

ST SCHOLASTICA'S CATHOLIC PRIMARY SCHOOL MINUTES

Governors' Teaching & Learning (T&L) Meeting - Spring 2022: 26 Jan 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 26 JAN 2022, ON-LINE – Chair Approved Version

A. MEMBERS

Name	Initials	Role / category of Governor	Term of Office start - end	Attendance / Apologies
Sandra Brierley	SB, HT	Headteacher, Governor	Ex officio	Present
Royer Vidal	RV	Foundation Governor	01/09/21 - 31/08/23	Present
Althea Marshall	AM	Foundation Governor, Chair of this Committee 2021-22	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 Governance Professional & Clerk: Chris AC Baker (CACB), wrote these 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
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]
6.6 7/7/21 17/11/21	Draft School Prospectus to be circulated to all Governors	Headteacher	When draft completed	Not updated
5 17/11/21	Clerk to update membership details within the terms of reference.	Previous Clerk	ASAP	-
6.2 17/11/21	School Improvement Partner-(SIP) report to be circulated to all Governors when published.	Headteacher	When published	Second visit due 9 Feb
6.3 17/11/21	Subject reviews and the development plan	Headteacher	Next meeting	Subject reviews DONE . Development plan: Refer to FGB
6.4 17/11/21	Review of Assessment - Deferred	Headteacher	Next Committee meeting	See documents, DONE today
8 17/11/21	Invite all Governors to the in-service training (INSET) day focusing on behaviour on 4 January 2022.	Headteacher	ASAP	CANCELLED due to Covid.
9 17/11/21	Clerk to re-circulate the list of Governor training for 2021/22.	Clerk	ASAP	DONE
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

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: ER sent apologies, which were accepted. 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. Two members were mostly on voice only; the Clerk checked with the Chair that that was satisfactory.</p> <p>ACTION: The HT will send the Chair of Governors a suggested draft note to Shara Canning (and Frederick Pemite) to support their attendance.</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: NB said that his partner worked in the <u>School</u>.</p> <p><u>Annual</u> Declaration of business interests: CS confirmed that she had received all Cttee members' declarations (Shara Canning, new Parent Governor had not attended <u>nor declared yet</u>). A column needed adding for attendance.</p>
4.	<p>Minutes of the Last Meeting</p> <p>a) Minutes of the Previous Meeting held in person, on 17th Nov 2021: APPROVED as a correct record.</p> <p>b) Matters Arising: None.</p> <p>c) Action Log: See Table B above. The Senior Leadership Team (SLT) had been very busy covering for major staff absences, so Actions had taken a lower priority. Governors' details had been updated on the website.</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.</p>
7.	<p>Head Teacher updates</p> <p>a) School Improvement Partner (SIP) Report - Visit 1: Autumn 2021</p> <p>This was a largely positive visit, and the report was self-explanatory.</p> <p>QUESTION: Did the website information on Special Educational Needs and Disabilities (SEND) need updating? And was the reading curriculum page not working?</p> <p>ANSWER: The HT will look into these. She had a quote to update the website, so that will be done soon.</p> <p>b) Review previous year's attainment and progress (Action 6.5)</p> <p>NB shared a document "Age Related Expectations Summary Report". Girls were doing a little better than boys in reading. Similarly for writing. Many Pupil Premium (PP) children had low attendance, even when the School reopened from Covid. Covid had impacted on maths, reading, and writing.</p> <p>QUESTION: What can be done to raise boys' performance?</p> <p>ANSWER: Diversity in the curriculum, and all children had a daily reading record book. There was a reading session every Friday for all. The HT had produced a video showing how parents could support reading. There will be reading workshops. Pupil progress meetings were held for each pupil.</p>

Commented [CB1]: Is this in the list of annual declarations?

Commented [CB2]: Correct?

QUESTION: Did teachers check that parents signed for the books read?

ANSWER: Yes teachers checked, signed or stamped. English for Speakers of Other Languages (ESOL) was not necessarily a barrier for all. For example some West African heritage students, such as Nigerian, would have been taught in English in their original countries.

QUESTION: Did children take part in plays?

ANSWER: Not so much, but opportunities were built into each day. There were lots of books, and the majority featured characters who were of Black, Asian or Minority Ethnic (BAME) backgrounds.

QUESTION: Did any volunteer parents come in to help?

ANSWER: This had been planned for September, but Covid prevented it. Some parents were keen to help, and a Governor had volunteered.

c) Subject reviews, development plan, pupil progress (Action 6.3)

The HT had met to discuss action plans, and the curriculum was broadening. She met the Local Authority (Stephen Hall). Overall the School was at low risk. The SLT were preserving the integrity of Year Six, despite staff absences.

d) Progress towards targets for current academic year: See report.

e) Assessment (Action 6.4)

The HT showed a table on the screen. Reading, writing, and maths were at 68% in the autumn. This will be reassessed just before half term. Reading should be okay, but maths was less certain. Tutors had been hired, but it was hard to reach targets. Year Three was flourishing.

Overall children were doing well. The biggest issue was attendance, which correlated with attainment. The School was starting to issue penalty notices for absence, which had a good impact.

f) Curriculum developments: See report.

g) Improving the School hall (minutes before last, item 10)

The new facilities contractor, School Offices Services, was helpful. They were putting together a package to improve the hall. Toilets were a higher priority.

h) Talented And Gifted (TAG) meeting:

There was a meeting at the start of January, and the report had just been received. Actions had been evaluated. The School was looking to progress Year Two targets.

8. Quality of Religious Education (RE)

All classes were in line with the Bishops' Conference requirements. Students had a comprehensive view of their Catholic faith, which had been strengthened.

An inspection was expected in the next year. The "Catholic Life and Mission" was embedded. Each class had a saint about whom they learnt. And they linked skills to a passage or person in the Bible. The HT was helping classes to lead their own worship. A statue of Saint Scholastica had been commissioned, via a 3-D printer. It will be 90 cm tall.

The Saint's feast was on the 10th of February. The next IN-Service Training (INSET) day was due on the 19th of April, it will be mostly about RE, and Governors were invited.

9.	Policies to amend / approve: a) RE Handbook: This had been updated a little. AGREED UNANIMOUSLY. b) Sustainability: not available today, refer to the next Full Governing Body (FGB) meeting. c) Information Technology (IT) Acceptable Use: AGREED UNANIMOUSLY. d) (Staff & Pupils: part of (c) above, IT Acceptable Use). e) Positive Handling: not available today, refer to the next Full Governing Body (FGB) meeting. f) Spiritual, Moral, Social and Cultural (SMSC) development: Super skills had been added, and the date will be amended. Subject to that, AGREED UNANIMOUSLY. g) Anti-bullying: AGREED UNANIMOUSLY.
10.	Any Other Business (AOB): Governors thanked SLT for their hard work covering for staff absences. General Data Protection Regulations (GDPR) and Governors' email addresses were to be deferred to FGB.
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 apart from those already in the Action Table B.
13.	Dates of Meetings 2021/22, Online Resources 4 th May 2022, 18:15 T&L 4 th May 2022, 19:15 FGB 9 Mar (in School Face-to-face), 6 July 2022, 18:15

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 REPLY TO TEXT IN RED/ORANGE FONT, & TO “COMMENTS” (WORD FUNCTION). 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.