**Holly Park School – Learning & Teaching Committee Meeting Minutes Date 20/5/19**

Present: Ann Pelham, Maria Michael, Nicky Eimer, Fiona Quinton, Fiona Vettiankal, Kate Tress, Tim Graveney, Clare Wischusen, Janis Hassan (minutes)

Apologies:

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| **AGENDA ITEMS** | **KEY DISCUSSION POINTS** | **ACTION (who? /timescale?)** |
| 1. Actions from last L&T meeting
* Plan to be given for how all subjects will be rolled out as part of the broader curriculum. 3 subjects each year on a rolling plan.
* Subject leaders to create a portfolio describing skill levels in their subject for each year group. To be used by all staff.
 | Core curriculum on track. Assessing Geography and Art now. Continuing with these subjects plus History at the end of the Spring Term. Will add another 3 subjects in the Summer Term.Governor asked if these subjects tie in with other curriculum areas.No. They are assessed independently. We do teach cross curricular but assess subjects separately.Governor asked if there are 3 subjects assessed a year or term.Over the year 3 subjects will be assessed.Governor asked if a subject will only be assessed every 3 years.All subjects are included as a rolling programme introduced subject by subject with training alongside to make it clear what they are assessing.Teachers were concerned at the beginning about how much time it would take but have now said that it is OK.Governor asked if the teachers are teaching differently knowing they will be assessing the subjects.They are teaching differently due to training. Governor asked if the portfolio of skills is helpful.This has not been started. Will be considered.Governor asked about the Learning Journeys. Can you see development in these?Not quite. These will be taken off the website and be replaced by the new assessments.Governor asked if we still have Learning Journeys. No |  |
| 1. Actions from SIP – Teaching and Learning Priorities

Post-Ofsted inspection targets highlighted)**Leadership & Management*** Developing a skills-based curriculum with particular focus on Art, Geography and History
* Developing effective methods of assessment in the foundation subjects
* Ensuring that feedback to pupils has maximum impact on progress
* Developing middle leaders

**Teaching*** CPA approach in maths ensuring regular opportunities for reasoning and problem solving alongside the fluency
* Direct teaching of rich vocabulary within the curriculum
* Embedding regular extended writing practice with planned opportunities for self-editing
* Developing effective handwriting strategies across the school
* Continuous provision in KS1 (effective development from the EYFS)

**Outcomes*** Improve attainment in maths at KS2
* Improve progress in writing at KS1
* Continue to improve attainment in writing at KS2
* Increase even further our attainment in reading across all phases

