

**MINUTES OF A MEETING OF THE TEACHING & LEARNING COMMITTEE**

**HELD ON 1ST NOVEMBER 2022 AT SCHOOL**

**Governors Present:** Peter Grogan (PG) Chair

Jonathan Norris (JN) Head Teacher

Dean Grice (DG) *from 18.23*

Richard Stockwell (RS)

Helen Pugh (HP) *from 18.57*

Paula Riordan (PR)

Kathy Lewis (KL)

**Also in attendance:** Su Garbutt (SG) Clerk to the Governors

**PART ONE – NON-CONFIDENTIAL BUSINESS**

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|  | **ITEMS 1 – 3 WERE CHAIRED BY THE CLERK** | **Actions** |
|  | **APOLOGIES & ADDITIONAL AOB ITEMS**   1. Apologies were received from Laura Sanders and were accepted by the committee. 2. There were no items of additional business to be considered. |  |
|  | **CONFLICT OF INTEREST**  Governors were asked to declare any potential pecuniary interest or conflict of interests with the business to be discussed during the meeting.  There were no conflicts to declare. |  |
|  | **ELECTION OF COMMITTEE CHAIR**  Governors elected Mr Peter Grogan as Chair of the Teaching and Learning Committee for a period of 1 year or until the first committee meeting of the Autumn 2023 term. |  |
|  | **ELECTION OF VICE CHAIR OF COMMITTEE**  The committee agreed they did not require a vice chair. |  |
|  | **PART ONE MINUTES & MATTERS ARISING**  The Part One Minutes of the meeting on 24th May 2022 were confirmed as a true and accurate record of the meeting. The Chair signed the minutes, and these were retained by the school.  The committee reviewed the actions log:  **Ongoing Actions**   * To upload EYFS and Computing Governor visit reports to Governor Hub.   **Actions from 24.05.22**  All other actions were agreed as completed.  PR had attended a number of events on behalf of Governors and these included meeting with parents and teachers during initial Class Information parents’ evenings.. PR encouraged all governors to try to attend school events and it was helpful for the children, parents and staff to be able to see who the Governors were and know that they were interested in the school.  Governors noted neither the minutes of the previous committee meeting or the FGB meeting held a summary of the visits made by Paula Riordan during the summer term.  Feedback was taken under this item and is minuted under item 7. | PG |
|  | **TERMS OF REFERENCE**  Governors reviewed and **approved** the terms of reference with one minor amend. The clerk should be changed to “Provided by the Local Authority” rather than a named person.  **ACTIONS:**  **Clerk to update the TOR with this amendment**  **PG to update the TOR tracker** | CLERK  PG |
|  | **GOVERNOR LINK REPORTS**  Design and Technology: 9 June 2022  The visit was undertaken by Paula Riordan who met with Ian Truman.  PR discussed the curriculum and looked at scheme of work which were all “one-page plans”. Teachers would use these to write their own lesson plans.  IT would like to introduce more craft skills such as woodwork into the curriculum, and this was discussed during the meeting. The curriculum was not specific about which skills should be taught, it should be a process; to come up with design ideas, then building a model etc. Children should be able to understand the process but there may not be a need or the resources available for them to deliver a full-scale piece.  No changes to the curriculum were planned for this year to allow the current curriculum to be embedded. PR stated she had seen some lovely examples of practical work during her visit.  Modern Foreign Languages: 13 June 2022  The visit was undertaken by Paula Riordan who met with Lesley Hill.  The MFL taught at school was French and was not currently integrated into the EYFS curriculum. However, time permitting, EYFS teachers would try to integrate some experience of French into the curriculum.  In KS 1 teachers try to give some experience of French such as sharing a song, rhyme, poem or story every term.  In KS2 MFL is taught (this is a statutory requirement). This focused on teaching key linguistic skills such as listening, reading, writing, phonology and grammar.  A French lunch was arranged in the Autumn Term and pupils had been encouraged to learn basic phrases such as hello, please, thank you and names for French food. The hall was decorated with flags and maps of France and the food served was French.  The report concluded with recommendations such as more themed days next year to expose pupils to other foreign languages.  Art: 23 June 2022  The visit was undertaken by Paula Riordan who met with Chelsea Townley  PR had explored and reviewed how each Key Stage delivered art within the school. Children were exposed to a variety of artists and their work; and therefore, a variety of cultures were explored. PR discussed looking at other types of art, not just drawing and painting.  Up to recently, art was linked to other topics being taught. Moving forward, pupils would have a greater choice for their starting points for their projects as these will not need to be linked to a particular topic or theme.  The subject leads had done a lot of work to unpick the national curriculum and make it relevant and interesting to the school’s pupils.  