

Minutes of the Teaching & Learning Sub-Committee Meeting held at South Wootton Infant School
Friday 23rd March 2018 - 8:05 am

Present: Mrs Elizabeth Nockolds, Mrs Jenny Cook, Mrs Lucy Morley, Mrs Rebecca Burt

In attendance: Miss Jo Davenport (Headteacher), Mrs Rachel Curtis (Clerk)

No	Agenda item	By date	By whom
1	Consideration of apologies sent None		
2	Minutes of Previous Meeting The minutes of the meeting held on 17 th November 2017 were agreed and signed. <i>Acceptance was proposed by Mrs Cook and seconded by Mrs Burt and carried unanimously by those present.</i>		
3	Matters arising <ul style="list-style-type: none"> ○ Bikes and Trikes have been purchased and children are enjoying using them. ○ Safeguarding audit is complete. 		
4	SENd update Governors considered the report written by the SENCO with the following observations and discussions; <ul style="list-style-type: none"> ○ The majority of SEN pupils are in Reception, with the highest need around communication and language. ○ The Headteacher noted that SEN funding is due to change. To obtain money for pupils will be harder as they will be required to have an EHCP in order to be eligible. It will be possible to still apply for funding from the Cluster for the next 6 months, then applications will go to County. <i>Mrs Cook asked who decides who needs an EHCP. The Headteacher said that children are assessed and the application can come from the school identifying a need or can be applied for by the parent. The plan is then reviewed annually.</i> ○ Currently the schools budget to provide this support is looking ok. ○ The Cluster will buy in educational psychology support, however the school will no longer benefit from having access to a speech and language therapist, this service can be bought in from elsewhere. ○ The Headteacher is aware that after Easter when the SENCO lead moves to teach in Reception that her half a day per week will need to be protected to ensure SEN work continues. ○ ACTION: headteacher to timetable SENco time 		
5	Review of School Improvement Plan Governors reviewed the document with the following observations and discussions: <ul style="list-style-type: none"> ○ Subject leader time this term has been affected by staffing. Work scrutiny and lesson observations will need to be 		

	<p>looked at next term.</p> <ul style="list-style-type: none"> ○ Pupil progress meetings were held in January and will be carried out again after Easter. ○ ACTION: Headteacher to arrange for Governors with responsibilities to meet up with staff in the first half of the summer term. ○ In summer term focus on encouraging children to question and then research answers, this has been highlighted in the Teaching and Learning Review. ○ The school will purchase resources from County for Sex and Relationship Education curriculum. ○ Attendance is becoming an issue. Head to arrange meetings with parents below 90% to set clear targets, 5 fixed penalty notices have been issued – this will be discussed further at the full governors meeting on 26th March. ○ Suitable high quality intervention – working alongside people such as speech and language therapist is having a positive impact on staff. ○ Special Needs TA is working 2 afternoons a week with Year 1 on phonics intervention 	Summer Term	H/T, Governors
6	<p>Visit from VNET to complete overview of T & L</p> <p>Lesson observations were completed and the following observations were made;</p> <ul style="list-style-type: none"> ○ Topic based curriculum was good. ○ Personal development and welfare was good ○ Strengths are that leaders know the school well, the primary writing scheme is effective, there is evidence that children enjoy learning, handwriting is improving and children are concentrating well. ○ There is a small well focused governing body being aware of standards over the school. <p>Areas to look at;</p> <ul style="list-style-type: none"> ○ Continue to develop enquiry based learning. ○ Work on letter formation ○ Think about how children are challenged to ensure this is not too adult led. ○ Ensure consistency in time, quality and quantity expectations. <p>The evidence from the VNET review is that children are making good progress from starting points. Governors agreed that there is a need for external validation and this is a useful review. Ensure that these are continued.</p> <p>ACTION: headteacher to look for how support continues external validation and allow for this within budget</p>		
7	<p>AOB</p> <p>None</p>		

The meeting closed at 9.00 a.m.