

MILTON ABBOT SCHOOL

Minutes for the Quality Of Learning Committee, Tuesday 3rd March 2020, 15.30pm
Venue: School Meeting Room

Minutes

	<u>AGENDA ITEM</u>	<u>RECORDED NOTES</u>	<u>Action</u>	<u>Comments</u>									
The meeting began at 3.45pm													
Procedural													
1	Welcome & Apologies for Absence	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Parent Governor</td> <td style="width: 33%;">Staff Governor</td> <td style="width: 33%;">Co-opted Governor</td> </tr> <tr> <td>Mark Baker (Chair)</td> <td>Chris Luxford</td> <td>Richard Martin</td> </tr> <tr> <td>Miles Smith</td> <td></td> <td></td> </tr> </table> <p>Also present: Clerk - Karen Yorke-Dunne</p>	Parent Governor	Staff Governor	Co-opted Governor	Mark Baker (Chair)	Chris Luxford	Richard Martin	Miles Smith			FGB to decide if Emma Hooker to join the committee	
Parent Governor	Staff Governor	Co-opted Governor											
Mark Baker (Chair)	Chris Luxford	Richard Martin											
Miles Smith													
2	Business/Pecuniary Interest Register	No interests were declared pertaining to this meeting.											
3.	Approval of Minutes of last T&L committee meeting held on 6th January 2020	The minutes of the meeting of the 6 th January were agreed and signed by MB as a true representation.											
4.	i) Matters Arising including progress made on the actions raised	<p>3 MS to meet with clerk 15th Jan to look at google docs portal unable to meet.</p> <p>4 Governors to have a tick list of what is required for school website and audit at the end May</p> <p>It is great to see the testimonials (on the websites) from parents saying how their children love coming to school and learning.</p> <p>MC (administrator) & CL have had the training for the adapting the website.</p> <p>4 MS has given CL the model strategy for talents & passions</p> <p>Governors to give a statement to lead the strategy.</p> <p>Revisit end of Spring term.</p> <p>5 i Review data at the beginning of Summer term – 8th June 20</p> <p>5ii Clerk recommended - Sam Oglao moderate advisor from St Dominick & St Mellion Federation – unavailable to support.</p>	<p>3:Clerk to use google docs more frequently</p> <p>4: MC to give KYD password etc to be able to adapt governor section of the website</p> <p>4:CL to adapt strategy to suit school & have available after Easter holidays</p> <p>Governors to prepare an opening statement for strategy for April 2020</p>										

		<p>CL to adapt Year 6 targets/data on HT report.</p> <p>lv 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? CL has produced –and shared it with JW- a flowchart for actions to take when decisions need to be made when the HT is unavailable. When asked by a governor JW had said that she would follow guidelines in the Devon County Council manual.</p> <p>lv CL to talk with Jacqui Warne regarding projects to assist with inclusion for children – this is in the action plan that money has been allocated to support SENDco training (for JW) and governor review.</p> <p>lv Staff well-being survey to be carried out mid-year (Feb)</p> <p>7 Clerk to ensure new governors have training as soon as possible (MV & EH)</p> <p>8 Update staff’s knowledge of use of epipens – ensure 2 pens are available (with parent’s permission) A high proportion of staff have 1st Aid training and are aware of use of epipens</p>	<p>MS suggested renewing the link to the existing staff survey now & repeating the process in August. CL/MC to carryout.</p>	
--	--	---	--	--

Monitoring and Accountability

5.	Governor visits	<p>RM visited the 27.1.2020 his response has been presented in SEF</p> <p>lii Feedback the teachers understanding of “deep dive” at governor visits & next meeting</p> <p>MS & RM visited the school to meet with leaders to look at their understanding of deep dive.</p> <p>MS stated that the JW & G? have a sound understanding of their roles as leaders in the school. Their answers show medium term planning, actual implementation & impact and then reviewing - the triangulation of the children’s learning.</p> <p>Are you happy that their planning/schemes of learning are being met?</p> <p>CL: “Their intention” is manageable the children are able to give answers. I have seen lots of evidence of “the implementation” and “the impact”. The staff have worked hard to bring it together. When I carry out a deep dive it will confirm what they have shown you.</p> <p>Does everyone have an Ofsted folder(grab folder)?</p> <p>That is where we are now: staff have an A3 sheet to answer questions from for an inspection.</p>	<p>Clerk to email RM visit report template.</p> <p>Clerk to set up governor visit folder with blank visit reports plus current action plan for governors to use when visiting.</p>	<p>To be placed in office with all other governor documentation.</p>
----	------------------------	--	--	--

