

Minutes of the Teaching & Learning Sub-Committee Meeting held at South Wootton Infant School on Thursday 9th July 2015 at 9.06 a.m.

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

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

Guest: Mrs. Rebecca Burt.

No	Agenda item	By date	By whom
1	Consideration of apologies sent Mrs. Nockolds issued a welcome to Mrs. Gayton. There were no apologies.		
2	Election of Vice-Chair <i>Mrs. Nockolds proposed Mrs. Gayton as Vice-Chair. This proposal was seconded by Mrs. Allen and carried.</i>		
3	Minutes The minutes of the meeting held on 10 th March were agreed and signed. <i>Acceptance was proposed by Mrs. Hayes, seconded by Mrs. Allen and carried unanimously.</i>		
4	Matters arising The Headteacher reported that she had carried out classroom observations and that staff had looked at options for a skills tracker. The school had bought a Key Assessment Criteria package to use as an Assessment tool. Training for MSAs had been deferred. One team member had resigned and one had taken retirement through ill health. Mrs. Nockolds asked if the school had placed an advertisement for a replacement MSA. The Headteacher reported that we were not in a position to advertise at the moment as we were waiting on documentation from HR. She stated that the school usually advertises MSA positions in the School Newsletter.		
5	End of Year data update & Subject Leader reports This had formed part of the Headteacher's report to Governors. The Headteacher presented the information. The result for Year 2 in reading was 97% expected or above. Mrs. Gayton asked if SEN pupils were marked against other pupils or separately. The Headteacher said they were marked the same but you wouldn't expect the same results. Year 2 writing was 98% expected or above with the main improvement in Maths. This should show a slight improvement on RAISEonline. There was a consistent pattern in the Year 1 Phonics screening with an 82% pass which was the same as last year. The EYFS profile average point score was slightly down at 74% against 75% last year. This was possibly		

	<p>due to staff changes which had resulted in the children having a different teacher each term. Mrs. Nockolds queried the attainment figure which looked to have dropped. The Headteacher reported that there had been changes to the assessment criteria following moderation which could account for this. Mrs. Gayton asked about Home Learning and what happened if nothing came in. It was reported that some of the teachers sent home prompts and that this year Home Learning would be part of the child's school report. Discussion ensued regarding topics and how different ones inspired different children.</p> <p>Subject Leader reports-</p> <p><u>Mrs. Burt – Literacy.</u> End of Year 1 data was not yet available as the last piece of assessment had only been completed the previous day. New SPAG (spelling, punctuation and grammar) test was being introduced in the next academic year. Discussion on Home Reading Record. Mrs. Nockolds asked why this had been recorded as amber on the action plan. Mrs. Burt replied that not 100% of parents were recording home reading. The onus was to encourage children to read and prompt their parents to write a record. Mrs. Burt had prepared leaflets on reading and writing to distribute to parents in September to give pointers for recording their child's reading.</p> <p><i>Miss Davenport left the meeting at 9.59 a.m. and returned at 10.00 a.m.</i></p> <p>Mrs. Burt had met with the teachers in Years 1 and 2 in the spring term to discuss pupil progress. She had not met with the Reception teachers as they were new to the school. Plans for the new Action Plan would be Assessment as there would no longer be levels (instead children would be beginning, developing, embedded, mastered); development of lessons incorporating SPAG; further developments to the library and Home Reading; revamping of Year 1 writing areas.</p> <p><u>Mrs. Nockolds asked where ICT is used in Literacy.</u> Mrs. Burt replied that computing was now a separate lesson and not integral to subjects. Mrs. Nockolds thanked Mrs. Burt for her report.</p> <p><u>Mrs. Hayes – Maths.</u> Results had been reported as part of Headteacher's report. Key points for next year would be the purchase of Numicon for Year 2; Assessment and tracking; development of Maths displays, the Maths areas in Reception and Year 1; purchase of resources; Maths progress and achievement. Mrs. Nockolds thanked Mrs. Hayes for her report.</p> <p><i>Mrs. Burt left the meeting at 10.20 a.m.</i></p>		
6	<p>Post Ofsted SIDP update</p> <p>Data as already discussed. The Headteacher reported that there were three priorities – Teaching, Improving Literacy (writing) and Leadership & Management.</p> <p>Teaching - there had been changes in the teaching staff but there was now a fantastic team in place. The school continued its links with the Junior School. The Marking and Feedback policy would be reviewed in the autumn term. Teaching Assistants had received training last year and the teams worked well. New Teaching Assistants had integrated well.</p> <p>Improving Literacy – further literacy (Phonics) training would be arranged for TAs for September. Success with reading had been previously reported by the Subject Leader. Staff would be looking at the boy/girl gap closely next year.</p> <p>Leadership & Management – to build on the current structure next year following staffing changes. Mrs. Newman had taken on the lead for EYFS. Development of the Governing Body in light of resignations/retirement.</p>		

7	New SIDP priorities Key priority for next year would be Assessment and tracking pupil progress as there would no longer be levels.		
8	Pupil Premium/Sports Premium updates Documents presented. Pupil Premium – the Headteacher presented her report - one member of staff now fully trained in Elklan, intervention provided throughout the school, support for school visits and visitors and purchase of resources to support learning. Sports Premium – the Headteacher reported that Miss Hayes had taken on the role of Subject Leader. A new Scheme of Work, Assessment resources and 9 mini iPads had been purchased. The purchase of a projector for the hall was in hand. Miss Hayes was working in conjunction with the Cluster. A group of Year 2 pupils had represented West Norfolk in Tri-Golf at Bawburgh and had come second overall.		
9	A.O.B. Mrs. Nockolds queried whether South Wootton Pre-School had visited the school. The Headteacher reported that they had been for the first transition day on Tuesday 30 th June and would be in again on Friday 17 th July.		

The meeting closed at 10.40 a.m.