



Minutes of a Meeting of the Teaching & Learning Committee, Part 1	
Date	Tuesday 23 rd October 2018
Time	18:30
Venue	Rainow Primary School

1. Standing Items

a. Attendance

Present:

Staff/Governors: Jonathan Norris (JN), Nicola Daley (ND)

Governors: Richard Buckley (RB), Emily Williams (EW), Anna Arnold (AA), Richard Stockwell (RS), Florence Pope (FP), Paul Riordan (PR), Peter Grogan (PG), Dean Grice (DG)

Apologies:

Staff: Mrs Parker

The governors welcomed Peter Grogan and Dean Grice to the meeting as new Parent Governors.

b. Appointment of Clerk

DG was appointed as clerk.

c. Pecuniary Interests

None declared.

d. Minutes of the Previous Meetings

- Minutes of the summer TLC held on the 12th June 2018 reviewed and agreed as an accurate record of the meeting, with the following notes:
 - i. Parental Questionnaire data has been presented to SIP. Action agreed that the anonymous data should be shared for review (see Action 1801 of Action Log).
 - ii. It was noted that RS has completed the GDPR training. Action agreed for this to be added to the training log (see Action 1802 of Action Log).
 - iii. It was noted that a Maths subject visit is not required at this time, with an action for Mrs Parker to be asked to attend the next TLC meeting to present an update on the subject (see Action 1803 of Action Log).

- Minutes of the initial SSDP meeting held on the 18th September 2018 reviewed and agreed as an accurate record of the meeting.

e. Matters arising from the previous minutes

Re: June 2018 meeting:



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- RS has completed online GDPR training with a view to leading governor training on GDPR during the next academic year. Action agreed for this to be added to the training log (see Action 1802 of Action Log).
 - Parental Questionnaire actions completed with the survey issued and results processed and summary data presented to SIP prior to the end of the 2017-18 academic year. Action agreed that the anonymous data should be shared for review (see Action 1801 of Action Log).
 - Governance Statement actions completed and closed.
 - New constitution - to be reviewed by RB with the aim to reconstitute (see Action 1804 of Action Log).

Re: September 2018 initial SSDP meeting

- Inclusion of a PE objective action completed and closed.
- Action relating to potential funding availability if we were to want to pursue a knowledge focused curriculum. Action to be followed up by JN review (see Action 1805 of Action Log).
- Action relating refining and presenting the draft of SSDP tabled on the agenda for this meeting.
- It was noted that non-teaching staff are willing to attend future meetings to provide representation and input to the SSDP.

2. Review of Terms of Reference

- The ToR for the TLC were reviewed. It was agreed that the review period for policies which are the responsibility of this committee will remain as it is, i.e. 'to be reviewed regularly, and not less than every four years'.
- It was agreed that the TLC will continue to review annually any school visit's educational objectives, but with any decisions being taken to a Full Governing Body meeting for sign off.
- It was agreed that the TLC ToR will be reviewed as part of the Spring TLC agenda (see Action 1806 of Action Log).

3. Governor Committees

- RB presented the proposed 2018 committee structures, which were discussed and agreed as follows:
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TLC	
Chair:	Paul Riordan
Membership:	All except Julien Rye

Finance	
Chair:	Julien Rye
Membership:	Jonathan Norris, Ric Stockwell, Peter Grogan

Pay	
Chair:	Florence Pope
Membership:	Jonathan Norris, Dean Grice, Ric Stockwell

Pay Appeals	
Chair:	Paul Riordan
Membership:	Julien Rye, Richard Buckley, Emily Williams

Buildings	
Chair:	Richard Buckley until handover (spring or summer)
Membership:	Jonathan Norris, Richard Buckley, Anna Arnold, Peter Grogan, Dean Grice

Head Teachers Performance Management	
Chair:	Richard Buckley
Membership:	Paul Riordan, Anna Arnold

SEND	Anna Arnold
Pupil Premium	Anna Arnold
Safeguarding	Anna Arnold
Health and Safety	Richard Buckley
Out of school clubs	Julien Rye

- The proposals for Subject Allocation were agreed as follows:

English	Florence Pope
Maths	Peter Grogan and Dean Grice
Science	Peter Grogan and Dean Grice
History	Paul Riordan
Geography	Paul Riordan
PE	Emily Williams
Art	Paul Riordan
Computing	Ric Stockwell
Design and Tech	Paul Riordan
Music	Emily
RE	Paul Riordan
PHSE	Emily Williams
Early Years	Anna Arnold



MFL	Florence Pope
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- RB to send out Subject Review proforma template along with examples of previous years Action Plan Reviews and Reports (see Action 1807 of Action Log).
- It was agreed that the aspiration will be to undertake all of the subject reviews by the end of the Spring Term.

