

Minutes of the Teaching & Learning Sub-Committee Meeting held at South Wootton Infant School on Thursday 13th November 2014 at 15.38 p.m.

Present: Mrs. Elizabeth Nockolds, Mrs. Beverley Allen, Mrs. Annabel Hayes.

In attendance: Miss J. Davenport (Headteacher), Mrs. L. Thomas (Clerk).

No	Agenda item	By date	By whom
1	Consideration of apologies sent Mr. Winson (resignation from governing body). Miss Fox was absent.		
2	Election of Chair & Vice-Chair <i>The Headteacher proposed Mrs. Nockolds for the position of Chair of the Teaching & Learning Sub-Committee. This proposal was seconded by Mrs. Hayes and Mrs. Allen. Mrs. Nockolds accepted the position.</i> The appointment of a Vice-Chair was deferred to the next meeting. ACTION: Appoint Vice-Chair	05/03/14	S-C
3	Adopt Terms of Reference The Terms of Reference were presented and discussed. <i>It was agreed to recommend the document to the full governing body for adoption.</i> ACTION: Adopt Terms of Reference at Full Governing Body meeting.	02/12/14	GB
4	Minutes The minutes of the meeting held on 18 th June were agreed and signed. <i>Acceptance was proposed by Mrs. Allen, seconded by Mrs. Nockolds and carried unanimously.</i>		
5	Matters arising Matters arising from the meeting held on 18 th June were presented to the full governing body meeting on 17 th July.		
6	School Improvement Development Plan/Post Ofsted Action Plan update The Headteacher had amended the Post Ofsted Action Plan with a RAG rating and she updated Governors with the current position. The Headteacher had carried out a Learning Journal scrutiny regarding reading at home. The results showed that only 50% in Crickets class and less in the other Year 1 and Year 2 classes had their journals signed by a parent/carer. Children would be encouraged to read more at home and Children in Year 2 would be encouraged to		

	<p>write a comment themselves for their parents to sign. Mrs. Nockolds asked who monitored the Learning Journals. The Headteacher confirmed that Teachers and Teaching Assistants did. Reading would be discussed at the next staff meeting so that all staff had an agreed policy. Staff would also compile a skills tracker. Mrs. Burt had been booked on a course later this month for the New Curriculum. Pupil Progress meetings are now held half-termy. Mrs. Nockolds asked when these had been done previously. The Headteacher stated this had been done termly. Mrs. Nockolds queried whether the Deep Dive day was all day. The Headteacher said as much as Governors could do. Mrs. Nockolds requested a copy of the updated Post Ofsted Action Plan.</p> <p>ACTION: email copy of updated Post Ofsted Action Plan to Mrs. Nockolds.</p> <p>Heather Yaxley, HMI, had visited the school by invitation from the Headteacher. Lesson observations had been carried out looking for evidence of progress over time. A copy of the report was distributed and discussed. The Headteacher and HMI also undertook some work scrutiny as part of the visit.</p>	02/12/14	H/T
7	<p>RAISEonline/Fischer Family Trust update</p> <p>The results showed that statistically the school is above National Average in all subjects. The Headteacher disseminated the information to Governors present. Areas for improvement would be writing, targeting the more able writers and ensuring Level 3 readers. During discussion Mrs. Hayes stated that the Junior School always questioned the levels of the children that they received, however when moderated the school's results were always accurate. Mrs. Nockolds questioned why the Junior School felt that the levels of children they received were not as we had predicted. Coincidentally the Headteacher had received an email that day for moderation between the Infant School and Junior School and would talk to Mr. Rice, Headteacher of the Junior School regarding this. Mrs. Nockolds asked if the 6 week holiday made a difference to the children and staff confirmed that they felt this did.</p>		
8	<p>Policies:</p> <p>a) Homework – a joint staff meeting had been held with the Junior School to agree a policy for both schools. Parents would receive a grid of mini projects relating to the topic for the half term. Both Headteachers would meet to draft a document and also a letter for parents. Our policy is current but may need an additional comment.</p> <p>b) PSHE – this had been presented to staff. Mrs. Nockolds questioned whether PATHs had been taken on by the Junior School. Mrs. Hayes reported that it had. It was agreed to take the PSHE policy to the Full Governors' meeting for adoption.</p> <p>ACTION: PSHE policy to Full Governors' meeting</p>	02/12/14	H/T, Clerk
9	<p>A.O.B.</p> <p>Clerk – provisional dates for Sub-Committee meetings agreed as Thursday 5th March and Thursday 2nd July 2015.</p>		

The meeting closed at 16.50 p.m.

