

**Minutes of the Teaching & Learning Sub-Committee Meeting held at South Wootton Infant School**  
**Friday 16<sup>th</sup> November 2018 – 8.05am**

**Present:** Mrs Elizabeth Nockolds, Mrs Jenny Cook, Mrs Rebecca Burt, Mrs L Morley

**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>Election of Chair and Vice Chair</b> Jenny Cook was nominated for position of Chair by Mrs Nockolds and seconded by Mrs Burt and was duly elected. Mrs Nockolds was nominated for position of Vice-Chair by Mrs Cook and seconded by Mrs Morley and was duly elected.		
3	<b>Adopt Terms of Reference</b> The terms of reference were agreed and recommended to be approved at Full Governors meeting.		
4	<b>Minutes of Previous Meeting</b> The minutes of the meeting held on 25 <sup>th</sup> June were agreed and signed. <i>Acceptance was proposed by Mrs Cook and seconded by Mrs Burt and carried unanimously by those present.</i>		
5	<b>Matters arising</b> The climbing wall is due to be installed at the beginning of December along with a haystack climber. The School has not subscribed to the VNET package, the Junior School use an independent consultant who is due to meet the Headteacher next month with a view to the Infant School using the same person. It was thought that VNET were not providing the challenges needed for the School. It was noted that the School is still part of the National Headteachers Association.		
6	<b>ASP – Analysing School Performance</b> It was noted that this report has taken over from the RAISE online. Year 2 data shows that the School is exceeding the expected standard and greater depth in reading and maths and exceeding the expected standard in writing however, dipping slightly in achieving greater depth in writing. It was noted that the assessment framework had changed recently and this could have had an impact on the data. <i>Mrs Morley asked if the School does any free writing. Mrs Burt said it has been considered but they use the Talk for Writing scheme which works well, however free writing can encourage a child to write without being scared.</i> The Headteacher said that achieving greater depth in writing is being worked on and there is evidence of the School working towards this.		

7	<p><b>School Improvement Development Plan – Subject Plans and Subject Leader Reports</b></p> <p>The above plan was discussed including the following;</p> <ul style="list-style-type: none"> <li>• Priorities for 18-19 focus on; creating dynamic leadership throughout all levels of the school, to embed further core values both personal and for learning, to endure outstanding teaching that caters for all learners resulting in children reaching their full potential with a significant number working at greater depth/exceeding, and all pupil groups make very good progress.</li> <li>• The Headteacher said that the subject leaders have had their planning time in the last half term, and following a point raised in her appraisal has asked each subject leader to produce a report for Full Governors. All Governors agreed this was a good idea and they would feel more involved in the School. The School rules have been condensed to 3 words – Ready, Respectful and Safe.</li> <li>• At the recent parents evening questionnaires were completed data shows that parents view behaviour is ok, and no-one thought their child was being bullied.</li> <li>• Mrs Cook asked if attendance was any better and the Headteacher said it has started off well in September, however some letters are now coming in requesting/notifying the School of planned holidays.</li> <li>• Mrs Burt has carried out lesson observations for Talk for Writing.</li> <li>• Mrs Angel and Miss Brice are now the subject leaders for Maths. Mrs Morley asked if the School has adopted the mastery approach for maths, the Headteacher said no, <b>ACTION: Mrs Morley said she would be happy to speak to teachers about this.</b></li> <li>• The Headteacher is looking at costings for redevelopment work in the IT suite, this will be discussed at Resources Sub Ctte and Full Governors.</li> </ul>	Winter Term	LM/HT
8	<p><b>Pupil Premium/Sports Premium</b></p> <p><b>Pupil Premium</b> – This was discussed, total budget for 18/19 is £13,200. Mrs Cook said she was attending some training on 28<sup>th</sup> November.</p> <p><b>Sports Premium</b> – This is reported in the same way as Pupil Premium. The 18/19 allocation is £17,740. The School continues to pay Emma Woods to teach PE on a Friday. Fit Fridays are still a great success.</p> <p>Elizabeth Nockolds left the meeting at this point.</p>		
9	<p><b>Arrange visits re SENd, Pupil Premium, Safeguarding</b></p> <p><b>ACTION: Mrs Morley to meet with the Headteacher to discuss the findings of the Health and Safety visit (23<sup>rd</sup> November). Mrs Cook to meet with the Headteacher to discuss pupil premium (30<sup>th</sup> November). Headteacher to contact Cllr Nockolds to arrange to discuss safeguarding.</b></p>	Ongoing	H/T, LM, JC, EN
9	AOB - None		

The meeting closed at 9.30 a.m.