



WESTERN ROAD C.P. SCHOOL
 SOUTHOVER HIGH STREET
 LEWES EAST SUSSEX
 BN7 1JB
Telephone: 01273 473013 Fax: 01273 470233
 email: manager@westernroad.e-sussex.sch.uk
Headteacher: Garry Thompson

Meeting of Teaching & Learning Committee
13th May 2013
7pm
Library

MINUTES

Governor Members Present: Ken Caplan, Lynn Gayford (Chair), Saskia Knowles, Sara McKenna, Alexis Maguire, Garry Thompson.

Officers Present: Teresa Carter (Clerk)

	<u>Agenda Item</u>	<u>Action</u>
1	Introduction a) Apologies for Absence Apologies for absence received from Chloe Edwards, Romey Sawtell and Ros Toomey. b) Declarations of Interest None	
2	Last Meeting – Dated 14th January 2013 a) Acceptance of Minutes The Teaching and Learning Committee reviewed and approved two pages of minutes from the meeting held on 14 th January 2013. The Chair signed them as confirmation of their accuracy. b) Matters Arising not Included Elsewhere on Agenda <ul style="list-style-type: none"> • Home school agreement completion outstanding. 	
	ACTION - Headteacher to investigate progress with home school agreement and to ensure circulated to staff for comment prior to submitting to Governors for final approval. <ul style="list-style-type: none"> • Governor visits. 	GT by next FGB meeting
	ACTION – Governor visits book to be used for quick recording of all Governor activity. Scheduled evaluation visits to be advised to clerk for recording and follow up reports to Full Governing Body submitted. <ul style="list-style-type: none"> • The Full Governing Body had agreed to approve the Sex and Relationships Education Policy on email circulation but a copy of the final document had not been distributed for this to be done. 	All ongoing
	ACTION – Headteacher to submit a copy of the Sex and Relationships Education Policy for Clerk to circulate to Governors for approval as agreed at their meeting in March.	GT without delay

- Governors were concerned that approval of statutory policies was being delayed despite reminders and agreed action at meetings. The home school agreement and sex and relationships policy were cited as examples,

ACTION - Clerk to follow up and chase agreed actions on policy writing and approval. List of statutory policies with review and approval dates to be presented at each meeting.

TC ongoing

Prior to discussion of other agenda items the Headteacher introduced an urgent confidential matter that is recorded in supplementary confidential minutes.

3

Strategic Items

a) The New Curriculum

The Headteacher advised that the school had completed a revised curriculum map and schemes of work to support all areas in line with the current national curriculum. Governors queried whether the work undertaken would easily transfer to proposed changes to the national curriculum and were advised that the revisions to the school's curriculum map had been mostly to do with methods of delivery which would not be affected by changes to national curriculum. A discussion followed about the national curriculum consultation and Governors were keen to be kept informed and up to date.

b) Enrichment for High Achievers / Gifted and Talented

The Committee Chair reminded Governors of the Ofsted recommendations to ensure that enrichment activities be put in place for high achievers. It was noted that many previously central provisions had been discontinued leaving individual schools to put something in place. It was identified that with limited resources this would prove difficult for Western Road and a suggestion was made that some cluster work could fill the gaps and that alliance funding might be available. It was agreed that other schools would be approached on this issue via the Chairs meeting the following day.

c) Pupil Progress and Attainment

Governors were advised that the teaching schemes had not been completed and therefore up to date data on progress and attainment was not available. Governors had ongoing concerns about the budget and the effect that overstretched resources was having on teachers' workloads. They were further gravely concerned of the impact on the rest of the school and on outcomes for children.

d) Quality of Teaching

The Headteacher reported that all recent class observations had been judged as good or outstanding and that the Ofsted data dashboard had confirmed good progress. The Committee Chair requested that congratulations be passed to the staff involved. Governors requested sight of data at some point to support the Headteacher's verbal reporting.

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Regular and Other Governance Items

a) Governor Visits

The Committee Chair reported that a manageable programme of Governor visits had been circulated to all.

b) Safeguarding Children Annual Report

The Headteacher advised that there had been no safeguarding issues to report during the year.

c) Special Educational Needs Annual Report

There was a lack of clarity on whether an annual report on special educational needs (SEN) was required.

ACTION – Clerk to research the requirements for an annual SEN report and include within the governors business planner for 2013/14 if required.

TC by Sept 2013

5 **Policies/ Guidance Documents for Review/Agreement**

a) **Behaviour Policy**

Governors recalled that Full Governing Body had approved the behaviour policy and that a request was made for sight of the anti- bullying policy. Governors reminded the Headteacher that planned residential and high risk school visits would need Governors approval.

AGREEMENT/ACTION – The Teaching and Learning Committee delegated the approval of school trips to a group of Governors to include Ken Caplan, Phil Rowland and Debbie Ticehurst. Headteacher to send details of proposed trips to these three Governors for approval on a no objection basis by a set deadline.

GT/KC/
PR/DT

6 **Any Other Business**

a) **Meeting Dates 2013/14**

Monday meetings three times during the year with a starting time of 5pm.

ACTION – Clerk to circulate three proposed dates for committee meetings during 2013/14.

TC by
20/7/13

b) **Confidential Items**

Minutes of this item are recorded in the supplementary confidential minutes.

Meeting ended at 9.45pm

Date of next meeting – Proposed as 18th November 2013

Actions from Meeting	Who and When	Outcome
Governors visit book to be maintained, all scheduled evaluation visits to be advised to Clerk and visit reports to FGB	All ongoing	
Investigate home school agreement progress and submit to FGB for approval	GT by last meeting of FGB	
SRE policy to Clerk for circulation to Governors for approval	GT without delay	
Follow up and chase actions on policy writing an approval	TC ongoing	
Research requirement for SEN annual reporting and include in Governors planner	TC by Sept 13	
Circulate three proposed dates for committee meetings in 2013/14	TC by 20/7/13	Complete