

**Minutes of the Teaching & Learning Sub-Committee Meeting held at South Wootton Infant School**  
**Friday 29<sup>th</sup> June 2018 - 8:10 am**

**Present:** 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	<b>Consideration of apologies sent</b> None		
2	<b>Minutes of Previous Meeting</b> The minutes of the meeting held on 23 <sup>rd</sup> March 2018 were agreed and signed. <i>Acceptance was proposed by Mrs Cook and seconded by Mrs Burt and carried unanimously by those present.</i>		
3	<b>Matters arising</b> <ul style="list-style-type: none"> <li>○ The Headteacher has met with Cllr Nockolds regarding safeguarding.</li> <li>○ VNET has offered a reduced membership package of £1,100. There may be an opportunity to share the same person as used by the Junior School.</li> </ul>		
4/5	<b>Review current School Improvement Plan and SIDP 18-19 Priorities</b> Governors reviewed the document with the following observations and discussions: <ul style="list-style-type: none"> <li>○ Subject leaders are reviewing their action plans. Support staff have been used to teach some hours in Reception previously covered by the Headteacher to allow her to concentrate on report writing and other matters.</li> <li>○ A review is due to take place on Pupil Asset to ensure that it is providing all the information required by staff.</li> <li>○ Mrs Morley has attended Health and Safety Training and the Headteacher has attended Fire Safety Training.</li> <li>○ The tree of learning principles are working well, the children have a good understanding of the meanings of the words and how to describe themselves as learners.</li> <li>○ There is a need to ensure the school challenges staff, need to be clear on why things are done in relation to pupil outcomes to ensure consistency and to be able to justify and demonstrate teaching methods.</li> <li>○ It was thought that bringing in an external trainer for the Behaviour Management Policy was a good idea.</li> <li>○ MSA's will be included in safeguarding training.</li> <li>○ Attendance is still of concern. Headteacher to make it clear to parents that it is their responsibility to see her if they want to take their child out of school for holiday. If staff suspect that a child is on holiday when they have been told their absence is due to illness, this may be followed up with a home visit.</li> <li>○ The criteria for judging whether a child is working to greater depth has changed, there are now even higher expectations especially for writing.</li> </ul>		

	<ul style="list-style-type: none"> <li>○ A priority is to have a simple expectation for behaviour so that it is clear for the children to understand and work towards.</li> <li>○ Mrs Cook asked if children are termed as EAL even if they are fluent in English, but it is not their first language. The Headteacher and Mrs Burt said yes. She then asked how you work with an EAL child to help them understand and communicate – children pick up a lot from other children and through picture cards.</li> </ul>		
<b>6</b>	<p><b>Talk for Writing Visit</b></p> <p>A consultant visited the school to assess the strengths and weaknesses in literacy teaching and learning with a focus on the Talk for Writing pedagogy. A book scrutiny was undertaken as well as learning walks. The consultant's observations were those of a critical friend and she summarised the next steps to be taken from September 2018. It is felt that children are engaging with the Talk for Writing and this is being evidenced in their work, the quality in Year 2 is especially good.</p> <p>9.00am Mrs Morley left at this point in the meeting.</p>		
<b>7</b>	<p><b>Data</b></p> <p>Reception are progressing well despite having a high number of SEN and EAL children in this year group and experiencing behaviour challenges with some pupils.</p> <p>Year 1 – progress has been made from February and the results are good.</p> <p>Year 2 – Maths was of a similar level to last year with boys being stronger in this subject. Reading is slightly down.</p> <p>Pupil Premium and EAL children are progressing well.</p> <p>Mrs Cook asked if the Year 2 SATS are marked externally – the Headteacher said they are marked internally and moderated in School. There is a pass mark set for the test scores and these are combined with teacher assessments which are then sent to County.</p> <p>This year the school was selected to be moderated by County, with only one child's results being questioned it was felt that this was a positive experience for the staff involved and gives confidence that the moderation being carried out in School is working.</p> <p>Year 2 moderated both within school and with other schools.</p>		
<b>8</b>	<p><b>Pupil Premium/Sports Premium Updates</b></p> <p>Pupil Premium - The appointment of the new SEN TA has been positive, she is working well with intervention groups also. Thrive also has a positive impact, enabling pupils to progress well. Allocating more money to Thrive moving forward was discussed as there is a need to upskill every year, and it is thought this is a good use of pupil premium.</p> <p>Sports Premium – the bikes are being used by all year groups and it is thought that Year 2 should do Balance-ability</p>		

	early on in the school year before they become too big to use the equipment. <b>ACTION: The traverse wall is still to be purchased.</b> Funtrition package will be purchased to use from September 2018.	18/19	H/T
<b>9</b>	<b>Any Other Business</b> None		

The meeting closed at 9.50 a.m.