

**Minutes of the Teaching & Learning Sub-Committee Meeting held at South Wootton Infant School**  
**Friday 13<sup>th</sup> March 2020 – 8.05am**

**Present:** Mr Jamie Ring, Mrs Elizabeth Nockolds, Mrs Jenny Cook, 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, although Mrs Morley was not present		
2	<b>Minutes of Previous Meeting</b> The minutes of the meeting held on 22 <sup>nd</sup> November 2020 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>- Mrs Cook has met with Mrs Waterman, <b>ACTION: Regular termly meetings will take place to keep up to date on SEND.</b></li> <li>- The quote for the Daily Mile track was agreed at the previous Governors meeting and installation will start on 30<sup>th</sup> April.</li> </ul>	JC	
4	<b>Curriculum Overviews and subject progressions</b> The Curriculum overviews had previously been shared with Governors and the Head teacher said that the statements are based on the national curriculum and shows how the Schools tree of learning is reflected through those.  The SIDP was discussed including the following; <ul style="list-style-type: none"> <li>• Pupil progress meetings took place in January and staff are aware of their pupil premium groups. Focus in the summer term will be on how subjects are assessed and to ensure the Point in Time Assessments still meet the needs of staff to track attainment and progress of pupils.</li> <li>• <b>Mrs Cook asked who checks that teachers are assessing at the same standard? The subject leaders will moderate by reviewing books for their subject area and feedback to teachers.</b></li> <li>• Teachers are always looking for ways for children showing they are working to a greater depth, EYFS and Year 1 teachers are able to talk to children and annotate books while in class which gives a record of a child's understanding.</li> <li>• The Head teacher said that learning outside the classroom would be a focus for the summer term.</li> <li>• <b>Mrs Cook asked if subject leader budgets are on track and the head teacher said yes they were.</b></li> <li>• The Student Council is active and run well, <b>ACTION: Governors asked if more feedback reports could be given for</b></li> </ul>	H/T/Mrs	

	<p><b>Governors meetings.</b></p> <ul style="list-style-type: none"> <li>• Behaviour is being recorded on Pupil Asset, however the system is not always user friendly so the number of silver and gold awards which are given out are not all logged. Challenging behaviour is being recorded. Governors discussed the criteria which silver and gold awards are given out to children, as in their experience silver is awarded frequently and may not carry the same value as it could. <b>ACTION: Head teacher to look at this.</b></li> <li>• Absence continues to be monitored and the County letter has now been adopted to send out to parents.</li> <li>• A 'bucket list' of 30 things for children to experience during their time at SWIS is being worked on to meet the cultural capital needs of the children. Offering a wider range of activities in the Summer term after school clubs could include art and craft and gardening clubs.</li> <li>• A review is being carried out of PSHE with a focus on keeping safe and healthy. The safety of children outside the school due to irresponsible parking was discussed. Police will be making more visits and the children could be involved in patrolling too.</li> <li>• Staff CPD continues to be met, recently Maths training and Step On, Step Up training was completed. Opportunities for staff training are always being sought with different groups and providers.</li> <li>• Most Governors have visited lessons containing their assigned subject, this has been successful for both staff and Governors. <b>ACTION: Set target dates during the year for Governors to observe lessons. ACTION: EYFS lead to attend the next full Governors meeting to give a report. ACTION: The question prompts which were given out in the Ofsted training recently will be used at the next full Governors meeting.</b></li> </ul>	Angell	
<b>6</b>	<p><b>Pupil Premium and Sports Premium</b></p> <ul style="list-style-type: none"> <li>- All equipment which has been purchased with sports premium funding is regularly used. The external PE teacher who teaches on FIT Friday is a great asset and works really well with the children. An area which could be developed is the teaching of gymnastics.</li> <li>- In terms of pupil premium, ensure staff are aware of their children and what could be put in place to help them. Mr Ring asked if there was anything specific, ongoing communication and language.</li> </ul>	H/T, All	
<b>7</b>	<b>AOB - None</b>		

The meeting closed at 9.20 a.m.

Mr Ring, Mrs Cook and the Clerk then completed a FIT Friday Monitoring and Review