**Holly Park School – Learning & Teaching Committee Meeting Minutes Date 30/4/18**

Present:- Ann Pelham, Maria Michael, Fiona Vettiankal, Tim Graveney, Alice Biggs, Clare Wischhusen

Apologies:- Fiona Quinton

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| **AGENDA ITEMS** | **KEY DISCUSSION POINTS** | **ACTION (who? timescale?)** |
| Actions from last L&T meeting | A governor asked if there was any positive feedback about the new parental support sheet for book looks. AP said one parent sent a positive email. A governor suggested asking parents to sign in when they attend book looks so the school can track the numbers who are attending these sessions.A governor asked if the bid-writing group had managed to meet. MM, FQ and JH scheduled to have first meeting next week.A governor asked for an update on the pupil premium session at Brunswick Park. AP confirmed that these will not continue after this academic year. | AP and MM to discuss with SLT. |
| Update on SIP**Leadership & Management**To effectively monitor progress and attainment in maths and writing across the school**Teaching*** To ensure maths teaching continues to use the CPA approach (Concrete, pictorial, abstract) and develops reasoning and problem solving alongside the fluency.
* To ensure a broad and balanced curriculum ensuring that all subject content is covered in each year group
* To ensure that the mechanics of writing (SPAG) are embedded in regular writing practice.

**Outcomes*** To improve progress and attainment for all pupils in writing at all key stages

**Early years*** To embed phase 1 phonics
* To improve outdoor provision
* To ensure writing results stay high
* To ensure PSED results are at least in line with national
 | AP had meeting with Helen Morrison (Barnet LA) to review writing progress with a particular focus on feedback given to children and the resulting impact of this feedback.HM was clear that she could see evidence of progress in the books.A governor asked when the school carries out book looks.AP explained that this is done once a term prior to the pupil progress meetings. SLT look for rapid or slow progress and children working towards, working at or working above age-related expectations for writing.A governor asked if there was often a big discrepancy between the teacher’s judgements and those of SLT. AP said that this was not normally an issue and if it was it became an excellent discussion and learning opportunity for everyone involved.HM did advise that teachers need to try and be clearer about showing when the child’s writing has been supported e.g. by TAs.Maths teaching has been the focus of this term’s lesson observation cycle and was the focus of the lesson study initiative so has enabled effective peer observations and joint planning etc.Maths is the focus of this evening’s Inset too. The lesson observations showed that maths teaching at HP is continuing to grow and develop and there were some examples of outstanding practice.AP is clear that the national curriculum is fully embedded now at HP but asked whether the approach at HP is too broad & balanced? She is aware that in other primary schools there is a much heavier focus on maths and English. A governor suggested this might be something to discuss at the July FGB with all governors.Assessment in the foundation subjects is very tricky and needs to be addressed. This is an area for the SLT team to look at after KS1 and KS2 exams are finished.SLT have agreed that learning journals will go as they are just impossible to manage and a real workload burden for class teachers.AB (teacher governor) shared some recent evidence of promising improvement in the Year 6 reading test data. A governor asked if the school could send home marked practice reading tests to support those parents who have the capacity to help their own children at home. | AP to chase report from Helen Morrison to share with governors at next T&L mtg.AP to action. |
| Learning walk feedback * History
* RE
 | Subject coordinators have one day a year to carry out their own learning walks, usually over 2 half days.AP distributed written feedback for History and RE learning walks.AB did the RE learning walk and acknowledged that teachers do lack some understanding of progression in RE and there is some repetition of topics and lessons in different year groups. AP reminded governors that RE is not part of the national curriculum so the school uses the SACRE curriculum which is not at all detailed.AB is going to visit another primary school to look at their RE curriculum and how it is assessed. |  |
| Feedback from Governor Learning Walks* Writing
* Safeguarding
* Phase 1 phonics
 | A governor praised the teachers’ and TAs’ knowledge and understanding of safeguarding procedures evidenced during the safeguarding learning walk.AP said that the SLT will be carrying out some observations in the nursery during the summer term. | AP to feedback in summer term HT report. |
| Moderation (Ann) | AP explained the HP carries out moderation in reception, Year 2 and Year 6 with schools in the local partnership. A governor asked who leads the moderation sessions.Sarah Walton leads on writing and maths for early years. KS1 is led by a Barnet moderator at Coppetts Wood School.KS2 is led by a teacher at Hollickwood School. There has been some negative feedback about the KS2 sessions as teachers felt they were not practical enough. |  |
| Policies * PPA
* Drugs, smoking & alcohol
* Global Learning
 | A governor asked whether the drugs, smoking & alcohol policy should actually be reviewed by the Staff & Pupil Welfare Committee as teaching & learning is a minimal part of this policy. |  |
| Professional development update (CPD) (Maria) | MM shared an overview and update on all CPD this term and explained that the majority of TA CPD has been on SEN and very welcomed by the TAs.CPD for the teachers has focused on maths, ICT knowledge and computing |  |
| KS1 & KS2 assessments 2018 (Ann) | KS1 assessments start tomorrow. KS2 tests start on Monday 14th May.The school will be providing pre-test breakfast for all Year 6 students.AP said that she still needs 1 governor volunteer to observe during the week of tests. |  |
| Feedback on quality of teaching and learning Spring term | AP and MM attended a 3-day intensive course on effective monitoring of T&L. This was a national course accredited by Ofsted. It gave AP and MM the opportunity to carry out lesson observations in other schools participating in this CPD and the chance to observe each other giving feedback. Mainly other HTs and DHTs. Both AP and MM found it incredibly useful. Now going to adapt the feedback form used here with HP teachers to increase the focus on impact, SMSC and behaviour for learning.AP said that the majority of lessons observed this term were good, some with outstanding features, and only 1 was requires improvement. |  |
| AOB | There was no AOB. |  |