



**Final Version MINUTES OF THE TEACHING & LEARNING COMMITTEE
OF ST SCHOLASTICA'S CATHOLIC PRIMARY SCHOOL GOVERNORS
WEDNESDAY 17 NOVEMBER 2021, FACE-TO-FACE (IN PERSON) MEETING**

Members:

Name	Initials	Role / category of governor	Term of Office End	Attendance / Apologies
Sandra Brierley	SB	Headteacher	Ex officio	Present
Royer Vidal	RV	Foundation	01/09/11 - 31/08/23	Present
Althea Marshall	AM	Foundation, Chair of this Committee 2021-22	01/05/21 - 31/08/24	Present
Nick Blackham	NB	Staff	28/03/20 - 27/03/23	Apologies
Christina Boey	CYB	Foundation, Vice Chair of this Committee 2021-22	1/06/2021- 31/08/2024	Present
Shara Canning	SC	Parent	1/06/2021- 31/08/2024	Absent

Clerk: Rabiya Khatun (Clerk to the Governors, Hackney Education)

ACTION LOG

Item / Date	Action	Responsible	Date by
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 RE, this should be presented at the next Teaching and Learning Committee.	Headteacher	Deferred to the next FGB meeting
6.6 7/7/21 17/11/21	Draft School Prospectus to be circulated to all governors	Headteacher	To be circulated to all governors when draft completed
5 17/11/21	Clerk to update membership details within the terms of reference.	Clerk	ASAP
6.2 17/11/21	SIP report to be circulated to all governors when published.	Headteacher	To be circulated to all governors as soon document is available

6.3 17/11/21	Subject reviews and the development plan - Deferred	Headteacher/ Clerk	Next Committee meeting
6.4 17/11/21	Review of Assessment -Deferred	Headteacher/ Clerk	Next Committee meeting
6.5 17/11/21	Review of previous year's attainment and progress -Deferred	Headteacher/ Clerk	Completed - Document was circulated to all Committee members following the meeting.
8 17/11/21	To invite all governors to the inset day focusing on behaviour on 4 January 2022.	Headteacher	ASAP
9 17/11/21	Clerk to re-circulate the list of Governor traini for 2021/22.	Clerk	ASAP

Autumn Term 2021

Part 1: Non-confidential – Main Business

1.	Welcome & Opening Prayer All members were welcomed to this face-to-face (in person) meeting. The meeting was opened with a prayer.											
2.	Elect Chair & Vice Chair for 2021/22 RV nominated and SB seconded AM for the position of Chair and CB as Vice-Chair for 2021/22. AGREED that Althea Marshall be elected the Chair and Christina Boey as Vice-Chair for the academic year 2021/22.											
3.	Committee Organisation 3.1 Apologies and consent for absence Apologies for absence were received from NB and consented. 3.2 Declarations of Interest/Business Interests There were no declarations of interest at the meeting.											
4.	Minutes of the Last Meeting 4.1 Minutes of the Previous Meeting held on 7 th July 2021 Governors considered the minutes within the agenda pack and The minutes of the meeting held on 7 th July 2021 were APPROVED as a correct record. 4.2 Matters Arising <table><tr><th>Item / Date</th><th>Action</th><th>Date</th></tr><tr><td>5.4 March 21 7/7/21 17/11/21</td><td>Governors should be shown the quality of the learning the children are receiving relating to RE, this should be presented at the next Teaching and Learning Committee.</td><td>Deferred to the next FGB meeting</td></tr><tr><td>5.5 7/7/21</td><td>Teaching and Learning Committee performance evaluation deferred to next Committee meeting</td><td>Completed - on the agenda</td></tr></table>			Item / Date	Action	Date	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 RE, this should be presented at the next Teaching and Learning Committee.	Deferred to the next FGB meeting	5.5 7/7/21	Teaching and Learning Committee performance evaluation deferred to next Committee meeting	Completed - on the agenda
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	6.6 7/7/21 17/11/21	Draft School Prospectus to be circulated to all governors	To be circulated to all governors when draft is completed
	9 7/7/21	Headteacher to circulate term dates for the academic year 2021/22 to all governors.	Completed
	4.3 Chair to Report on Any Urgent Action Taken None		
5.	Review terms of reference/ Committee Membership and yearly plan Governors reviewed the terms of reference within the agenda pack and noted that the membership details needed to be updated. The Headteacher reported that SC had indicated that she wished to continue as a governor but was having difficulty attending physical meetings due to childcare issues and was considering joining future meetings remotely. The Headteacher advised that an election would be taking place soon for the parent governor vacancy. The role would be advertised on ClassDojo and those parents interested would be approached directly. AGREED the terms of reference subject to the amendment to membership. ACTION 5: Clerk to update membership details within the terms of reference.		
6.	Head Teacher updates 6.1 Report from TAG Meeting Governors considered the TAG1 Focussed Report – September 2021 within the agenda pack. The data for the outgoing Year 6 cohort had been submitted to the local authority. The poor performance of this cohort was isolated and had been due to a higher number of pupils on EHCPs, two pupils leaving during the academic year, some children joining with no English and vulnerable groups. The pandemic and closure of the school had adversely impacted on pupils' education and learning and exacerbated the issues for low attaining pupils. Following a meeting with Hackney Education, the end of Year outcomes for 2021-22 had been agreed. The school had been provided with a package of support including the Team Action Group, from Good to Great and an additional £10,000. The additional funding had been used to pay for an increase in SIP meetings from one up to three meetings per term. Year 2 & 6 predicted outcomes would be challenging because of the contextual issues. However, if there were no closures at the school the expected outcomes could be achieved. A robust monitoring cycle would also identify areas of strength and development influencing accurate school self-evaluation and action planning. The school had been working within narrow margins and attendance levels had been variable. The Headteacher had been observing lessons and an update would be provided at the next meeting. The school had joined the Maths Hub and White Rose Maths programme, which would be embedded in the school. The data and assessment points would allow the school to identify vulnerable pupils and organise interventions. The school had also purchased one year of training from White Rose Maths for staff to be supported in planning and teaching and staff would also be visiting White Rose schools in Hackney to share practices. NOTED the TAG1 Focussed Report – September 2021. 6.2 SIP Report - The Headteacher reported the feedback from the SIP visit had been positive and that the SIP report would be circulated to all governors once it had been published. ACTION 6.2: SIP report to be circulated to all governors when available.		

