**MINUTES OF QUALITY OF TEACHING AND LEARNING AND ASSESSMENT COMMITTEE (INCLUDES OUTCOMES FOR PUPILS) MEEETING**

DATE: 04 February 2016

TIME: 5.00 p.m.

VENUE: School.

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| **Agenda Item** | **Discussion / Points of Interest** | **Actions** |
| Attendance | Rachel Bulkeley (Chair), Andrea Sanders, Bessa Cador, Claire Huntington, Jenny Davies, Sarah Duncalfe. | |
| Apologies | Jo. Greenhough (attending Governor training) | |
| Declaration of interests | No one made a declaration. | |
| School Development Plan | BC informed the Governors that after discussion with the SIP it was decided to retain the SDP and attach the appropriate Action Plans that addressed the Ofsted Inspection Findings.  RB said that she felt it was important that we look at what we are doing now but also put in preventative measures for the future.  RB went through the Ofsted Key Issues.  She identified 5 areas for the focus of this meeting:  TA – felt that Ms Huntington was moving this forward but that the role of the teacher/TA relationship was key to this.  Phonics – would be looked at in detail at the next meeting along with Early Years.  Writing – this was reliant on teachers moving this forward.  SEN and Mathematics. Need to look the barriers for learning for the individuals.  Maybe prior learning methods has not been retained etc. | Phonics and Early Years to be on next Meeting Agenda. |
| School Ofsted Action Plans | **Writing** – BC went through Action Plan for writing and identified areas of development.  Lesson Observations had been carried out by Senior Leaders – pitch was a key area for development.  Clear feedback has been given to staff on their lessons using a graded feedback sheet and this has been followed up at staff meetings.  BC informed Governors that she felt all the staff were on board and trying hard to develop skills in writing.  JD. stated that she met with the Literacy Lead and a report will be given to Governors at FGM.  **Marking –** BC had been shown by SIP how to carry out a Book Flip which was an efficient way of making regular checks on progress in each class e.g. looking for blue pen marks to show children were regularly revisiting work to ‘up-level’. A Book Scrutiny should be carried out by the Literacy Lead.  BC stated that all staff were now giving children time to respond to their work either by peer assessment or self assessment. There is an intense focus on this for 6 weeks to establish routine.  **Pitch –** BC informed Governors that staff were using Year Group objective grids to support pitch. A discussion was had around classroom organisation, classroom management and use of the TA to support differentiation of activities for both lower and higher ability pupils.  **Teaching Assistants** - CH presented Action Plan.  TA’s were actively involved with the lessons and giving feed-back through post-it notes and teachers including these in planning books to support future planning.  RB asked if teachers have a method of feedback to TA re their work. Are teachers challenging TA’s on outcomes?  BC felt that perhaps this was difficult for new staff due to TA’s being long serving members of staff. RB suggested that perhaps TA’s should be informed that it is a teachers role to question their work etc. and it is all part of professional development.  JD. suggested that perhaps this is something CH could check on when meeting with teaching staff.  JD asked about impact of TA’s. This is something that needs a focus in future.  CH felt that an audit of TA skills was needed to support CPD. | JD to send report to all Govenors.  Arrange another meeting before Easter to support a Book Scrutiny.  CH to carry out audit of skills for TA’s.  CH to discuss teacher feedback to TA’s. |
| Any Other Business | SIP Report – Liam Trippier (SIP) had attended school and his report was shared. The Governors were pleased to read that he could already see progress since the Inspection and that he was positive about the way forward.  BC – share Monitoring Diary  SEF – BC gave Governors a copy of the SEF relating to this Committee. She asked that we read and review in light of the Inspection finding ready for the next meeting. | Governors to review SEF and make amendments ready for discussion. |
| Impact Statement | Governors are clear that Action Plans are in place to address Ofsted Inspection Findings.  Monitoring now rigorous and carried out by Senior Leaders in a planned, well informed way.  Governors received report from SIP showing that school is already moving forward.  Governors were reassured that TA support in class was improving and that they are receiving support in school.  Governor Monitoring was identified as below:  Marking – Sarah Duncalfe  TA Development – Andrea Sanders  Book Scrutiny – Jenny Davies | The identified Governors will make arrangements to carry out monitoring in these areas before Easter. |
| Meeting End | Meeting ended at 6.30 p.m. |  |