

MILTON ABBOT SCHOOL

Minutes for the Teaching and Learning Committee, Monday 25th November 2019, 15.30
Venue: School Meeting Room

Minutes

	<u>AGENDA ITEM</u>	<u>RECORDED NOTES</u>	<u>Actions</u>	<u>Comments</u>
The meeting began at 3.40pm				
Procedural				
1	Welcome & Apologies for Absence	CL, MB & MS present Clerk KYD also present		
2	Attendance & Business/Pecuniary Interest Register	MS updated his pecuniary interests. Nothing pertaining to this meeting.		
3.	Approval of Minutes of last T&L committee meeting held on 12 th June 2019	The minutes of the meeting of the 12 th July were agreed and were signed by the Chair as a true representation.		
	i) Matters Arising including progress made on the actions raised			
	ii) Update on any items not covered elsewhere on the Agenda			
Strategic items				
4	Appoint Chair and review terms of reference agreed at FGB	MB to continue as Chair of this committee. Due to time restraints MB & MS are unable to visit the school very often especially during the school day. RM to undertake class visits on behalf of the committee.		
	Renaming of committee to Quality of Learning Committee	CL suggested the name "Quality of Learning" for this committee. After a brief discussion all governors agreed.	Clerk - Ensure all documentation has new title. Inform administrator	
	Ensure pupil targets are set	Targets have been set by teachers for the children during staff appraisals. Vulnerable children are being supported. There will be		

		a data drop in a few weeks time - pivotal children will be on the plans.		
Monitoring and Accountability				
5	Review Action Plan -	Governors discussed 4 key areas from SIP in detail: Reading –books to match reading Spelling is embedded within each key stage – an improvement can be seen. Maths and writing. Is your spelling tied together in a strategic document? Yes, we have an assessment matrix for reading/writing, spelling and maths. The action plan is written at the beginning of each half term with data being collected at the end of the term. HT files his report for FGB meeting for governors to strategically challenge. A triangular process which begins again by setting the action plan.	CL to send updated Action Plan	
RM arrived at 4pm				
	Monitor Quality of reading	Have you considered reciprocal reader? Have observed it being used and it didn't appear to be working for the children.		
	Monitor quality of education	CL reported that he is letting leaders lead and holding them to account via appraisals. Governors to challenge when middle/phase leaders give reports.	CL to send governors details of phase leaders. Clerk to provide governors with examples of strategic questions	
	Safeguarding – termly and annual audit	MS & CL have completed the Audit. Attendance 96%. Behaviour issues are higher and will need supporting but nothing major.	Ensure behaviour is supported	
	Curriculum policy	Ofsted feedback stated that the curriculum policy was well organised, it was meeting the needs of the curriculum and linked to the school.		
	SEN	Ofsted commented on the fact the SEN children were integrated into the school and were thriving – a clear strength of the school. Paperwork is going through for some children with additional needs. Jane Weatherston is now the SEN Will this have financial implications? She is given time to compile		

		evidence and complete the SEN role.		
	Review term dates	Term dates including inset dates have been set and agreed by governors.		
	Leadership update Curriculum council & governor links	Ofsted have suggested Phase leaders with 3 point phase plans. This will be reviewed at the end of the year. How is the staff's wellbeing with the different workload? They are fine with this but we will monitor the impact.		
6	Link Visits: Purpose & Dates See monitoring calendar	MS to meet JW re KSI on 5 th December RM to meet Gregg re expressive curriculum Where appropriate governors to ask the children questions – Do you enjoy...? Do you feel challenged?	Clerk to send out governor visit report template. Governors to return signed (by HT) reports to clerk	
7	Governor Training	RM to attend Induction training in the new year		
8	Policy Adoption/Review:	R&SE policy –governors discussed the current policy, they felt reproduction of humans should be taught in year 6. The clerk informed the meeting that guidance states that correspondence with parents should take place before agreeing the policy before Sept 2020. Governors agreed to involve parents in the summer term when R&SE is taught. Governors accepted the updated Admissions Equality policy		
Items brought forward by the chair				
9	Correspondence	No correspondence.		
10	Impact from the meeting	Governors have looked at their roles within the committee. They have a clearer understanding of their accountability and role in supporting the head teacher in writing the action plan. Governors are aware of the phase leaders.		
11	Date & Time of next meeting	6 th January 2020 – 3.30pm T&L-wk of 27.1.2020 FGB – 15 th Jan 2020		
The meeting ended at 5.25pm				