

Kildwick CE Primary School

Striving for Excellence and Promoting Christian Values

Minutes of the Meeting of the Teaching and Learning Committee 18th October 2016 1800

Present:

Tim Whitehead – Headteacher (TW)
 Angela Field – Parent Governor (AF)
 Robin Figg – Foundation Governor (RF)
 Heather Parsons – LA Governor (HP)
 Michael Richardson – Co-opted Governor (MR)
 Alex Swinton – Parent Governor (AS)

In attendance:

Stephen Dale – LA Clerk to Governors

A	Procedural
1	Welcome MR opened the meeting and welcomed all present.
2	Election of Chair and Vice Chair Alex Swinton was elected Chair of this Committee and Governors agreed that a vice-chair would not be necessary.
3	Consideration of Absence Natalie Barrett – consented
4	To determine whether other urgent business should be considered None.
5	Declaration of interests, pecuniary or non-pecuniary None declared.
6	To determine whether any part of the proceedings should be treated as confidential and excluded from the minutes to be made available for public inspection None.
7	Review of Terms of Reference Governors agreed no changes required <i>(Action – SD to send a copy to AF)</i>
8	Approval of Minutes of 17 th May 2106, and matters arising not covered elsewhere Approved – RF proposed, HP seconded.
B	Main Business
9	Safeguarding Governors were briefed by TW on Safeguarding arrangements and issues. TW is the Designated Safeguarding Lead for the School. He attends a course in November with DA and this will bring the number of Safeguarding Leads to three. A discussion took place around concerns regarding visitor access to the school and how

	<p>best to manage and monitor. The main entrance is also the door for freeflow of children in Class 1 out into the EYPS area. With the position of the Office there is a risk of unauthorised entry into the building. The risk is low and is managed – all staff have been reminded of the “External door risk assessment” and have signed a copy to this effect. A number of options might be considered to reduce the risk further including changing the latch on the gate at the top of the steps and installing an intercom, relocate the main entrance to the door leading into the hall, relocating the office and creating a new main entrance. All have +/- points and vary in cost. In the short term it was agreed to ensure the signage on both sides of the front door is clear and always in place, to continue to remind staff of the need to have the door closed when freeflow is not required and for Governors to note their experience over the coming weeks when visiting school. TW to seek advice and a visit from NYCC H&S officer to obtain further advice.</p>
10	<p>HT Performance Management Governors noted that a HT Performance Management meeting had taken place between the LA Advisor (Sue Adsett), MR, GS and TW</p>
11	<p>Staff Performance Management TW briefed Governors on progress with Staff Performance Management. All Staff had their PM meetings w/c 12th September and have been given targets linked to the SDP – (these include teaching targets, subject leadership targets and personal targets). Targets will be reviewed every term and Staff have been asked to collate evidence to demonstrate progress against these.</p>
12	<p>Staff Training Undertaken on: Target Tracker(with further training planned for the end of October) Purple mash Education City Maths networking E-twinning Y7 English Lesson observation at South Craven School (with a view to support stretching of “more able” children in school) Governors asked as to if all children had access to a computer at home and what has been done around e-safety. TW stated that a briefing to Parents on e-safety would be taking place and that no, it was not known if all children had access to a computer. Discussion ensued as to how to best gather this information and then how to ensure those without access could, in the short term, benefit from and engage with, the programmes and, in the longer term, could the school provide a computer “on loan” Governors asked if other subjects than English were being considered with the link to Sc College. TW replied that Maths could be developed in the longer term and AS to pursue with South Craven School. Further discussion took place over the e-twinning project and how on-line safety is protected.</p>
13	<p>Subject Monitoring Maths is the focus for this term – Classes 4 and 5 are involved so far and is linked to the SDP and PM. CS visited SC School.</p>

14	<p>Pupil Premium</p> <p>In future this agenda item will be entitled Pupil Progress and will encompass “Pupil Premium”</p> <p>Following a question from Governors as to the criteria for a child to receive this TW explained what this is and how the funding works – and it was noted than an Action Plan over the use of this money must be on the School Website - <i>Action – TW to update</i></p> <p>To support future reports on Pupil Progress TW circulated a document that Staff will use to assess and monitor progress. This will be discussed further at the inset day on 31st October and again, the completion of this is linked to Staff PM</p> <p>Governors questioned how staff would be making the judgments and TW explained how the PM procedures would be used and supporting evidence would be gathered alongside the assessments and data entry</p> <p>TW also briefed Governors on the latest “Year 2 and Year 6 attainment report” and explained how it is used to show where Kildwick “sits” against other comparable schools. Governors commented on the number of “green” scores (good!) and congratulated TW and Staff on this achievement</p> <p>The lower “score” on Reading was noted and TW explained how this may have been affected by the rate of book change, the new test last year and the small cohort. Reading improvement is in the SDP and training is being given to Staff on guided reading.</p> <p>Governors discussed how tracking and tests have changed and agreed that this was just a snapshot and that future trends needs to be monitored closely.</p>
15	<p>Educational Visits</p> <p>A list of planned visits to date was circulated – this will be updated as the year progresses!</p> <p>Three members of Staff are attending a Risk Assessment course on 23rd November – RAs will be uploaded to the Evolve website. Adrian Clarke will also be visiting to deliver a staff meeting on January 9th regarding the Evolve visit website.</p>
16	<p>Policies to update</p> <p>Carry over to next meeting – 13th February 2017 at 1900</p>
C	Other Business
17	<p>To deal with any matters agreed for consideration under item 4 above.</p> <p>None.</p>
18	<p>Correspondence</p> <p>None</p>
19	<p>Date of Next Meeting</p> <p>13th February 2017 at 1900</p>

The meeting closed at 1910.