

Minutes of the Teaching & Learning Sub-Committee Meeting held at South Wootton Infant School
Friday 15th March 2019 – 8.10am

Present: Mrs Elizabeth Nockolds, Mrs Jenny Cook, Mrs Rebecca Burt, Mrs Emma Waterman from 9.10 onwards

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 16 th November 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 ACTION: Mrs Morley still to meet with the Headteacher to discuss health and safety. ACTION: Mrs Cook still to meet with the Headteacher and SENCO to discuss pupil premium. Cllr Nockolds has already met with the Head teacher to discuss safeguarding. Item 4 was moved down the agenda in order for Mrs Waterman to attend the meeting.	LM, H/T JC, EW, H/T	
5	Review of School Improvement Plan The above plan was discussed including the following; <ul style="list-style-type: none"> • The Headteacher will invite the Maths subject leaders to attend the next Full Governors meeting, it was agreed that it is useful to meet the teachers and hear directly from them and have the opportunity to ask questions. Mrs Cook has recently attended SEND Governor training and discussed the need for Governors to challenge more in meetings, the importance of sufficient challenge was agreed and the minutes should reflect this. • Mrs Cook asked if there will be any data ready for the next Full Governors meeting and the Headteacher said it will be included in her report. • This half term there is a focus on behaviour, Mrs Cook asked if staff are consistent with their rules on behaviour, the Head teacher said that she will be reviewing the MSA's on how they monitor children in the playground at lunchtimes. • Fit Friday continues to be successful; however there have been issues around the provision of Funtrition. This organisation have now stopped coming into school as they were unable to provide enough staff and the school staff are now taking over this. TA's are now delivering the new PSHE scheme. • Whole school attendance has now dropped to below 97%, below 90% for any child is deemed to be persistent 		

	<p>absence. ACTION: This will absence will be broken down in the next Headteachers report for analysis at Full Governors.</p> <ul style="list-style-type: none"> Joint observations have been completed with an external advisor, this was a useful exercise. The infant and junior school plan to review their curriculum/topics in conjunction. There is a larger than average SEND group in Year 1. Mrs Cook asked if the children are getting the support they need and how does this impact upon the other children. There was some discussion around one TA who needs SEND training. 	H/T	
6	<p>Independent Teaching and Learning Review</p> <p>An independent Education Advisor has conducted a school review including a detailed learning walk, discussions with pupils and staff and an examination of data and pupils books. Focus was on challenge within the curriculum to ensure more pupils were equipped for greater depth. Areas discussed at the meeting were as follows;</p> <ul style="list-style-type: none"> The children's ability to talk about their writing and work confidently. The learning walk challenged the Head teacher. Staff will be issued with a copy of the report and then action plans can be produced from it. A suggestion was that the display boards could be improved to include statements showing reflective learning such as speech bubbles to enhance the work. <p>It was agreed that the recent science café was successful, however it was noted that although parents are recorded as going into the café, they do not record themselves as leaving. ACTION: ensure parents are recorded on the attendance form as leaving the café.</p> <p>9.10am – Mrs Waterman attended the meeting.</p>	H/T	
4	<p>SEND Update</p> <ul style="list-style-type: none"> The children with SEND at the school is below the national average with a mix of speech and language needs. Mrs Cook asked if this was picked up at the child's pre-school setting or became apparent at the school, the Head teacher said it was a mixture. It was noted that the children who have speech and speech and language therapy respond well and the TA who does this works well with the children Mrs Cook asked once the children are identified as having a need what happens next. Mrs Waterman said that a record is kept that a need has been recognised and parents are contacted. The school looks to see what strategies already in school can be used and once an initial assessment is done then the school will work out how the specific needs of the child can be met. Mrs Waterman said the parent/carer drop in session at the Junior School had been successful and she planned to run one at the Infant School in the next couple of weeks. <p>9.20am - Cllr Nockolds left the meeting at this point.</p>		

	<p>It was agreed that it would be a good idea for Mrs Cook to meet with Mrs Waterman and the SEND governor at the junior school – ACTION: to be arranged.</p> <p>Mrs Cook emphasised the need for the staff looking after children with SEN and those with challenging behaviour are given the support they need to cope in terms of training and support.</p>	EW, JC	
7	AOB - None		

The meeting closed at 9.40 a.m.