



**WESTERN ROAD C.P. SCHOOL**  
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**Headteacher: Garry Thompson**

**Meeting of Teaching & Learning Committee**  
**3<sup>rd</sup> December 2012**  
**7pm**  
**Library**

**Agenda**

**Governor Members Present:** Ken Caplan, Lynn Gayford (Chair), Sara McKenna, Alexis Maguire, Romey Sawtell, Garry Thompson

**Others in attendance:** Teresa Carter (Clerk), May Fender (Community Governor)

<u>Agenda Item</u>	<u>Action</u>
1 Introduction	
a) <b>Apologies for Absence</b> – Apologies for absence received from Chloe Edwards and Ros Toomey.	
b) <b>Declarations of Interest</b> – None	
2 Annual Election of Chair and Vice Chair of Committee	
<b>AGREEMENT</b> – Lynn Gayford was appointed as Chair and Ken Caplan as Vice Chair of the Teaching and Learning Committee for a period of one year.	
3 Last Meeting – Dated 21 <sup>st</sup> May 2012	
a) <b>Acceptance of Minutes</b> – The Teaching and Learning Committee reviewed and approved four pages of minutes from the meeting held on 21 <sup>st</sup> May 2012 subject to some minor amendments.	
<b>ACTION</b> – Clerk to make amendments to the minutes and obtain Chair's signature.	TC
b) <b>Matters Arising not Included Elsewhere on Agenda</b>	
• Item 4a – The Headteacher reported that religious education was being delivered through the East Sussex County curriculum.	
• Item 4b – A red book to record governor visits had been provided but was not being used consistently. The Clerk offered to maintain a record of Governor visits and to collect the visit forms for feedback at Full Governing Body meetings.	
<b>ACTION</b> – All Governors to provide the Clerk with details of and visits to the school and to send a visit form once passed through the staff lead/contact.	ALL
• Item 5b – Review of home school agreement to be carried forward to next committee meeting.	
<b>ACTION</b> – Ken Caplan and Garry Thompson to meet to update the home school	KC &

Signature.....Date.....

#### 4. Strategic Items

##### a) School Development Plan (SDP)

- **Gifted & Talented** – The definition of what constitutes a gifted and talented child was discussed and reference was made to the enrichment policy that provided a summary. Governors asked about plans to provide teaching to stretch the more able pupils and were advised that the cost of resourcing and training to equip teachers for very gifted pupils was prohibitive considering the school's current budget situation. Governors recognised the difficulties faced by the school and requested that more creative ways were looked at to support this vulnerable group of pupils. The challenge corners within classrooms were identified as potential ways of stretching pupils as were being involved in the school business via the school council and asking critical thinking questions.
- **Governor Monitoring Plan** – It had been agreed that governing monitoring would focus on the interventions for the more able pupils following comments in the last Ofsted report.

**ACTION – Link Governors to discuss the individual curriculum plans for gifted and able children with subject leaders during school visits.** All

- **Further Discussion on SDP items** – Governors noted that some actions on the school development plan had been implemented including the analysis of year one phonics testing leading to the development of an intervention plan.
- Governors were advised of the extensive work carried out in phonics, which was a priority for the school following the testing of year one where only a quarter of pupils reached the required standard. Retesting would be carried out on year one and year two pupils before the end of term, the results of which would be fed back to Governors. This was concerning for Governors who asked for reassurance that actions had been taken to rectify this, they further requested that parent helpers be taught how to use phonics in one to one reading sessions with children in the early years classes.

**ACTION – Full report on phonics retesting outcomes at the next committee meeting.**

- b) **Staffing** – The Headteacher advised Governors of the impact of teachers' industrial action, class cover, escalating cover costs and adverse impact on the budget. Longer term it was thought that the school may be put under pressure to consider a restructure of teaching assistant support to remain within a balanced budget.
- c) **Reception Assessments Monitoring** – Two governors had visited to look at how assessment was being carried out throughout the school and carried out book monitoring to look at how evidence was being gathered.

#### 5 Governance Items

- a) **Assessment Data** – It was reported that the published Raise online data for the school was looking good with many areas showing a significant over performance compared with national average data. It was recognised that the school would need to improve further to be classified as an outstanding school. The gap in performance of free school children compared with the whole school in particular was noted. Governors were reminded that an interrogation of the data was required and it was hoped that the local authority would produce an essential data pack for governors as in previous years.
- b) **Committee Terms of Reference** – The Teaching and Learning Committee

reviewed their terms of reference.

**AGREEMENT- Subject to correction of a typing error in item 9 the Teaching and Learning Committee approved their terms of reference.**

**ACTION - Lynn Gayford group points to improve readability of terms of reference document**

**6 Policies/ Guidance Documents for Review/Agreement**  
**a) Child Protection Policy**

**AGREEMENT – The Teaching and Learning Committee reviewed and approved the Child Protection Policy as presented.**

- b) Sex Education Policy** - Further changes required to sex education policy before it was ready for Governors' review
- c) Other Statutory Policies to be Preapproved by T&L –** Governors were keen for the approved statutory policies to be published on the school's website. The Clerk offered to download policies as approved onto the website directly if required and a login provided.

**7 Any Other Business**

- a) Class Arrangements –** The Headteacher advised that class arrangements would be amended following a teacher resignation effective from February 2013. Parents would be advised of these arrangements as soon as a replacement teacher had been recruited.