	<p>6.3 Update on curriculum & long-term plans The Headteacher stated that the subject reviews and the development plan would be submitted at the next meeting. ACTION 6.3: Subject reviews and the development plan to be deferred to the next Committee meeting.</p> <p>6.4 Review of Assessment The Headteacher stated that an update would be provided at the next meeting in January 2022. ACTION 6.4: Review of Assessment to be deferred to the next Committee meeting.</p> <p>6.5 Review previous year's attainment and progress The Headteacher stated that an update would be provided at the next Committee meeting in January 2022 and also the Full Governing Body. ACTION 6.5: Completed - The review of previous year's attainment and progress document was circulated following the Committee meeting.</p> <p>6.6 Targets for 2021/22 The Headteacher reported the expected target for RWM Combined for Year 6 was 70% and Year 2 was 72%. The target for Year 2 had been set in September 2021 based on the results achieved in July 2021 but the target was now unlikely to be achieved after a new pupil on the EHCP joined this year group after September 2021.</p> <p>QUESTION: How many children are on roll? ANSWER: There are currently 182 on roll. Compared to the previous year, the roll is down 5. Year 3 has always been a small class but the numbers in this year group are rising. QUESTION: How are we advertising the school places? ANSWER: The vacancies are being advertised on banners, in the school newsletter and posters in the school church. The Headteacher will be liaising with the Nursery Teacher to discuss strategies for increasing numbers in the Nursery and targeting the parents of children already in the Nursery to apply for reception places.</p>
7.	<p>Quality of the RE learning the children are receiving</p> <p>The Headteacher shared the contents of a letter from Father Nicholas Hudson following his school visit on 4 November 2021, which noted the children's enthusiasm for church and faith and good leadership in the school.</p> <p>The Headteacher stated that RE was monitored on a weekly basis including reviewing children's books and RE walks undertaken. Overall the RE provision and quality of education was good and progress was being made but more work was needed in areas such retrieval practice. The RE adviser was due to visit the school within the next few weeks.</p> <p>The Headteacher indicated that she would be arranging a Governor Day focusing on RE in the Spring term.</p> <p>NOTED the verbal update.</p>
8.	<p>Policies Governors considered the following policies within the agenda pack:</p> <ul style="list-style-type: none"> Positive Behaviour The Headteacher advised that the policy had been updated to include dining hall rules. The school's inset day scheduled on 4 January 2022 would focus on behaviour and all governors would be invited to attend. The Committee AGREED the Positive Behaviour Policy. ACTION 8: Headteacher to invite all governors to the inset day focusing on behaviour on 4 January 2022. Online Safety The Committee AGREED the Online Safety Policy.

	<ul style="list-style-type: none"> • RSE Following minor amendments to the document – deletion of second and third paragraph. The Committee AGREED the RSE Policy. • IT Acceptable Use (Staff and Students) The Committee AGREED the IT Acceptable Use (Staff and Students) Policy. • Reasonable Force The Committee AGREED the Reasonable Force Policy.
9.	<p>Any other Business</p> <p>Committee performance evaluation Governors reflected on the Committee's performance in 2020/21.</p> <ul style="list-style-type: none"> • They were satisfied that the Committee and school had been able to complete its statutory tasks during the Covid pandemic. • More concrete data was needed in documentations such as review of assessment, attainments and targets to allow governors to further scrutinise school performance. • All governors should be encouraged to attend more training relating to their role including external training. <p>ACTION 9: Clerk to re-circulate the list of Governor training for 2021/22.</p>
10.	<p>Dates of Committee Meetings 2021/22</p> <p>Governors noted the future meeting dates as follows:</p> <ul style="list-style-type: none"> • 26th January 2022 • 4th May 2022

Ended 8.20pm

PART 2: CONFIDENTIAL (None)

These minutes were approved at the 26 Jan 2022 meeting, and ready to publish on the School's website

Agreed as a correct record, signed by Chair:

Date: