



## Hollingworth Primary School

### Teaching & Learning Committee

Summer Term: Thursday, 6<sup>th</sup> July 2017 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
Ms Joanne Frew	Co-opted Governor
Mrs Grace Glynn	Parent Governor
Mr Ian Ivens	Co-opted Governor (Chair of Committee)
Ms Louise Keogh	Associate Governor
Mr Chris Neale	LA Governor
Mrs Diane Newton	Co-opted Governor (from 6.40pm)
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, Mrs Liz Diggle, Mrs Rachel Douse and Mrs Karen Johnson.

#### 2. Declaration of Business & Pecuniary Interest

There were no declarations of business or pecuniary interest.

#### 3. Minutes of Last Meeting (2<sup>nd</sup> March 2017)

- ***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, accordingly.***

#### 4. Matters Arising (where not on agenda)

##### 4.1 RAISE-Online Training (Item 10.2 refers)

It was noted that the RAISE-Online training session scheduled for 14<sup>th</sup> June had had to be re-arranged to 21<sup>st</sup>; two Governors had been able to attend the later date but a power failure had occurred during the session which had prevented access to on-line resources. As RAISE-Online was due to be abandoned next year it had been decided to postpone further data analysis training until such time as the new system was introduced.

- **Governors asked whether any information was available yet in respect of the new system.**

Mrs Sue Tickle, Head Teacher (Head), said that she understood it to have a similar format to the Data Dashboard but that further details would not be known until its introduction.

#### 4.2 Policies (Item 9 refers)

It was confirmed that following their approval the policies had been proof-read and now only required the Chair of Governor's signature. In the absence of Mrs Karen Johnson today it was suggested that she authorise the documents at next week's FGB.

- **Agreed.**

### 5. Curriculum & Standards Report

#### 5.1 2016/17 Data

Head reported that she was able to present amended 2016/17 data which superseded that circulated previously and now included SATs results. Distributing the information she explained that the Yr6 data was disappointing: the combined score was 59%, slightly below last year's national average. This year's writing and maths data were above last year's national average at 82% and 77% respectively – the national being 76% and 75% – but only 59% of children had reached expected in reading and this had affected the over-all percentage score.

School had been aware that reading was an issue and a strategy had been devised to address the situation which had included a significant level of staff training. Despite the latter, lesson observations had revealed that a member of staff had not been applying the recommended approach.

- **Governors asked when concerns were first raised.**

Head said that staff training had taken place in January, with lesson observations following in March. It had been noticed at that time that the application of some procedures was erroneous (eg. in a retrieval question, the teacher would mark more than one option as correct.). The mistake had been drawn to the teacher's attention and they had also been provided with additional support. Additionally, the teacher had been testing the children more frequently than required which had reduced teaching time. The teacher had been asked to stop the practice and revert to the normal half-termly testing but had ignored the request.

- **Governors asked whether the children had been panicked by the reading test.**

Head said they had not; rather it had been the teacher who had panicked and who had not used the resources available. Teaching had contributed to the disappointing result.

- **Governors enquired whether the teacher concerned had recognised this.**

Head assured them that discussions with the teacher would be arranged, the data only having been released today (6<sup>th</sup>).

- **Governors enquired about Yr6 reactions to the results.**

It was explained that the children had only received news of their results yesterday (5<sup>th</sup>) and that they were upset. Mrs Judith Campbell said that many were likely to feel disappointed as test results were now a clear pass or fail rather than in levels, as formerly. They would be engaged in transition activities until Monday (10<sup>th</sup>) thereafter the usual full and immediate support would be available to them if required.

- **Governors wished to know whether, going forward, Head was confident in the new teacher appointed.**

Head said that she had absolute confidence in her. School had interviewed for the Yr6 post early in order to secure the best candidate. Mrs Leach had visited today and was to do so again over the remainder of the term. School's teaching of reading was different to that to

which Mrs Leech was used but she would receive full support. She was a reflective professional and was aware of the challenges to be faced.

- **Governors queried the reading data of other years, observing that only half of children were reaching expected.**

Head acknowledged the fact but drew attention to the progress over previous half terms. The Yr5 teacher had responded to the training provided and the class's results were good as a consequence. The impact of the initiatives introduced could be seen throughout the cohorts, a fact borne out by Mr Andrew Morley's conclusions and the KS1 reading result.