SEN: 21st June 2022  The visit was undertaken by Kathy Lewis who met with Nicola Daley  KL had reviewed the excellent ‘SEND in a Nutshell’ document that had been produced and discussed the success of the new phonics scheme. The meeting had looked at the numbers of pupils currently with an EHCP, SEN support and school provision and the breakdown of SEND needs within the school.  The employment of a specialist Teaching Assistant who was a speech and language trainee had been particularly successful.  KL had also reviewed various specialist training which had been completed by staff such as emotion coaching, precision teaching, ELSA and mental health first aid.  ***Governor question: What is precision teaching?***  *Response: The bottom 20% of pupils from each class go through areas of learning as individual pupils or in small groups. Teachers will then find the gaps in knowledge and the precision teach to these gaps. This is taught daily in 5 minutes sessions on a 121 basis and is in addition to whole class English and maths sessions.*  Governors discussed the use of ELSA and noted that the programme should have been further on, but that the lead had been absent. The programme focused on helping those with bereavement or trauma issues. The lead was employed for 1 day a week in this capacity and had received 6 full days training.  A governor commented it was frustrating that there was nowhere to signpost parents to if their child was struggling with mental health issues. CAMHS was indicating that they were struggling to help families due to long waiting lists unless the child had committed acts of self-harm. As an alternative they were pointing parents towards the ELSA programme which was frequently not appropriate for the child’s needs.  *Helen Pugh joined the meeting at 18.57*  ***Governor question: Do we record progress of SEND pupils?***  *Response: Yes we do, but their steps of progress are often much smaller. We have a different baseline and pathway for these pupils.*  ***Governor question: Are there any gaps in the needs of pupils?***  *Response: Social skills and self-awareness are consistent gaps. We can evidence through EHCPs the steps being achieved by each pupil. Overall, it can look like these pupils are not achieving, but their progress is noted in individual case studies.* |  |
|  | **PUPIL PREMIUM & CATCH-UP PREMIUM**  The 21 – 22 PPG strategy statement had been updated by the Headteacher during the summer break and uploaded onto Governor Hub for governors to view prior to the meeting. This included an updated evaluation of the outcomes.  The 7 challenges in the document were specific to Rainow and had been rag rated. Governors noted the percentage statistics were based on very low cohort numbers and therefore one pupil was a big percentage.  Governors noted the 22 – 23 strategy should be completed and uploaded by 31st December 2022. The Headteacher informed the meeting that the new plan would look similar to the 21 – 22 strategy. The school has slightly less pupil premium grant pupils on role for 22 – 23, with 12 out of 177 pupils eligible. |  |
|  | **ATTENDANCE**  A full report on attendance would be contained with the Headteacher’s report to be presented to the Full Governing Board meeting on 23rd November 2022.  Governors were informed the school had issued 1 fine to parents for a holiday taken in term time.  ***Governor question: Who receives the monies from fines?***  *Response: The local authority. We do not receive any of these monies at the school.*  ***Governor comment: Do you think the message is getting through to parents?***  *Response: Yes, although I think some parents will still just opt to take the fine.*  ***Governor comment: When do we start to fine pupil premium children?***  *Response: We work with our office staff to look at all our pupil’s attendance rates. Any pupil who has 95% or less attendance is reviewed every week and if required, the Headteacher will ring the child’s parents to discuss attendance. Fines are at the Headteacher’s discretion, and we review every case in line with family dynamics.*  Governors **approved** a target of 97% whole school attendance. |  |
|  | **ASSESSMENT & DATA**  The IDSR had been published on 19th October 2022 and the Headteacher shared the outcomes with governors. The meeting was informed that there would be no public league tables this year, although Cheshire East had produced their own tables.  ***Governor question: Do all schools get one of these reports?***  *Response: Yes, Ofsted will use these as a tool to review the school. It is a good way for them to identify lines of enquiry.*  The Board reviewed the report and noted there was nothing to highlight in the majority of sections.  Governors were pleased to note the school was in the top 20% of schools in the country for Phonics. The school had achieved a 100% pass rate for Phonics for the 21-22 academic year.  The school was in the lowest 20% for absence. |  |