6	<p>Review Action Plan -</p>	<p>Would there be value in the leaders presenting their aspirations and how they intend on implementing them at a QofL meeting? CL: Yes they could in the summer term. They could present “This is what the school need to work on and this is how we are going to do it” Can you tell us about what you have found with your observations of Maths in KS1? CL: JW was organised she gave clear input, I saw challenge. When I went back I could see she had raised the bar. All years groups are meeting objectives.</p> <p>Tell us about the Reading link. New books have been purchased which the leaders had requested (minutes of staff meeting) they relate to the phonics being taught.</p> <p>How is Vipers working out? It is well embedded into the learning; it is a pictorial scheme which promotes vocabulary and the use of guided reading and comprehension. The children can talk confidently about their learning of VIPERS.</p> <p>Point 5 What is the current situation with our NQT teacher? She has now completed her NQT year and is happy that she did not have any major targets (small targets have been set). She has received support from the middle leaders. RM asked “Does she have a contract now?” CL: not yet, we will discuss this when we look at the school structure.</p> <p>Are we picking up enough from the action plan? It is a little more open ended but governors are keen to ask strategic questions.</p>	<p>Curriculum leaders to present to QofL committee in the summer term (8th June).</p>	
---	------------------------------------	--	--	--

		Helen Eversett will be visiting 13th March and CL has asked for her to carry out a deep dive with JW & G.		
7	Safeguarding	Nothing to report regarding safeguarding.		
8	SEN	MS would like to attend the curriculum training form governor services. SEN audit to take place next term	Clerk to organise curriculum training for MS.	
9	Implementation of Curriculum Intent	Training for the curriculum intent has been completed by staff during CPD		
10	Strategy Sheets	See visits – A3 sheets	CL to email example of succinct strategy sheets & governors to look at grab folders (for inspections)	
11	Self-Evaluation Report	Documents available at meeting for information Good in all areas. Leadership & management good with areas/elements of outstanding. Personnel development is outstanding	Governors to challenge SEF 16/4/2020	
12	Review processes to promote community cohesion. Agree/ review parent consultation arrangements	The school uses many ways to communicate: Website, Dojo, facebook, twitter, blog & prospectus. MV & CL are continuing to pull the PTA together. The meetings take place on an adhoc basis with 6 regular attendees. CL to ask Pupil Parliament what they enjoy and find challenging – RM has taken ideas from the pupil parliament when visiting the school.		
13	Feedback from moderation	Writing – Rebecca agreed with all judgements. 84% - Year 6 writing higher than predicted. JW is meeting with Lifton school in the next few weeks for Maths moderation ; she will disseminate the information to the team. Who will be leading that moderation? JW with support from CL, she is our Maths lead. It has always been completed internally but we have been advised to externally moderate our work as well.		
14	Future Link Visits: Purpose & Dates See monitoring calendar	MB to carryout GDPR visit – Review Data Protection policy 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) week ending	Clerk to send MB GDPR policy & to check that MC is GDPR lead	

		23/3/20 RM to visit Tuesday 10 th March 2020 Julie Stevens (Primary advisor) will be visiting in the summer term.		
15	Governor Training			
16	Policy Adoption/Review:	Education of Children in Care Policy	Clerk to send policy to RM again Forward to next meeting	
Items brought forward by the chair				
17	Correspondence	No correspondence has been received.		
18	Impact from this meeting	Governors have a clear focus on the action plan and what has been implemented and how. The school has been making positive progress. Governors thanked Chris for his continued hard work & clear answering of questions.	Governors wish to offer support where possible to continue moving the school forward.	
19	Date & Time of next meeting	Quality of Learning – Thursday 16 th April 2020at 3.30pm 8 th June 20 at 3.30pm	Data drop & Questions for SEF	
The meeting ended at 5pm.				