**Early years*** Increase the Good level of development for boys and diminish the gap between boys and girls in reception
* Improve outcomes in writing in EYFS
* Further develop strategies to accelerate progress in communication and language in nursery
* Improve outcomes in reading and number in Reception
* Ensure that our practice of continuous provision is the best it can be
 | Well on the way. Should be achieved by the end of the school year.Stage 1 achieved within 3 subjects. Stage 2 to make a portfolio showing what the assessment will look like.Governor asked if the government give the assessment targets. No.Governor felt it would be a good plan to keep models of what greater depth etc look like.We could do this but would not be straight forward in some subjects.Governor asked how we could make this assessment sustainable – not too much work.For some subjects Ann gave an example of what happens in Reception. They have photos of what each child is doing which are annotated with what the child says about the picture. This would be a shift in practice for some teachers.Governor felt this would be good practice.We have done a lot in this area. Paul Whitcombe and Elaine Thurston have given training in school.Governor asked what type of skills they are teaching.Paul Whitcombe – Theory of leadership - i.e What is leadership?Elaine Thurston - Practical Side - i.e. What happens when you are monitoring.Governor asked if there had been any feedback. No but staff find it interesting.Governor asked if Paul Whitcome had given any valuations. Not yet. But may do at the end of the 4 sessions. Feedback from courses attended is good.Lots of work done on this. Ann looked at Yr 6 books last week – words of the week appearing in the writing. We will continue with this. Words are used in assemblies and in class.Governor attended an Ofsted meeting where it was discussed how you see evidence of this and how it can be taught in a memorable way. There is a scheme – Mrs Wordsworth – where words are associated with silly picture.Governor said this is expensive.Governor is going to a presentation on this scheme. She will share outcome.Governor suggested that there could be points given to pupils who spot teachers using the word of the week in assemblies or in the classroom.Yes we could do thisGovernors like this idea.This is happening across the school.Governor asked if hand writing had improved.Yes. Year 6 are in the swing of it, they are editing in a better way.Ann was impressed with the level and standard of writing in Years 4 and 5 when doing the pupil progress meetings.Governor asked if this improvement is due to a shift in focus or because previous year groups had a poor cohort.Teachers have taken this on board. They have adapted and are moving away from the Power of Reading.Governor felt Power of Reading bitty with drama and not focussed enough.We have just begun this journey. We have purchased a scheme called Penpals to be used across the whole school. A representative from Penpals visited to introduce this scheme to the staff. Staff have been given the materials this term to trial in readiness to start in September. Ann gave an overview of the system and passed the materials round to governors.Governor felt it will be harder for older years to adapt to this system.Yes it will be. They will continue from where they are but will use the new system.Governor asked if the children will be relearning. No. The actual style is what we use now. It is about progression and expectation.Governor asked if the teachers will know where the children should be.Yes. We have tried various way to improve handwriting, but this is a consistent approach.Governor asked if handwriting is in the timetable.Yes it is.Governor suggested a reward scheme for moving from pencil to pen. This has been discussed but we are not going to do this but we will expect children to move from pencil to pen in year 3.Pencil will be used for Maths throughout the school.Governor felt this will be a good scheme. Teachers have different expectations and this should streamline what is expected of children. Will give incentive to children.Governor asked if we will have to buy this every year.No. Just the workbooks which are not expensive.Consensus of governors was that this will be a good scheme.Governor said that children loose marks in exams due to poor handwriting so it is crucial to get this right. Proficiency in handwriting helps with general writing in other subjects.Governor asked if the scheme gives help to left handed children. Yes it shows how to place paper etc.Governor asked what we do from early years if child is left handed. Do we help. Yes.Governor suggested a lunchtime calligraphy club to help instil pride in their work.It will be considered.Governor felt this would be a good emphasis on fine motor skills.Emma Fitzpatrick continues to look at this.Governor felt there was some tension around this. Has it been resolved?Ann has met with Emma and Andrew French. They are to look at the transition in Yr 2 / Yr 3. What will it look like. They will report back to Ann at the beginning of July.There are different options regarding continuous provision with an integrated day but Holly Park will be doing this.Governor asked what continuous provision means.In an integrated day tables are set up with various activities. The children rotate around the tables and will all spend some time on one table with the teacher.Continuous provision using sand as an example from Reception to Yr 1 – should teacher be changing what the children are doing with the sand.Governor asked if we can look at progress in year 2 who are trialling this.No as it has only been in operation for a short time. Need to be using it for a longer period to make any assessments.Governor asked if year 2 are questioning this. No but some teachers cannot work with this system.Governor asked if teachers happy in Year 1. Yes.  