

**MINUTES OF A MEETING OF THE LEARNING AND TEACHING COMMITTEE OF  
MANOR PARK NURSERY AND PRIMARY SCHOOL  
HELD AT THE SCHOOL ON 4<sup>th</sup> JULY 2018**

**Governors Present:** Mr. Patrick Jones Chair  
Mr. Simon Cotterill Headteacher  
Miss. Esther Holden EH  
Mr. Geoff Mason GM

**Also in attendance:** Ms A Smith Clerk to the Governors  
Mrs. Sarah Jeffery Deputy Headteacher

**PART ONE – NON-CONFIDENTIAL BUSINESS**

*The following documents were made available to Governors prior to the meeting:- SEN Report to Governors April- July 2018; Attainment and Progress Data –Summer 2018; Pupil Premium Strategy Planning Outline 2017-2018*

<b>1</b>	<b>APOLOGIES</b>  Apologies received and accepted from Cathryn Walley (CW) Councillor Stuart Gardiner and Jenny Hopkinson.
<b>2</b>	<b>CONFLICT OF INTEREST</b>  Governors were asked to declare any potential pecuniary interest, no conflict of interest with the business to be discussed during the meeting was declared.
<b>3</b>	<b>PART ONE MINUTES AND MATTERS ARISING</b>  The part one minutes of the meeting held on 19 <sup>th</sup> March 2018 were confirmed as a correct record, and signed by the chair.  The action log from the meeting held on 19 <sup>th</sup> March was reviewed and the Headteacher confirmed that all action had been completed and as agreed the item on governor training had been removed from the agenda for this meeting but would be discussed at the meeting of the full governing Board (FGB).
<b>4</b>	<b>SCHOOL IMPROVEMENT PLAN (SIP) PROGRESS</b>  The Headteacher advised that the SIP had been updated in the light of the recent OFSTED inspection and that there would be new targets in three key areas:- <ul style="list-style-type: none"> <li>•To increase attendance</li> <li>•To support middle leadership</li> <li>•To further engage parents</li> </ul>

	<p>There will also be new priorities and although these will not be presented until the autumn term, the SIP will be circulated to Governors before the next FGB. It is a working document and the Headteacher would welcome questions and comments on it.</p> <p><b>Q. When will the revised SIP be ready?</b>  R. (Headteacher) It will be ready after the summer</p>
5	<p><b>UPDATE ON SATS PROJECTIONS FOR 2018</b></p> <p>The Headteacher advised that he had a preliminary meeting with GM and CW to review the projections and data and enable an overview / summary to be prepared; this had been very useful for all involved. The Headteacher clarified that the data presented was for two terms. The key points and learning extrapolated from the data and projections were:-</p> <p>For the whole school:-</p> <ul style="list-style-type: none"> <li>*Progress in all areas and groups is good and the results show that the school is slightly stronger in reading than writing.</li> <li>*The % of children at ARE (<i>Age Related Expectation</i>) and at GD (Greater Depth) has increased and the gap between the school and the national attainment for average in all areas is closing.</li> <li>*There is not a great deal of difference between the progress data; those designated as EAL (<i>English as an additional language</i>) have made more progress in reading and maths (but this is only 9%) and are slightly out performing those with EFL (<i>English as a first language</i>)</li> <li>*In the SDP (<i>School Development Plan</i>) they will be looking at boys with EFL to think about engagement and progress for this group.</li> <li>* PP (Pupil Premium) progress is not significant; there is still an attainment gap in writing and maths.</li> <li>* The progress of SEN (Special Educational Needs) children is strong and our provision in this area is really paying off the results are significantly higher than last year.</li> </ul> <p><b>Q. There is still an attainment gap between boys and girls in writing and reading, does this mean the focus on the gap needs to stay?</b>  R. (Headteacher) Yes, the focus will remain on addressing this gap</p> <p>The Headteacher stated that overall he was pleased with the data and the monitoring that has been done which demonstrates that the school is a happy learning and teaching environment. The results reflect significant progress particularly in KS2 and he is happy that this will continue, there are strong teachers committed to improving results in this year group.</p> <p>In the transition year, progress is not as strong as in other classes but this is expected.</p> <p><b>Q. Is there any useful comparison between last year results and this year?</b>  R. (Headteacher) This year has been similar to last year but we have put a lot of</p>

	<p>time and resources into the transition year. The early years curriculum doesn't quite fit yet and the data has only just gone on school year tracker, the starting points and assessment have to be accurate and really robust and the deprivation targets are very low. Everyone has a good understanding of the system (EH) it is taking time but we are making progress.</p> <p><b>Q. What is the school policy on assessment/ marking?</b> R. (Headteacher) Moderation is key and we work together in teams to ensure that the assessments are correct and robust.</p> <p><b>Q. Is there a simple way to look at a child's progress through the school?</b> R. (Headteacher) Not yet, we don't have all the data but we are looking at bringing this together, it provides evidence of achievement throughout the school.</p>
6	<p><b>SCHOOL DATA</b></p> <p>The Headteacher advised that the targets are the figures on the left and the teacher assessments are on the right. The target figures are aspirational but in most cases the school is only one pupil off the targets. A lot of children were borderline and the teacher assessment has been updated.</p> <p><b>Q. There is a shortfall in almost every year, why?</b> R. (Headteacher) I set high targets as I would rather set high targets and get close, they are aspirational targets.</p> <p><b>Q. It is difficult to set targets at a specific figure would it be useful to set a range for targets?</b> R. (Headteacher) Yes, that sounds like a good idea, I do want to retain the motivation to improve.</p> <p><b>Action:</b> (Headteacher) In 2019 when setting targets a target range will be used. should be introduced</p> <p><b>Q. On aspirations, the accelerated reader is really brilliant but this is not yet reflected yet in the targets?</b> R. (Headteacher) It is in the school data, I do not think in Year 2 we would have had such high figures if we were not using the scheme, we are now not a million miles away from the national average.</p>
7	<p><b>SPECIAL EDUCATIONAL NEEDS AND DISABILITIES (SEND) UPDATE</b></p> <p>The SEND report produced by Janet Hazeldine SENCO had been circulated to Governors for comments. Chair asked for comments.</p> <p><b>Q. A question had been raised by one of the governors relating to the cost of play therapy, this seems to be very expensive?</b> R. (Headteacher) The therapy is expensive, however it is an operational cost not resources and the pupil in question has significant needs and everyone had agreed that this was the right thing to do and will continue.</p>

