

**MINUTES OF A MEETING OF THE TEACHING AND LEARNING COMMITTEE HELD ON 27TH FEBRUARY 2024 AT THE SCHOOL**

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

Jonathan Norris (JN) Headteacher

Rosie Cole (RC)

Nicola Daley (ND)

Dean Grice (DG)

Helen Pugh (HP)

Blair Whitehurst (BW)

**Also in attendance:** Marc Booker (MB) Clerk to Governors

**PART ONE – NON-CONFIDENTIAL BUSINESS**

|  |  |  |
| --- | --- | --- |
|  | *The meeting commenced at 18.10.* | **Actions** |
|  | **APOLOGIES & ADDITIONAL AOB ITEMS**   1. Apologies were received and accepted from Richard Stockwell (RS) and Paula Riordan (PR). 2. There were no items of AOB. |  |
|  | **CONFLICT OF INTEREST**  There were no conflicts of interest to declare. |  |
|  | **PART ONE MINUTES & MATTERS ARISING**  a) The Part One Minutes of the meeting on 7th November 2023 were confirmed as a true and accurate record and signed by the Chair. The school retained the signed copy. There were no matters arising.  b) The action log was reviewed, and it was confirmed that all actions had been met and closed. |  |
|  | **GOVERNOR LINK REPORTS**  The Board received the Governor Link Reports for the following subjects:  Computing, Ian Truman (IT) subject lead, 30th November 2023 – presented by PG  A copy of the Governor Link report was available to governors via Governor Hub.  Rainow uses the National Centre for Computing Education (NCCE) scheme of work.  Governors noted that:   * its coverage of content and skills and alignment to the National Curriculum is good * it has been in use since September 2023 * the scheme consists of a unit for each half term including: 2 programming units, 2 creating media units, 1 data and information unit, and 1 computer systems and network unit   PG observed IT delivering a media unit on stop-motion and subsequently discussed the strengths (progressive scheme of work, assessment designed to embed learning) and key challenges of delivering the curriculum throughout the school (type of Key Stage 1 assessment, staff confidence in delivery of the scheme). JN also informed Governors that IT had introduced many ‘quick wins’ for pupils and staff alike e.g. the use of QR codes to improve log-on speed as opposed to typing – particularly effective for lower year groups who haven’t mastered the use of the keyboard. It was also acknowledged that there was a danger of staff over-relying on IT as a source of ICT support.  PG raised with Governors the issue of equipment: 30 Chromebooks were purchased around 2 years ago and are heavily used. The School also makes use of 30 iPads, also about 2 years old.  The key issue was whether to replace equipment all at once (same operating systems/ software) or to phase purchasing (but functionality may reduce at different rates). JN informed Governors that the budget was £4k per year, the typical cost of a Chrome book was £200. IT’s view was to phase replacement.  Planet Protectors, Rachel Lewis (RL) coordinator, 30th November 2023 – presented by PG  A copy of the Governor Link report was available to governors via Governor Hub.  .  Governors noted that the group which met every Thursday had supported:   * Just one tree – where 160 trees have been planted on their behalf based on the £160 that they raised * Plantober – where they planted 72 trees from seed themselves * Cut your carbon – where all pupils were invited to join in with 9 activities during November to reduce their carbon * Switch off fortnight – where monitors in each class have been tasked with ensuring that lights are switched off when not in use. They are monitoring the impact on electricity use   PG advised Governors that this enthusiastic group was planning more activities, to be focused on Energy, Marine and School Grounds, in addition to their effective communication with the wider school. PG had been especially impressed with not just what they did but how they did it – the group provided leadership and collaboration opportunities.  Governors further discussed the frequency of Link Governor Visits and the importance of Governors being able to give confidence to Ofsted that the curriculum had been thoroughly reviewed.  TLC members agreed to undertake Link Governor Visits at least annually, with more frequent visits on a needs-basis. For example, where there is significant change to the school’s approach to the subject.  **ACTION: JN to inform staff that most Link Governor Visits are likely to be planned in the second half of the year.** | **JN** |
