

ST SCHOLASTICA'S CATHOLIC PRIMARY SCHOOL MINUTES

Governors' Teaching & Learning (T&L) Committee Meeting – Summer 2022: 4 May 2022



<https://st-scholasticas.com>, Kenninghall Road, Clapton, Hackney, London, E5 8BS

**MINUTES OF THE TEACHING & LEARNING (T&L) COMMITTEE
OF ST SCHOLASTICA'S CATHOLIC PRIMARY SCHOOL GOVERNORS
WEDNESDAY 4 MAY 2022, 19:15, ON-LINE
DOCUMENTS HERE: [2022 MAY 04](#)**

A. MEMBERS

Name	Initials	Role / category of Governor	Governor Term of Office start - end	Attendance / Apologies
Sandra Brierley	SB, HT	Headteacher, Governor	Ex officio	Present
Royer Vidal	RV	Foundation Governor	01/09/19 - 31/08/23	Present
Althea Marshall	AM	Foundation Governor, Chair of this Committee 2021-22, Chaired meeting	01/05/21 - 31/08/24	Present
Nick Blackham	NB	Staff Governor, Asst HT	28/03/20 - 27/03/23	Present
Christina Boey	CYB	Foundation Governor, Vice Chair of this Committee 2021-22	01/06/2021- 31/08/2024	Present
Shara Canning	SC	Parent Governor	01/06/2021 - 31/08/2024	Absent

Also Present: LBH School Gov Professional & Clerk: Chris AC Baker (CACB), wrote agenda & minutes.

B. ACTIONS

Colour key: Outstanding Complete

Action owners recommended to send progress updates 3 working weeks before the next meeting.

Item / Date	Action	Responsible	Due by	Update 26/01/2022	Update 04/05/2022
5.4 March 21 7/7/21 17/11/21	Governors should be shown the quality of the learning the children are receiving relating to Religious Education (RE), this should be presented at the next Teaching and Learning	Headteacher	Deferred to the next FGB meeting	[Clerk put on FGB agenda]	DONE Report in today's documents
6.6 7/7/21 17/11/21	Draft School Prospectus to be circulated to all Governors	Headteacher	When draft completed	Not updated	A company working on it, due end May
5 17/11/21	Clerk to update membership details within the Terms of Reference (ToRs).	Previous Clerk	ASAP	-	DONE All ToRs
6.2 17/11/21	School Improvement Partner (SIP) report (Jan meeting) to be circulated to all Governors when published	Headteacher	When published	Second visit due 9 Feb	RV & HT saw it Apr
6.3 17/11/21	Subject reviews and the development plan	Headteacher	Next meeting	Subject reviews DONE. Development plan: Refer to FGB	DONE Verbal update at last proper FGB
1 26/01/22	The HT will send the Chair of Governors a draft note to Shara Canning (and Frederick Pemite) to support their attendance .	Headteacher	ASAP	Generated today	RV to phone FP, plan to replace both
7 (c) 04/05/2022	HT will circulate the TAG report , it was with the Local Authority for moderation.	Headteacher	ASAP	-	Generated today

C. PART 1: NON-CONFIDENTIAL

1.	<p>Welcome & Opening Prayer</p> <p>All members were welcomed to this on-line video meeting.</p> <p>The meeting was opened with a prayer.</p> <p>Apologies and consent for absence: The quorum was half of the membership. There were six members, so the quorum was three. All were present except for Shara Canning. Five Governors were present from the start, so the meeting was quorate. HT apologised for the late arrival of documents, which will be corrected next time.</p>
2.	<p>Agreement to Virtual Meeting in line with the General Data Protection Regulations (GDPR) and School policy: AGREED.</p>
3.	<p>Declarations of interests, pecuniary or otherwise, in any <u>agenda</u> item, not already in the Register of Interests: None.</p>
4.	<p>Minutes of the Last Meeting</p> <p>a) Minutes of the Previous Meeting held on 26th Jan 2022: APPROVED as a correct record. b) Matters Arising: None. c) Action Log: See Table B above.</p>
5.	<p>Review agenda and agree any confidential items: Agenda agreed, no confidential items.</p>
6.	<p>Urgent Action taken since the last meeting - Chair to report: None. The Chair asked members to reply to the Clerk's emails.</p>
7.	<p>Head Teacher (HT) updates</p> <p>a) <i>School Improvement Partner (SIP) Report:</i> The Partner attended on the 2nd of March, and the report will be circulated to all Governors. The strengths identified were attitudes, and language focus. Areas to develop were handwriting for early years, and a long-term English plan. Writing skill-building for teachers was suggested.</p> <p>QUESTION: Which writing skills were needed? ANSWER: Both handwriting and language skills were suggested, for example when to teach joined up writing, and how to be consistent. Language writing could be improved.</p> <p>Attendance was satisfactory. There were no exclusions.</p> <p>QUESTION: Were Travellers still the main group giving concern about attendance? ANSWER: Yes, and another group. There would be two attendance surgeries next week for parents. And reminders will be sent about not booking holidays in term time - fines were likely from September.</p> <p>b) <i>Review previous year's attainment and progress (Action 6.5)</i> Standard Attainment Tests (SATs) were due soon, the first un-modified since lockdown. Comparisons would be made with other LBH schools. The School was currently at 68%, and aiming for 70%. For Year Two, reading and maths may be off target. Special Educational Needs and Disabilities (SEND) in Year Two could affect reaching targets.</p> <p>QUESTION: Aside from overall percentages, how were students doing as individuals? ANSWER: Considering the Pandemic they were doing well. Year Six had good attendance and were working hard. Year Two had missed a large part of year one. Overall, progress was being made. One group was giving concern, so meetings were being held with colleagues to discuss next year's plans for them. The TAG meeting with Stephen Hall of LBH suggested targets would likely be met, and everything had been done to fill gaps.</p>

