<u>Minutes of the Teaching & Learning Sub-Committee Meeting held at South Wootton Infant School</u> <u>Friday 22nd November 2019 – 8.00am</u>

Present: Mrs Elizabeth Nockolds, Mrs Jenny Cook, Mrs Rebecca Burt, Mrs L Morley, Mr Jamie Ring

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

No	Agenda item	By date	By whom
1	Consideration of apologies sent		
	None		
2	Election of Chair and Vice Chair		
	Jamie Ring was nominated for position of Chair by Mrs Morley and seconded by Cllr Nockolds and was duly elected.		
	Mrs Morley was nominated for position of Vice-Chair by Cllr Nockolds and seconded by Mrs Cook and was duly elected.		
3	Adopt Terms of Reference		
	The terms of reference were agreed and recommended to be approved at Full Governors meeting.		
4	Minutes of Previous Meeting		
	The minutes of the meeting held on 15 th March were agreed and signed. Acceptance was proposed by Mrs Cook and		
_	seconded by Mrs Burt and carried unanimously by those present.		
5	Matters arising		
	Mr Legrove is now the Governor with responsibility for Health and Safety – to meet with the Head teacher to		
	discuss.The Clerk reminded Governors to email her with details of any training sessions completed so that she can keep	Ongoing	All/Clerk
	Governor Hub updated.	Origoing	All/Clerk
	 Signing in and out sheets were used for recent reading and maths cafes. Parents all signed in, however it was 		
	difficult to monitor those leaving as parents may be in more than one classroom. It was agreed that the only way to		
	ensure all parents are signed out is to have one point of exit and have someone on the door as people leave to		
	ensure they are signed out. It was recognised that this is an important requirement for fire regulations. Staff also		
	have a signing in and out sheet if they leave the school during the day.		
	ACTION: Mrs Cook is still to meet with the SENd, Governor at the Junior School.	ASAP	JC
6	Data		
	The Primary Inspection Data Summary Report was reviewed. It was noted that upon an inspection this will be the only		
	data Ofsted would look at prior to a visit. The following points were discussed;		
	 Mrs Cook asked if comparisons are made with similar context schools – no, the comparison is with all schools in 		
	Norfolk.		
	 Mr Ring asked what the reason is for writing to be above average and reading below – Mrs Burt said the focus has 		

	been on writing and now actions are being put into place to address this, the first one being training on 12 th		
	December for all staff, with guided reading and vocabulary a focus on storytelling. The benefits and importance of		
	children reading as home was discussed.		
	 The Headteacher showed a spreadsheet which had been sent by County, the data becomes interactive as filters 		
	can be used to manipulate the data for reports. This was thought to be a useful tool.		
	 Moderation on EYFS was discussed and understanding the world and spiral learning will be revisited. 		
7	School Improvement Development Plan – Subject Plans and Subject Leader Reports		
	The above plan was discussed including the following;		
	• The plan has been tailored to the new Ofsted judgements; Priority 1 – Quality of Education, Priority 2 – Behaviour		
	and Attitude, Priority 3 – Personal Development and Priority 4 – Leadership and Management.		
	Mrs Cook asked if anything had significantly changed from last year, the topic based approach is still there but		
	changes have been made.		
	• The science lead has been working with a science network, and working to organise a STEM day – possibly a		
	science trip.		
	Mr Ring suggested looking at the board assigning Subject Governors, this will be discussed further at Full		
	Governors.		
	• Both PE and Arts subject leads are currently on maternity leave – ACTION: Headteacher to update their priorities for	ASAP	H/T
	the SIDP.		
	• It was agreed that FIT Friday is an ongoing success, where the children are gaining at least 2 hours of PE. Time is		
	saved on the day with children coming to school in their PE kit, so no getting changed. Feedback from children,		
	teachers and parents is good.		
8	Curriculum Development		
	The Curriculum Statement was reviewed, incorporated into this are the 3 I's – Intent, Implementation and Impact. Cllr		
	Nockolds said working with the Barbican Box project would help with the art progression.		
9	Pupil Premium/Sports Premium		
	Pupil Premium – The fact that a child has left the school to be home schooled may be a potential for Ofsted		
	questioning, important that paperwork is fully completed and clear reasons documented.		
	Sports Premium – Putting in a daily mile track has been looked at, the PTFA are keen to help fund this. ACTION: Mr	ASAP	JR/ H/T
	Ring and the Headteacher will look into this further, it was agreed to make the launch of the track a focus with an event		
	of some kind.		
10	Arrange visits re SENd, Pupil Premium, Safeguarding		
	ACTION: Date set for Mr Ring to meet with the Headteacher to discuss Pupil Premium and Sports Premium.		
	Date set for Mrs Cook to meet the Headteacher to discuss SENd. Date set for Cllr Ncokolds to meet with the		
	Headteacher discuss safeguarding.		
11	AOB - None		
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The meeting closed at 9.40 a.m.