|  | **PUPIL PREMIUM & CATCH-UP PREMIUM**  JN provided a verbal update:   * the previous strategy for 2022-23 had been reviewed and was published on the school website * the 2023-24 Pupil Premium Strategy Statement had been approved at the last TLC meeting * given the small number of pupils attracting the pupil premium, JN was able to monitor impact closely and could easily track pupils; Governors were shown the tracking spreadsheet at the last TLC which identified spending per pupil by activity and how impact was tracked and measured * pupils included on the tracker included pupil premium, looked after (LAC) and post-looked-after children * Rainow received c.£20k * impact to date was generally pleasing with pupils making progress in Reading, Writing, Maths and SPAG in line or above age-related expectations * attendance for these pupils was at 93.9% * the National Tutoring Programme funding was being used to support 7 Year 6 pupils, 2 Year 4 pupils (LAC) and 6 Year 3 pupils – the School claimed 50% of tutor costs (up to a given ceiling) enabling the cost of tutors to be subsidised via the supply budget and therefore securing appropriate and targeted support for pupils   ***Governor question: What is the outcome of the investment made?***  *Response: All pupils have made progress in Reading, Writing and Maths; three LAC have made accelerated progress.*  ND noted that for LAC, there was a clear link between funding and progress; the funding had enabled the delivery of bespoke sessions with appropriate diagnostic assessment. |  |
|  | **ATTENDANCE**  JN provided a verbal update:   * attendance was ‘generally good’ * c.96.5% - there had been lots of illness in the run up to half-term * monitoring was good and interventions were working well * only one fixed term penalty had been issued for holidays taken in term time * there were ‘no concerns’ at present |  |
|  | **ASSESSMENT & DATA**  JN tabled a copy of Mid-Year projections.  Governors were reminded that Key Stage 1 tests were no longer statutory i.e. there was no legal duty to test in Year 2 but that most schools, including Rainow, would continue with the optional tests. Of benefit though was that staff no longer felt that they needed to teach to the test and that testing didn’t have to be undertaken in May.  Governors noted and discussed the School’s projections (which are presented in the Part Two minutes).  ***Governor question: What are the projections based on?***  *Response: They are based on end of Autumn term data assessment. Whilst SATs questions are very different to say, e.g., White Rose end of unit assessments, pupils undertake NFER assessments which produce standardized scores. Data is reviewed by the class teacher and then by JN to determine any required interventions. All of the data is recorded in the Tracking Spreadsheets, by subject area.*    ***Governor question: Currently are there any ‘red flags’? Is the school on-track to meet the projections?***  *Response: No red flags. Year 6 projections are particularly pleasing and reflect the drive in Maths. The School is on-track to achieve the projections. If anything, given the timing i.e. the Autumn term, some projections are on the conservative side.*  ***Governor question: How long has the tracking tool been in use?***  *Response:**For the last eight years, but it evolved and has been refined.*  ***Governor question: Is the value accrued from the data collected worth the time and cost of inputting the data?***  *Response:**Yes, and teaching staff would be the first to communicate if the data wasn’t valuable or the cost exceeded the benefit.*  ***Governor question: The projection for Greater Depth in Y6 Maths is the only score which is significantly below the national average for the previous year?***  *Response:**Yes, although 20% of pupils are expected to achieve GD. This difference likely reflects the conservative nature of the data at this time of the year. Certainly, our pupils show good mathematical computation but do find reasoning questions more demanding.*  ***Governor question: What about other year groups e.g. Year 4 and Year 5?***  *Response:* *Data is collected in the same way to look at EXS and GD for all year groups on a termly basis. This data is also used in performance appraisal conversations.*  JN illustrated to Governors the comments made on the tracking spreadsheet by teachers which related to strategies and interventions to tackle under-performance and next steps  Governors agreed that the tracking spreadsheet provided a robust system of data collection and display enabling users to easily see progress and identify problems. |  |
|  | **SSDP**  Governors had approved the 2023-24 SSDP at the last TLC meeting.  A copy of the updated document had been circulated in advance, via Governor Hub. |  |