	<p>c) <i>Subject reviews, development plan, pupil progress (Action 6.3):</i> HT met three out of the five subject leaders last week. There was a good In-Service Education and Training (INSET) day on Religious Education. The School Improvement Partner (SIP) report mentioned a long-term plan for English, which was well underway. The curriculum offer was broader and more balanced than last year. A new maths scheme was started. Next year was looking good.</p> <p>Referred to Full Governing Body (FGB): There will be subject leader reports at the July FGB.</p> <p>d) <i>Progress towards targets for current academic year</i> This looked close; the targets may be met. Whilst Year Six was going well, some learners were struggling, and action was being taken.</p> <p>Action: HT will circulate the TAG report; it was with the Local Authority for moderation.</p> <p>e) <i>Assessment (Action 6.4)</i> Assessment week was the second week after the upcoming half term. FGB will have the full data.</p> <p>f) <i>Curriculum developments</i> Governors had donated £10,000 to assist curriculum diversity. That included “book corners”. The students remembered receiving the books. The nursery had a box into which parents could leave books.</p> <p>g) <i>Improving the School Hall (previous minutes, item 10)</i> A meeting with the builder and catering staff was held last week. There will be two small hatches made in the wall. This and other improvements will start before the end of term. There will be shutters which will be raised to serve food. This was much better for kitchen staff as it would remove the need for trolleys.</p> <p>h) <i>TAG Meeting Update</i> The meeting had been held, and a lot of work done, including embedding maths. The foundations for improvement were being laid, and may take a few years to fully flourish. Children were becoming numerate.</p>
8.	Academisation: Referred to the FGB.
9.	<p>Quality of Religious Education (RE, Action at top of Action table, 5.4 March 2021, 7/7/21, 17/11/21) There was a positive report in the documents. It was tempting to focus on say one problematic area, when there were often nine other good areas. Classroom RE needed strengthening, including handwriting. Students needed more challenge. The RE Co-ordinator will tighten up the plan and make it consistent. Students had said good things such as “School is like home”, and that they felt independent.</p>
10.	<p>Policies to amend / approve: (Source: “Policy Schedule 2020 -2022.docx”, and 2022 MAY 04 docs)</p> <p>a) Sustainability: refer to the next Full Governing Body (FGB) meeting.</p> <p>b) Positive Handling: refer to the next Full Governing Body (FGB) meeting.</p> <p>c) RWInc/Phonics: AGREED UNANIMOUSLY</p> <p>d) Computing: AGREED UNANIMOUSLY</p> <p>e) Web Linking: The only change was of the provider to “E-Schools”. AGREED UNANIMOUSLY</p> <p>f) Music: AGREED UNANIMOUSLY</p> <p>g) Observation: refer to the next Full Governing Body (FGB) meeting.</p> <p>h) Uniform (Added 4/5/22): AGREED UNANIMOUSLY. This was the only policy where there had been issues. Only the jumper and Physical Education (PE) t-shirt were branded. The rest could be obtained from supermarkets. Prices were typical. The red coloured jumper needed to have the School’s name on it. Uniform had been partially forgotten during Covid, and now needed control. The Parent Teacher Association (PTA) and AM may hold sales to re-use Year Six uniforms.</p> <p>i) Physical Education (PE) (Added 4/5/22): AGREED UNANIMOUSLY</p> <p>j) Educational Visits (Added 4/5/22, no changes): AGREED UNANIMOUSLY</p>
11.	Decide whether any of the above should be confidential , and if there are any new confidential items: None.
12.	Propose items for the next meeting’s agenda (at least three weeks ahead of the meeting): None. Documents should be published at least five working days ahead of meetings.

13.	Any Other Business (AOB): None.
14.	Dates of Meetings 2022/23: Dates in the document "FGB Overview 2022 2023.docx" were AGREED . Resources 18:15 T&L 19:15 FGB 18:15.
15.	End prayer.

D. PART 2: CONFIDENTIAL (None)

~~These minutes were approved at the subsequent ? 2022 meeting, and ready to publish on the School's website~~

~~**Agreed as a correct record, signed by Chair:**~~

~~**Date:**~~

DRAFT – PLEASE DON'T EDIT THIS; FOLLOW EDITING ETIQUETTE

Changes welcome, but could they be lost? Please do not edit this file. Instead follow these 10 points: (1) check your emails and GovernorHub to ensure you have the most recent file version. If you received this by email, save the attachment to your filing system. To retrieve the file from GovernorHub, find the file listed in the folder, right click on the three dots to the right of the file name, download, open, and save to your filing system. (2) In PC/Windows, open File Explorer, or in Apple Mac, open Finder. (3) Find, click on and copy the most recent file version. (4) Rename your new file with a suffix such as V0.2. Keep the rest of the file name the same, as this follows the LBH system. (5) Edit your new file using Word's Track Changes (Toolbar > Review tab> Tracking > All Markup). (6) Send to the Clerk. This enables the Clerk to find your changes - otherwise they will not be noticed and will be over-written. (7) Normally the Clerk will review your changes, and issue a "No-Markup" clean version V0.3, accepting most of your changes. (8) If there is no time and you want to issue a "No-Markup" clean version including your changes not Tracked, then copy your V0.2 using the file copying process (1) – (4). (9) Name this next new file with a suffix such as V0.3, and Accept all your changes with two clicks. (10) Only issue V0.3 to others once you have sent your Track Changes V0.2 to the Clerk. That means that the Clerk will have your Track Changes V0.2, and everyone else will have your clean "No-Markup" V0.3 with all your changes accepted. The Clerk can then review your changes, and decide whether another version needs to be issued.