The dilemma with the integrated day is whether or not enough work is produced and the curriculum is covered.Governor observed on a Learning Walk that some children were not focussed/motivated unless the teacher was with the group. When teaching the class as a whole there is more change of seeing those children who are not engaged.Maria Michael felt that this system is more appropriate when children are younger.Governor asked if a half day working this system would help. Possibly. It is being discussed.Governor asked if the Year 2 teachers are happy with this system. Some are.Ann said that Ofsted observed the integrated day without comment.Overall the Continuous Provision approach has a positive effect. Children are more engaged.Governor asked how staff felt about this years SAT’s. Overall hard. Ann has spoken to other heads in different boroughs. All feel the same.Governor asked if the gap had narrowed. No. Teachers try really hard to engage boys. There is a national gap between boys and girls.Governor asked if this changes through the school. No. There is a gap in writingGovernor felt that the focus on handwriting would help this.Governor asked when the outcome for reading and writing in Reception would be given. It will be in the Governors Report in June. |  |
| 1. Policies to be reviewed
* PPA
* Global Learning
 | Ann has had feedback on policies. |  |
| 1. Updates
* Professional development (CPD) (Maria)
* Feedback from Governor learning walks – Continuous Provision; Pupil Premium
 | There is a staff meeting every Monday for Inset training. Maria gave governors print out of this which included courses attended by staff. All training is linked to SIP or Ofsted plan.There will be online safety training for all staff.Wednesday 4 September there will be a parents meeting about online safety. Ann invited governors to attend asked the parent governors to encourage as many parents as possible to attend. Governors are also invited to the Teacher Training slot at 4.00 pmInset Day 12 July – All staff except MTS - They will attend safeguarding training in November.Staff to visit National Gallery. Picnic lunch in Green Park and a team building activity in the afternoon. Governor felt this would be good for staff wellbeing.Governor asked about TA training. Was done during Monday assembly but now this time has taken up by School Council. Maria said the training had been dropped this term but needs to start again.Governor asked if the School Council could be run by other staff. This is not possible due to cover issues.Governor asked if TA’s skilled to do training sessions. Load needs to be shared. This would depend on type of training.Governor felt that we need to re-think how TA training is delivered. We need to look at how school councils are led and run.Governor feedback on Pupil Premium Learning Walk good. Continuous Provision minuted above. |  |
| 1. Feedback on Quality of Teaching and Learning
* Spring term - Maths lessons recorded and watched with a partner.
* Summer term –a learning walk format of observation- Foundation Subjects
 | Format to be changed. Lesson observed in the Autumn Term. Spring Term lesson videoed and discussed with parallel teacher. Pro forma observation form completed and given to Ann. General feed back from staff positive. Ann read a feedback form to the meeting.Governor asked how the lesson was videoed and what was done with the video afterwards.I pad used by pupil or TA. Deleted when observation completed.Governor asked how often this would be done. Will evaluate at the end of the year and decide.This term Ann and Maria will do observations during one week. They will take the form of a Learning Walk 10 – 15 minutes in the class. Most likely to be foundation.Governor asked if there will be a judgement. Yes but will not be given to teachers.Governor asked what would happen if Ann/Maria observed a bad lesson.They would meet with the teacher. Be reflective and discuss rather than judge. If it is a one off do nothing. If more consistent put support in class and give training where needed.Governor asked if staff get feedback on comments in books. Yes at the Pupil Progress meetings. |  |
| 1. National Assessments 2019
 | . In the middle of KS1. Teacher has assessed children. Tests back up that assessment.Procedures in place for both KS1 and KS2 test administration. Papers are kept locked at all times.There was a discussion around cheating in the KS2 SAT’s tests. Because SAT’s results inform the League Tables it can encourage some people to do this.Governor asked about observing of the tests. This is not statutory. Teachers are never alone in a room when a test is taking place. Reception Teacher Assessments to be submitted in June. KS2 tests finished. KS2 have two weeks of writing for assessment in June. Yr 1 to have phonics test. Next year Yr 4 to have an on line times tables test. Holly Park are piloting it this year.Governor said that children ae not keyboard literate. This was agreed.Governor asked if we still do times table challenge. Yes we do. |  |
| 1. Moderation
 | We have internal moderation. Year 1 writing. Yr 6 with Ann to be done. Year 6 and Yr 2 teachers meet with partnership of schools teachers to moderate. Teachers also go to Barnet Moderating meetings. This is an area which is very subjective.Barnet also moderate schools. Holly Park will not be moderated this year. |  |
| 1. AOB
 | Governor asked if Yr 6 would be doing Citizenship day this year. This doesn’t always happen. They cannot do all schools. We have heard nothing so far but if offered we would take part.Governor asked if Yr 6 have a day trip as well as the RE trip. No. |  |