	<p><b>Q. Does this have a beneficial impact on more than one child?</b></p> <p>R. (Headteacher) The child in question is not disruptive in school, where there is a structured environment; the impact of the therapy will be more beneficial in the home environment.</p> <p>The Committee recorded their thanks to Janet Hazeldine for her excellent and comprehensive report.</p>
<b>8</b>	<p><b>DISADVANTAGED PUPILS UPDATE</b></p> <p>The Pupil Premium Strategy had been circulated prior to the meeting, the Chair asked for comments, there were none.</p>
<b>9</b>	<p><b>GOVERNOR MONITORING VISITS AND TRAINING</b></p> <p>There were no Governor monitoring reports to be reviewed but Governors had visited the school e.g. the Headteacher reported that governors had visited the school to review the school data. Governors had also visited the school to visit the Early Years Provision and reported that they had had an excellent presentation and were impressed by the planning and provision in particular the interventions which were planned on a daily/ weekly basis.</p> <p>The Headteacher advised that the Reverend Paul Deakin will be visiting the school and that he will be discussing the Pupil Premium Strategy with him.</p> <p>The Early Years Provision continues to be a priority for monitoring and visits.</p> <p><b>Action:</b> (Headteacher) To complete the SDP over the summer and also prepare a governor monitoring schedule which will be circulated for approval.</p>
<b>10</b>	<p><b>GOVERNORS' KEY ACTIONS &amp; SSDP PRIORITIES</b></p> <p>Chair noted that this item should be removed from the meeting as agreed at the meeting on 19<sup>th</sup> March 2018.</p>
<b>11</b>	<p><b>SCHOOL POLICIES</b></p> <p>There were no policies for review by the committee at present.</p>
<b>12</b>	<p><b>DIRECTORS REPORT</b></p> <p>Governors confirmed this had been received and reviewed.</p>
<b>13</b>	<p><b>AOB</b></p> <p><b>PPS (Pupil Premium Strategy)</b></p> <p>Sarah Jeffery (SJ) leads on PPS and this is reviewed three times a year, at present there is only one looked after child and arrangements have been made</p>

	<p>to ensure that the right interventions are in place for support. A termly meeting with the social worker is scheduled and it is also on the agenda for the Pastoral committee.</p> <p><b>Make the Mile Campaign</b></p> <p>Governors were advised that Katy Jennings would be speaking at the next Pastoral Committee meeting on sports activities/ sports premium. Katy will be leaving in the summer but governors present felt it would be useful for her successor to attend the autumn meeting of the Learning and Teaching Committee to discuss plans for incorporating activities within the school day to meet the targets.</p> <p><b>Action:</b> (Headteacher) To ask new teacher to prepare a presentation and attend the autumn meeting of the Learning and Teaching Committee.</p> <p><b>New Class Structure</b></p> <p>The Headteacher reported that at the resources meeting discussions had taken place about staffing and class sizes and as there were insufficient resources for new staff the following changes were being made to year groups and next year the classes would be as follows:- Yr 3 ; Yr 3/4; Yr 4/5 ; Yr 5/6</p> <p><b>Q Will the year groups be split according to ability?</b></p> <p>R. No, this will not be the only factor we will look at friendship groups and ability and maturity and will need to handle this sensitively. It will be easier as there will be a group of six from each year group who will join the next year as this should make this an easier way of managing the transition.</p> <p><b>Q. Will there be any issues regarding the curriculum and topics to be covered?</b></p> <p>R. (Headteacher) We will go through the curriculum to make sure there is no duplication and we will review the situation in January. The first term however should not be problematic.</p>
14	<p><b>IMPACT STATEMENT</b></p> <p>The Chair asked how the Committee helped move the school forward in this meeting to achieve the three core strategic functions defined by the DfE:-</p> <ul style="list-style-type: none"> <li>• .Ensuring clarity of vision, ethos and strategic direction;</li> <li>• Holding the Headteacher to account for the educational performance of the school and its pupils, and the performance management of staff;.</li> <li>• Overseeing the financial performance of the school and making sure its money is well spent.</li> </ul> <p>SC stated that the contributions of the committee members in terms of setting targets for attainment in the core areas of reading, writing and maths and the suggestions for addressing the new sports and fitness targets had been very constructive and helpful and would enable the school to continue to strive to</p>

	improve. Meeting governors to review attainment and progress data had enabled a whole school overview to be presented reflecting the progress as well as the areas where there would continue to be a focus on improving results.
<b>15</b>	<b>DATE OF NEXT MEETING</b>  The dates of all the committee meetings for 2018/19 would be agreed at the FGB meeting to be held next week.

As there was no further business to discuss and no Part 2 Business, the meeting ended at 18.15 pm

.....Chair

.....Dated