|  | **SSDP**  Governors reviewed the SSDP and noted 4 Key Improvement Priorities had been identified for the plan.   1. Writing progress and attainment 2. Maths and, specifically, Higher level maths 3. Non-core subjects**,** with a focus on strengthening links between the EYFS and the school curriculum (Y1 – Y6). 4. Leadership and Management: Safeguarding, Catch-Up, Subject Leadership, School Community.   The Rainow Representatives are the newest student body in an effort to improve pupil voice throughout school.  Rainow Representatives would be looking at teaching and learning, safeguarding and asking pupils about these subjects.  ***Question: How are the reps chosen?***  *Response: They are chosen from years 4, 5 and 6 and had to do a letter of application this year. The programme is led by Mrs Eddie, who is the school’s Senior Mental Health Lead teacher and Mental First Aider. She is also in charge of PSHE and maths.*  NPQ registration was currently open for Spring cohorts and 3 teachers’ appraisals had to explore undertaking a NPQ as a target for this academic year.  A governor commented that the SSDP felt consistent and the summary page was particularly useful.  Governors **approved** the SSDP.  Governors were reminded the final summary from the previous year’s SSDP had been presented to the Board during the summer term. |  |
|  | **SAFEGUARDING**  The Headteacher had updated all policies in line with the new Keeping Children Safe in Education documentation.  Training had been undertaken by all staff and Governors were reminded to read the document and confirm this had been done via Governor Hub.  The meeting was advised that the new KCSiE put more responsibility on the Board and all governors should have undertaken appropriate safeguarding training. This must be updated every 3 years.  **ACTION:** ND had attended in depth training and would upload the resources to Governor Hub for all governors to view.  ND explained Operation Encompass to the Board and the processes in place to keep staff informed of safeguarding incidents which happened outside of school.  The meeting discussed Digital Safeguarding and how often the e-safety filter was tested. The Headteacher stated the school used Netsweeper to filter content.  **ACTION:** JN to ask the school IT technician to contact Netsweeper to discuss how to test the system and establish an ongoing timetable for this to happen.  Governors noted the S175 Safeguarding audit had been completed and submitted. A copy of this was available on Governor Hub for governors to view. | ALL GOVERNORS  ND  JN |
|  | **GOVERNOR TRAINING**  Governors were reminded the school had purchased Cheshire East’s training which included Modern Governor online courses.  Governors were encouraged to update their training records, and that all relevant training should be included, such as modern slavery training undertaken in a work context. |  |
|  | **POLICIES**  Governors approved the following policies:   * Behaviour and Discipline Policy * Anti-Bullying Policy and Procedure * Behaviour Principles Written Statement * Cared for Children Policy * Children with Health Needs Who Cannot Attend School * RSE Policy   The following policies were still to be reviewed and would be approved at the Autumn term FGB meeting:   * Child Protection and Safeguarding Policy * Mobile Phone Policy   ***Governor question: To what extent is their bullying at the school?***  *Response: The Headteacher had pulled off the reports from CPOMS and in 21/22 there were only 2 cases of specific bullying, both in upper KS2. 96 instances of negative behaviour had been reported but a large number of these were related to 2 SEN pupils.*  ***Governor question: Do we record all incidents?***  *Response: Yes, as far as I know.*  ***Governor question: Is there a way for pupils to report bullying anonymously?***  *Response: We try to confront any bullying issues at the time, but this is something we could investigate.* ***ACTION: JN/ND*** | JN/ND |
|  | **DIRECTORS REPORT**  The autumn term 2022 Directors Report had been uploaded on Governor Hub for the FGB to review upon publication.  The clerk provided a brief outline of key points to note and asked that all governors read the Directors Report in full.  The Board requested the report precis be re-instated.  Sustainability to be added to the next committee agenda. **ACTION: CLERK** | CLERK |
|  | **MEETINGS**  Governors noted the upcoming meeting dates as:  Spring term:  TLA Committee: 28th February 2023 at 6.00pm at the school  FGB: 29th March 2023 at 6.00pm at the school  Summer term:  TLA Committee: 13th June 2023 at 6.00pm at the school  FGB: 5th July 2023 at 6.00pm at the school |  |
|  | **ANY OTHER BUSINESS**  There were no items of any other business for discussion. |  |
|  | **IMPACT STATEMENT**  Governors helped move the school forward by:   * Ensuring key policies were fit for purpose before approving them. * Ensuring robustness of safeguarding by identifying need to check that e-safety filter is working. * Acting as critical friend on delivery of SEN provision. * Ensuring that policies are followed with questions on their implementation. * Approving the head’s strategic objectives for this academic year. |  |

Meeting closed at 8.45pm.

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