

**MINUTES OF A MEETING OF THE TEACHING AND LEARNING COMMITTEE HELD ON 28 FEBRUARY 2023 VIA TEAMS**

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

Jonathan Norris (JN) Headteacher

Dean Grice (DG)

Kathy Lewis (KL) *from 18.51 to 19.46*

Helen Pugh (HP)

Paula Riordan (PR) *from 18.32*

**Also in attendance:** Su Garbutt Clerk to the Governors

**PART ONE – NON-CONFIDENTIAL BUSINESS**

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|  |  | **Actions** |
|  | **APOLOGIES & ADDITIONAL AOB ITEMS**   1. Apologies were received and accepted from Nicola Daley (ND), Richard Stockwell (RS), and Blair Whitehurst (BW). Kathy Lewis (KL) has sent her apologies for lateness as she was unable to join the meeting at the start. 2. Governors agreed to discuss the current teacher strikes under AOB. |  |
|  | **CONFLICT OF INTEREST**   1. There were no conflicts of interest to declare. |  |
|  | **PART ONE MINUTES & MATTERS ARISING**  a) The Part One Minutes of the meeting on 1st November 2022 were confirmed as a true and accurate record and would be signed by the Chair on their next visit to school.  b) The action log was reviewed, and it was confirmed that all had been met and closed as appropriate except for:  *RS to upload EYFS and Computing Governor visit reports to Governor Hub.*  *All Governors to complete declarations of interest on Governor Hub (BW outstanding)*   * PG would speak to RS regarding the governor visit reports. * PG would arrange an induction with BW and ensure relevant declarations were completed.   The Headteacher updated the committee on the IT system testing undertaken by Net sweeper. This would be completed by the IT technician intermittently, but at least once a half term. A report would then be shared with the Headteacher who would report to the Board on any issues which are flagged. | PG  PG |
|  | **TLC TOR TRACKER**  The tracker had been uploaded to Governor Hub so all governors could review the document prior to the meeting. PG shared the tracker with the committee and all governors discussed each area of committee responsibility and how this was evidenced by the work of the committee and FGB.  Actions from discussions:   1. PG to update the governor visit template to include a question on structured progression of pupils. 2. Clerk to add transition to the summer term committee agenda. Transition events and arrangements would be discussed as well as internal transition arrangements. 3. PG to speak to BW regarding the link governor roles. 4. PG to update and share the TOR tracker including link governor visits to Governor Hub. | PG  CLERK  PG  PG |
|  | **GOVERNOR LINK REPORTS**  The committee had discussed the link governor roles and reports in the previous item and updated the TOR tracker with appropriate information regarding dates of visits from the 2021/22 year.  The Headteacher would inform teachers that governors would be in touch to schedule the 2022/23 visits.  KL stated she would meet with the relevant links and complete the 2022/23 visits prior to her leaving her role as a governor.  DG informed the meeting that on 17th March 2023 the school was having a science day which he would be attending. He would go for the full day and would include his governor link visit for science at the same time. | JN  DG |
|  | **PUPIL PREMIUM AND CATCH-UP PREMIUM**  Pupil Premium  The Headteacher presented an oversight as to how these two funds were tracked within school. 12 pupils were entitled to this funding, and each was tracked termly in reading, writing and maths as well as attendance. This tracker was being expanded to include non-core subjects.  5 children were also SEN pupils and the tracking document included links to each pupil’s support plan.  The Headteacher shared the overview which included all budgeted costs. This was updated termly and fed into the end of year impact statement and pupil premium strategy.  ***Question: Do we measure the impact of each of the programmes?***  *Response: These are measured at the end of the year. The Headteacher reviewed the strategy and evaluated, and RAG rated it. This updated evaluation was then published on the school website.*  ***Question: Do we measure each child’s progress as well?***  *Response: Yes, teachers update progress termly. Tracking pupil interventions was showing an impact on each pupil. Outside reports are included such as Speech and Language reports.*  The Headteacher shared an example of pupil tracking with the Committee.  Catch-up premium  The catch-up premium during 2021/22 was used for Year 5 and Year 6 pupils and the school had taken the same approach for this year’s funding. Mrs Parker had 4 groups of children and was providing academic support for these pupils in maths and English.  Both these areas had been discussed in detail with the Chair of Governors. |  |
|  | **ATTENDANCE**  The whole school attendance stood at approximately 96% and was reported fortnightly in the school newsletter, The Rainow Round-Up.  ***Question: Are there any trends we should be aware of?***  *Response: No, not at the moment. Mrs Gabbot conducts weekly reviews and brings any issues to the Headteacher for discussion.*  ***Question: Are we sure we consider family circumstances?***  *Response: Absolutely.* |  |
|  | **ASSESSMENT & DATA**  The Headteacher would report to the FGB on key stage projections in the Headteacher’s report. Therefore, JN presented the most recent ISDR which had been published on 8th February to the committee to view.  The Headteacher had annotated the document with any areas showing decline. Governors were pleased to note that there were very few areas requiring annotation.  The next ISDR was due for publication in July 2023. |  |