|  | **QUALITY OF TEACHING**  Reviewing the SSDP, Governors were able to see actions and strategies which were in progress (yellow coded) and those which had been undertaken (green coded), similarly for the achievement of success criteria. Impact commentaries for each KIP had been completed at the end of the Autumn term and were being populated for the Spring term.  Governors were also directed to the ‘Staff Meeting’ tab which showed the curriculum focus of staff meetings through the year.  **ACTION: Governors asked to review the relevant section(s) of the SSDP before conducting their Link Governor Visits.**  ***Governor question: Are all of the costs associated with delivering the SSDP accounted for in the school budget?***  *Response:* *Yes, the SSDP shows CPD and associated supply costs.*  Governors reviewed the CPD tab of the SSDP and noted that 5 staff were undertaking NPQs. | **ALL GOVS** |
|  | **CURRICULUM ON THE SCHOOL WEBSITE**  Governors were informed that PG had reviewed the curriculum content on the school website in line with the Committee’s Terms of Reference. All of the required information was found to be there and any out-of-date content had now been updated. |  |
|  | **SAFEGUARDING**  Governors were made aware of one Child Protection case, which was on-going, and one child on Early Help.  ND advised Governors that all staff were up-to-date on statutory safeguarding training and that termly checks that the single central record had been updated were undertaken.  Further to the updated *Keeping Children Safe in Education* (September, 2023), the designated safeguarding lead (DSL) is aware of their responsibility for understanding the online filtering and monitoring systems and processes in place as part of their role.  Governors sought assurances that ICT staff and the broadband service provider support the school in meeting the DfE’s filtering and monitoring standards. Governors were advised that given the nature of access to the Chrome portal, it was difficult to identify which specific pupil might be accessing particular online content at a given time. Similarly, iPads were accessed without individual user log-ins making pupil identification difficult. IT was discussing with the School’s broadband provider how to fully meet the DfE’s filtering and monitoring standards.  ***Governor question: How often are you receiving filtering/ monitoring reports from the broadband provider?***  *Response: A daily report is produced.*  ***Governor question: Does the report go to the DSL?***  *Response: Not directly at present. The report goes to IT who then escalates the report if harmful and/or inappropriate content has been accessed. IT is working with the broadband provider to enable the reports to go directly to the SLT, DSL and the office.*  Governors requested that in future such report data be shared as part of the Safeguarding item so that Committee members can better understand the frequency and nature of such incidents.  **ACTION: JN to share data on filtering/ monitoring reports as part of the Safeguarding agenda item.**  ***Governor question: Is IT aware of testfilter.com – a site for testing the web filter and for testing individual devices?***  *Response: IT may be aware – certainly our broadband provider is a subsidiary of a major telecoms provider and so has similar software.*  ***Governor question: Will the new DfE guidance on mobile phone usage impact on Rainow?***  *Response: We already have a no-mobiles-in-school policy.* | **JN** |
|  | **GOVERNOR TRAINING**  DG had recently undertaken ‘Digital Monitoring Training’  **ACTION: DG to upload slides from training onto Governor Hub.**  PR had undertaken SFVS training.  RC had undertaken Safeguarding training for Governors.  PG had undertaken SEN roles and responsibilities for the SEN Governor training and had also attended a course on ‘Becoming part of a MAT’.  Governors agreed that the FGB should further discuss MAT options at the next meeting.  **ACTION: CLERK to add to FGB agenda.** | **DG**  **CLERK** |
|  | **SCHOOL POLICIES**  The following policies were reviewed and **approved** by the Committee:   * Phonics policy * School Uniform policy * Supporting Children with a Medical Condition and Administering Medicines |  |
|  | **DIRECTOR’S REPORT**  The clerk informed the meeting that the Director’s report had been uploaded to Governor Hub at the beginning of term. Items pertinent to the committee were under section 2 of the report were:   * 2.1 Cheshire East Inclusion Toolkit * 2.2 Attendance Matters * 2.3 Disadvantaged Strategy Update |  |
|  | **MEETINGS**  The following Teaching and Learning Committee meeting date and time was confirmed:  **Thursday 13th June 2024, 6pm** |  |
|  | **ANY OTHER BUSINESS**  There was no other Part One business. |  |

The meeting moved to the Part 2 agenda at 20.07

...................................................Chair

.................................................Dated