



Hollingworth Primary School

Teaching & Learning Committee

Summer Term: Thursday, 23rd June 2016 at 6.00pm

MINUTES

NB. With the exception of agenda items, any text in:-

- ***Bold italics*** represents Governor challenge or approval
- **Bold upright** represents an action point

Present

Mrs Helen Bates	Staff Governor
Mrs Judith Campbell	Associate Governor
Mrs Liz Diggle	Associate Governor
Mr Ian Ivens	Parent Governor (Chair of Committee)
Mrs Louise Keogh	Associate Governor
Mrs Karen Johnson	Co-opted Governor
Mr Chris Neale	LA Governor
Mrs Diane Newton	Co-opted Governor
Mrs Sue Tickle	Head Teacher

In attendance

Mrs Denise Hague	Clerk
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The meeting was quorate.

1. Apologies

Apologies were received from Rev. Hazel Cook.

- ***Accepted.***

Governors were advised that Mrs Judith Campbell would be delayed.

Mrs Karen Johnson requested permission to leave the meeting at 7.00pm due to other commitments.

- ***Agreed.***

2. Declaration of Business & Pecuniary Interest

There were no declarations of business or pecuniary interest.

3. Minutes of Last Meeting (25th February 2016)

- ***The minutes of the last meeting were agreed to be a true and accurate record and were signed on behalf of Governors by Mr Ian Ivens, Committee Chair (Chair), accordingly.***



4. Matters Arising

4.1 Confidential Item (Item 6.1.2 refers)

4.2 Date of Next Meeting (Item 11)

It was noted that the action had been effected.

5. Head Teacher's Report

Head presented her termly report and associated documents for information and comment, details of which included the following:-

5.1 2015-16 Pupil Progress – review

Referencing the in-house data, Head informed Governors that it excluded that for Yrs2 & 6 in Summer 1.

Writing: Steady progress was being made in writing across the School with the exception of Yr5 which included six poorer ability children who were now being targeted. Yr6 writing was accurate as the class had been moderated; 76% of the children were at “expected” which was the equivalent of the former 4a and the moderator had agreed that assessment had been robust.

- ***Governors queried the lack of progress in Yr3 writing.***

Head explained that the criteria had changed: there was now a requirement to demonstrate a consistent use of capitals and full stops, which the children found difficult. Efforts were being made to address the problem.

Maths: Like writing, maths was showing a similar School-wide improvement.

Reading: In respect of reading, Yrs3 & 4 data was anomalous as the Spring 2 tests, though the same, were considered to be more difficult than those of previous half-terms.

- ***Governors questioned the percentage drop in “expected” at Yr2 in Spring 2 maths and writing.***

Head said that there were areas within the class that needed attention and that interventions were in place. Additionally, the curriculum was moving so quickly that all children were unable to maintain with the pace.

- ***Governors asked whether School's data reflected that nationally.***

Head confirmed that she expected other schools to have been impacted by the introduction of the new curriculum similarly, though she anticipated School to be above the national average.

Phonics: The threshold would be confirmed on 27th June. On current data 19 out of 22 children would reach 32 marks, which if based on previous years would mean 86% of them would be successful.

EYS: EYS was showing a good level of development with a percentage increase over last year.

- ***Governors enquired whether there was any information of which they needed to be aware other than that discussed.***

Head said that presently there was not.

Mrs Judith Campbell joined the meeting at 6.25pm

5.2 2015-16 Attendance – review

Head confirmed that the level of attendance presently stood at 96.32%.

- ***Governors questioned whether the recent legal ruling on term-time holidays had affected School's absence procedures.***



Head said that while the ruling was being appealed, term-time absence continued to be granted only in exceptional circumstances; School's policy remained unaltered.

5.3 Quality of Teaching & Learning

Tabling the Teaching Summary, Head said that the data was fully up-to-date, with the overwhelming majority of staff demonstrating strengths in all areas. The evaluation of one member of staff as having limitations in their assessment should not be regarded as an issue as the matter related only to that of consistency. Support was in place and there was every confidence that the situation would soon be resolved.

Cf. Item 4.1 above also.

5.4 Sport Funding – update

No changes were reported in the use of Sports Funding since the last update on 25th February, all of which was spent on sports coaches. The amount of funding due next year had yet to be confirmed.

5.5 Pupil Premium – update

No changes were reported in the use of Pupil Premium since the last update on 25th February. The amount of Pupil Premium next year had yet to be confirmed.

5.6 Quality Assurance

The QA calendar having been circulated for information, Head reported that it had been realised that the full programme timetabled was unlikely to be met; it had been decided, therefore, to concentrate upon pupil progress meetings. Other tasks scheduled for completion included the Deputy Head's lesson observations of NQTs and a second drop-in session, the first having occurred in March.

5.7 Staff List

The staff list for 2016/17 was tabled for information, the details of which remained provisional.

- ***Governors enquired about maternity cover for the Yr5 teacher.***

Head confirmed that interviews had been scheduled for tomorrow (24th) and that it was hoped that a teacher could be appointed at that time.

5.8 Lottery Grant

Head was pleased to report the award of a Lottery grant of £10K for the acquisition of IT equipment and refurbishment of the IT suite. Thanks should go to Ms Sue Heywood of the PTA who had led the bid.

6. **SIP – update**

Having up-dated the SIP and circulated copies to Governors prior to the meeting, Head supplemented its contents as follows:-

Effectiveness of Leadership & Management:

- CPD initiatives were continuing: there had been much in-house training recently; staff feed-back from school visits was also proving effective.
- School was experiencing issues with its wi-fi presently, which was proving inconvenient.

Quality of Teaching, Learning & Assessment:



- The year-on-year tracking system needed to be completed.
- One of School's parents, Mrs Smith, continued to visit regularly to assist in the delivery of French. She was currently engaged in organising a French cultural day.

Mrs Karen Johnson withdrew from the meeting at 7.00pm

Personal Development, Behaviour & Well-being

- The introduction of a new reward system had still to be effected; the award of house points and a Star of the Week continued, however.

- **Governors enquired further about the award of house points.**

It was explained that they were awarded for reading at home, for effort, etc.; once a set number had been acquired, a child would receive a merit badge. It was a standard reward system but it was acknowledged that an improved one was needed to showcase good behaviour better.

EYS:

- The installation of an outside canopy at the entrance to EYS had had to be abandoned on the advice of TMBC's structural engineer as there were concerns about the fabric of the building.

In conclusion, Head said that a high proportion of SIP action points had been completed though the impact of many could not yet be measured.

7. External Advisor's Report

The external advisor's report was awaited and would be tabled at the next FGB meeting in July.

8. Any Other Business

None.

9. Date of Next Meeting

It was noted that the date of the next meeting would be determined by the FGB on Thursday, 14th July 2016.

The meeting concluded at 7.20pm

Signed.....Date.....

Mr Ian Ivens (Chair)