|  | **SSDP**  An update of the term had been added to Governor Hub for governors to view prior to the meeting. The Headteacher stated he was pleased overall with the progress made.  However, PSHE was a much bigger area than initially envisaged, and this had taken most of Mrs Eddie’s allocated time. Therefore, the maths focus had not progressed as much as the school would have liked.  ***Question: Can we give Mrs Eddie some additional time out of the classroom after SATS for maths?***  *Response: Yes. She has already had several days during the autumn term, but these needed to be used for PSHE. However, we will identify further time for her after the SATS have concluded.*  ***Question: How do we assess a KIP as being successful?***  *Response: We can look at headline data to inform success, but this may fluctuate due to different cohorts. We need to find alternative ways to track and show success. This needs discussion with subject leads.*  JN/PG to discuss with subject leads alternative ways of measuring KIP success rather than just data and report back to the next committee meeting.  ***Question: How do the tasks in KIP 3 relate to non-core subjects? For example, can you explain 5 a day to the committee.***  *Response: The 5 a day relates to 5 things each lesson should contain every day. These are explicit instruction, cognitive and metacognitive strategies, scaffolding, flexible grouping, and using technology. They are relevant to all subjects.*  A governor requested that the tasks in KIP 3 could be clarified to ensure governor understanding.  ***Question: Do you feel all KIPs are on track?***  *Response: Yes, it is only maths which I think requires more focus.* | JN/PG  JN |
|  | **SUSTAINABILITY**  The committee noted that it was advisable for the school to have a strategy and policy on sustainability. The National Governors Association had done some work on this and had some useful information available on their website.  The Headteacher explained sustainability was integrated into the curriculum, assembly plan and eco work. However, at present the school did not have a specific strategy or policy. JN would meet with appropriate leads and bring a proposed policy and strategy to the next committee meeting. | JN |
| **19.46 - KL left the meeting** | | |
|  | **SAFEGUARDING**  ND, the safeguarding lead was not at the meeting, so an updated report was not available. The Headteacher stated there were no concerns to be raised.  PG informed the committee that the buildings committee had reviewed the fencing for the front of the school. The school was seeking three new quotes as those received were 12 months old. These would then be submitted to Cheshire East for match funding consideration. |  |
|  | **GOVERNOR DEVELOPMENT AND TRAINING**  The following training had been undertaken by governors:  Paula Riordan  Attendance at the termly LA Governors Forum  Refresher training for working with children with disabilities  Safeguarding  Cyber Security  Dean Grice  The strategic role of governors  The Governors role in monitoring, support and challenge  DG was booked to attend Knowing your school through Governor Visits which would take place this term. |  |
|  | **SCHOOL POLICIES**  Governors discussed minor amendments and **approved** the following policies which had been circulated in advance of the meeting via Governor Hub:   * Homework * School Uniform * Remote Learning * Mobile Phone Policy (postponed from aut 22) * Early Career Teacher (ECT)   The Child Protection and Safeguarding policy had been postponed at the autumn term meeting but required approval. As KL was not present, governors **delegated authority** to the Chair of Governors (PR) to review and agree the policy for publication. This would be reported to the FGB under Chairs Actions at the spring term meeting for ratification.  The Mental Health and Wellbeing (MHWB) policy was postponed to the summer term. |  |
|  | **DIRECTORS REPORT**  The Clerk informed the meeting that the Directors report and precis had been uploaded to Governor Hub at the beginning of term. Items pertinent to the committee were under section 2 of the report:  2.1 Cheshire East School Assessment Results 2022  2.2 National Assessments  2.3 School Inspection Data Summary  2.4 National Tutoring Programme  2.5 Locally agreed RE Syllabus  2.6 OFSTED’s annual report 2021-22  2.7 Holiday activities and food programme (HAF) 2022 |  |
|  | **MEETINGS**  Governors confirmed the date for the TLC committee for the summer term 2023 as Tuesday 13th June 2023 at 6pm at the school.  The Headteacher informed the meeting that in line with the TOR tracker, it would be useful to invite some members of the teaching staff to present to the committee. Mrs Eddie wished to present to governors on the Mental Health in a Nutshell document she was completing. |  |
|  | **ANY OTHER BUSINESS**  Teachers’ Strike  The committee was informed that the school had remained open on both strike days so far. The Headteacher had shared the staffing plan with the Chair and Vice Chair of Governors to cover classes for the individual days. NEU members had written to the Chair of Governors to request that classes of striking teachers were not covered by teaching assistants, and that these classes be closed. The Chair has responded that the Board had an obligation to follow the DfE guidance which was to keep open using staff available.  ***Question: Do we need to keep open? Could we not close the classes of teachers who were striking to show support for them? By using teaching assistants, are we causing an issue between staff?***  *Response: We have to follow the statutory guidance. As volunteers, we need to fulfil the governance role by doing what the DfE instructs us to do. Remaining open was not about not supporting staff, we are obliged to follow the DfE guidance.*  A governor commented they felt it was important for both rationales to be presented to the Headteacher for consideration. It was also important to note that not all Board members agreed with the decision to remain open during the strike days.  ***Question: Have you observed and negative impact on the relationship between staff?***  *Response: No, I don’t think so. I haven’t witnessed or been informed of any conflicts between staff. I did receive an email from ECAPH which stated that 53% of primary schools remained open, 32% remained partially open and 3% were closed. 12% did not respond to the query.*  The Headteacher stated he would continue to monitor staff relationships to ensure there was no issues. | JN |

The meeting moved to the Part 2 agenda at 20.27

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