staff files and CL logs who has given training to whom within the school.</p> <p>CL informed the committee that he has been meeting with Steve Hitchcock a Head teacher, at Budleigh Salterton, as part of a scheme from DAPH which he feels has provided an investment in his role.</p> <p>MS has spoken with his teaching student who has been on placement at the school and they have been impressed with everything they have seen at the school. He confirmed the fantastic role modelling taking place.</p>		
13	<p>Link Visits: Purpose & Dates See monitoring calendar</p>	<p>Do you feel it is a good time to have governors return to visiting the school? CL said that governors would be welcome to visit the school. He feels it has a 2-way benefit – governors can understand what and how things are being taught in the school and staff can have a chance to explain their subject in more detail, showing evidence.</p> <p>External professionals have been into school ensuring they follow health and safety guidelines. Babcock will be into school next week to visit the Foundation Unit.</p> <p>JB has carried out the PP review with GW.</p> <p>BC wants governors to have a specific purpose and outcome for any visits they have in school.</p>	<p>EH to follow up with GB reading. Clerk to email monitoring visit report template.</p> <p>QofL to pick up actions from Babcock EY visit.</p>	
14	Governor Training	No training has taken place.		
15	Policies	Governors felt the Collective Reflection was in keeping with the school ethos and equality values.	Governors agreed to adopt the Collective Reflection policy.	
Items brought forward by the chair				
16	Impact from this meeting	Governors have acknowledged detail in the Ofsted report and will feedback curriculum overview to the FGB in more detail. Governors are agreed that they will visit the school to see evidence of the work being carried out. Governors have focused on certain subjects and year groups with regard to data and flagged up areas that need attention and support from governors. They have discussed how the school are supporting vulnerable children to achieve their potential. This meeting has clarified the governors understanding of where the children’s learning is after last terms lock down, giving a bench mark to challenge against during		

		the summer term.	
17	Date & Time of next meeting	Q of L- Tuesday 8 th June 2021, 3.30-4.30pm	
MS thanked everyone for their time. The meeting ended at 4.57pm			

RWI – Read, Write, Inc

EHCP – Education Health Care Plan

CPOMS – Child Protection

HMI – Her Majesty’s Inspector (Ofsted Inspector)

FFT – First Federation Trust

PP – Pupil Premium

NFER – National Foundation Education Research

CPD – Continuous Professional Development

DAPH – Devon Association of Primary Head teachers