4. School Strategic Development Plan (SSDP)

- JN presented the draft 2018-19 SSDP.
- With regards to key priority 1 of the key improvement priorities for 2018-19, with regards to the push on maths, it was agreed that JN/RP would review feedback and assessment systems in maths to ensure they are effective. (see Action 1808 of Action Log).
- With regards to key priority 3 of the key improvement priorities for 2018-19, with regards to personal development, behaviour and welfare, it was stressed that there is a need for helping individuals develop resilience. With regards to the resilience training it was questioned if the planned groups (12 children in total) are too small / too limited in scope. The use of the term 'Mental Health' was also discussed but agreed to be appropriate. It was agreed that JN would update the SSDP to reflect the aspiration to expand the 10 week programme to be disseminated out to the wider school over a three year period, via initiatives such as the resilience training and the forest school (see Action 1809 of Action Log).
- With regards to the effectiveness of leadership and management, it was agreed that JN would look to update the SSDP to include plans for year 3, to factor in projected funding (see Action 1810 of Action Log).
- Ofsted statement to be updated to read 'The following recommendations have been considered:' (see Action 1811 of Action Log).
- Link Governors information to be updated to reflect 2018 changes (see Action 1812 of Action Log).
- It was agreed that the following two areas would be incorporated into the Buildings and Premises 3 Year Plan and addressed at the next Buildings and Premises Committee meeting (see Action 1813 of Action Log):
 - Looking at the best use of the school's wet area
 - Looking at the need for more quiet working areas
- It was agreed that EW would undertake the annual review of policies / cross check of policy cycle (see Action 1814 of Action Log).



- Parent survey results were discussed. JN and ND confirmed that key messages / outcomes have been implemented / actioned, with headlines to be included in school Roundup Newsletter over the year.

5. Link Governor Reports

- Special Needs / Pupil Premium - AA gave feedback to the committee following a review undertaken at the end of the previous term. Report to follow (see Action 1815 of Action Log).
- Music - EW gave feedback to the committee following a review undertaken at the end of last year. Report to follow (see Action 1816 of Action Log).

6. Policies for Review

- The following policies are to be reviewed at a Full Governing Body meeting:
 - i. Complaints - RB
 - ii. Cared For Children - AA
 - iii. Equality Action Plan - JN
 - iv. Safeguarding and Child Protection - AA
 - v. SEND information report - AA
 - vi. Supporting Children with Medical Conditions - AA

<i>Meeting closed at</i>	20:30
<i>Next Meeting:</i>	
<i>Date</i>	Chair to confirm
<i>Time</i>	TBC
<i>Venue</i>	Rainow Primary School
<i>Clerk</i>	TBC



Log No	Date Raised	Action Description	Action Update	Owner
1801	18/10/18	Anonymous parental questionnaire data to be shared for review.		EW
1802	18/10/18	It was noted that RS has completed the GDPR training. Action agreed for this to be added to the training log.		RS
1803	18/10/18	Mrs Parker to be asked to attend the next TLC meeting to present an update on the subject.		JN
1804	18/10/18	New constitution - to be reviewed by RB with the aim to reconstitute		RB
1805	18/09/18	Potential funding availability if we were to want to pursue a knowledge focused curriculum. Action to be followed up with Helen Eddie by JN.		JN
1806	18/10/18	TLC ToR to be reviewed as part of the Spring TLC agenda.		PR
1807	18/10/18	RB to send out Subject Review proforma template along with examples of previous years Action Plan Reviews and Reports		RB
1808	18/10/18	Linked to SSDP KIP 1- JN/ RP to review Feedback and Assessment Systems in maths to ensure they are most effective.		JN/RP
1809	18/10/18	SSDP - JN to update the SSDP to reflect the aspiration to expand the 10 week resilience programme to be disseminated out to the wider school over a three year period, via initiatives such as the resilience training and the forest school.		JN
1810	18/10/18	SSDP - with regards to the effectiveness of leadership and management, it was agreed that JN would look to update the SSDP to include plans for year 3, to factor in projected funding.		JN
1811	18/10/18	SSDP - Ofsted statement to be updated to read 'The following recommendations have been considered:'.		JN
1812	18/10/18	SSDP - Link Governors information to be updated to reflect 2018 changes.		JN
1813	18/10/18	The following two areas to be incorporated into the 3 Year Plan: <ul style="list-style-type: none"> Looking at the best use of the school's wet area 		JN



		<ul style="list-style-type: none">Looking at the need for more quiet working areas		
1814	18/10/18	EW to undertake the annual review of policies / cross check of policy cycle.		EW
1815	18/10/18	Link Governor Reports - Special Needs / People Premium - Report to be submitted.		AA
1816	18/10/18	Link Governor Reports - Music - Report to be submitted.		EW