- **Governors asked whether the Yr4 teacher next year was prepared for the cohort.**

Head said that Yr3 had been kept steady this year, Mrs Helen Bates, Deputy Head, adding that the teacher concerned was fully prepared for the challenges ahead..

- **Governors enquired whether writing had been teacher assessed.**

Head confirmed that it had and that it had been moderated last year.

## 5.2 SMT Report

Tabling the SMT report, Head drew attention to the visit paid by Ms Susan Walsh. Ms Walsh had acknowledged the SMT to be a school strength but had also identified a number of minor issues which needed to be addressed, all of which could be easily remedied. (eg. book scrutinies). Mr Andrew Morley had also visited and had advised that an Ofsted inspection was likely in Autumn. He had highlighted instances of lack of challenge (Yr6 and EYS) which had since been rectified. He had also stressed that Governors needed to possess a thorough knowledge of the data in anticipation of an inspection. The focus in September needed to be on reading and comprehension.

## 5.3 SEND

Ms Walsh had also reviewed SEN provision on behalf of the LA; her formal report was anticipated. The number of SEN children within school was above the local average.

- **Governors enquired whether any additional funding was received for SEN children.**

Head explained that only where the cost of support exceeded £6K was additional funding available. School was awaiting funding for one such child presently.

- **They further asked whether the number of SEN children within school would change next year.**

Head advised that numbers were likely to fall initially as those currently in Yr6 moved on; any SEN children entering school in September would not be known until such time as they had settled in their class and could be identified.

## 6. **School Improvement Plan – Update**

Apprising Governors of the progress of the SIP, Head informed Governors that:-

- Next year the plan would become a rolling one. Previously it been dependent upon end of year data but it needed to be tighter in order to demonstrate to Ofsted that it was having an impact. For this reason also, testing next year would be termly.
- Reading would remain a priority.
- There would be more targeting (eg. Pupil Premium children, unauthorised absences, etc.).

- **Governors were pleased to see the inclusion of emotional well-being among the priorities.**

Mrs Bates said that she had undertaken training in respect of emotional well-being and had recently been working with Yr4 on the issue; staff had also been in receipt of twilight training and were now much more aware of its importance too.

## 7. **External Advisor's Report – verbal update**

Head reported further on the recent visit of Mr Andrew Morley (cf. Item 5.2 above). He had advised that the following areas were likely to be the focus of an Ofsted inspection:-

- Safeguarding;
- KS2 writing;
- Significant gender gaps or any in respect of disadvantaged and non-disadvantaged;
- The progress of SEN children; and
- The background of any children not making progress.

The SMT had taken note of Mr Morley's comments and recommendations and were responding to them.

## 8. Policies – for review & approval

### 8.1 EYFS

Tabling the EYFS policy for consideration and approval, Head informed Governors that the text remained largely unaltered.

- ***Governors observed that the RE topics within the curriculum were overwhelmingly Christian ones and suggested that other religions be included to better reflect society.***

Head said that she would speak with the EYS Lead to see where adjustments could be made and would update Governors at the FGB meeting next week.

- ***Governors agreed to defer approval of the policy until Thursday, 13<sup>th</sup> July 2017.***

### 8.2 Science

Head advised that the policy had been reviewed by staff but had yet to be formally formatted. She requested deferral of approval to next week's FGB.

- ***Governors agreed to defer approval of the policy until Thursday, 13<sup>th</sup> July 2017.***

### 8.3 History

As 8.2 above.

- ***Governors agreed to defer approval of the policy until Thursday, 13<sup>th</sup> July 2017.***

## 9. Any Other Business

### 9.1 School Exchange Visits

Head reported on a recent exchange visit involving school's Yrs1 & 4 children and those of the Church of the Resurrection CE School, Beswick. The schools being ethnically, culturally and geographically different, it had proved an invaluable and enjoyable experience for all.

## 10. Date of Next Meeting

It was noted that the date of the next meeting would be determined by the FGB at its first meeting of the academic year in September.

**The meeting concluded 7.00pm**

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

Mr Ian Ivens (Chair)