

Holly Park School – Learning & Teaching Committee Meeting Minutes

Date : Monday 16th May 2022

Present:- Ann, Maria, Clare H, Claire P, Lorean, Clare W, Gemma, Rhonda, Ann

Apologies:- Andrea, Anna

AGENDA ITEMS	KEY DISCUSSION POINTS	ACTION (who? /timescale?)
Actions from last meeting: <ul style="list-style-type: none">• Training for TAs on the Rapid Phonics intervention will happen later in the year.• A governor learning walk about the breadth of curriculum will be later in the year• Fundraising meeting in a couple of weeks to discuss where we are at• There is a maths day coming up – maths in the real world and mathematicians. International women's day is also coming up.• RE has not been started but Angelo will be doing this. There will be staff training in the summer term. We are buying a scheme to support this. We have to teach Barnet agreed syllabus, scheme recommended by Barnet and published by SACRE	<p>This is almost complete, Sarah Walton has carried out training with small groups of staff the training has nearly finished.</p> <p>To be done later in the year</p> <p>Meeting happened.</p> <p>These have both happened. Both went well and parents were asked to donate books for International Women's Day. Good response.</p> <p>RE was timetabled for the summer term as the other subjects on the SIP were done first. Angelo has attended courses (via Barnet) and we have brought into an RE scheme which was recommended by them. 50% of RE must be Christianity and curriculum should be tailored to the school. Angelo has organised parent workshops and has also started leading staff insets for RE.</p> <p>Knowledge organisers have been made for staff - these will start to be used from September.</p>	

<ul style="list-style-type: none"> • Needing to look at the knowledge of subjects being taught now. Need to clarify now the knowledge taught in each subject in each year group. • All Walkthru sessions will be done by the end of the year. 	<p>Making clear what should be taught in each year group which we are on track with. Art and Geography still to be done. All knowledge organisers will start from September. Ofsted expect the school to make it clear to the teachers what is being taught.</p> <p>Governor asked if the teachers prefer this – it all being in black and white what has to be taught?</p> <p>Yes they have told us it is better for them.</p> <p>It doesn't stop HOW they teach – its about WHAT they teach</p> <p>Another session last week. We have brought into Walkthru's – key elements in a lesson. Its about reviewing and using different techniques throughout a lesson e.g Cold Calling - to get all the children involved not just getting them to put their hands up.</p> <p>Sessions held have given the teachers time to talk about teaching to each other and mixed up so that different year group teachers are talking to each other. It is a chance to share good practice.</p>	
<p>Policies:</p> <p>PPA policy</p> <p>Global learning policy</p> <p>Marking policy</p> <p>Presentation guidelines policy</p> <p>PE Policy</p>	<p>Done</p>	
<p>Relating to the SIP 2021/22 Intent</p> <ul style="list-style-type: none"> • To ensure that we increase the cultural capital of our pupils through creative opportunities and extra-curricular experiences – trips, special days and weeks etc • To Keep the best changes from COVID including a start of year whole school project based on a book 	<p>Climate change next month where we will be asking parents for donations of books on climate.</p> <p>Every subject leader has made a road map – making sure all subjects covered and aspects and knowledge organiser will bring all of this together.</p> <p>Kept children coming in to school with PE kits on for PE days.</p> <p>Governor asked if we will be bringing back clubs and parents watching class assemblies?</p> <p>We have brought back the class assemblies for the children but not for the parents to come in and watch as yet, looking at doing this from next year.</p> <p>Clubs possibly</p> <p>This year has been challenging for resilience etc – don't want to overload</p>	

<ul style="list-style-type: none"> • To improve the ICT infrastructure through significant fundraising • To continue to embed diversity throughout our curriculum • To use the DFE guidance about teaching a broad and balanced curriculum for educational recovery 	<p>staff all at once – have to consider their wellbeing and workload.</p> <p>More appropriate to discuss at F&P</p> <p>As already mentioned above.</p> <p>Followed DFE guidance about a broad and balanced curriculum etc The PSHE talking about wellbeing etc. Trips were put on hold due to Covid but trips are now starting again. Year 5 went to Gillwell Park last week and year 6 are going to Norfolk Lakes today. We also have other trips in year 4, year 2 and nursery going ahead.</p> <p>Project in year 4 for PP children where they went to Sadlers Wells and The Royal Opera House to watch two ballets, the children really enjoyed these trips. We are also paying for the Year 4 PP girls to attend coding club as year 5 girls really enjoyed this.</p> <p>Governor asked if we thought Covid educational recovery would be part of SIP next year?</p> <p>More than likely we will put this on SIP again for next year.</p> <p>Reception do a baseline on all reception children when they come into reception and then a test later on in the year – there will be poor results on this as we have children still starting in reception now that have potentially not been anywhere before now. Reception numbers are slightly higher for the coming September but we are expecting a lot of EHCP children.</p> <p>This has been done by Emily on an inset.</p>	
<p>Implementation</p> <ul style="list-style-type: none"> • To develop skill progression in PHSE, Computing & RE • To improve teacher subject knowledge in these subjects through 	<p>As discussed.</p> <p>As discussed.</p>	

<p>CPD</p> <ul style="list-style-type: none"> To develop effective regular comprehension in KS2 To ensure there is effective writing coverage across the school To meet the needs of pupils who are disadvantaged through continuing our PP intervention and catch Up interventions To ensure all teachers in EYFS & KSI have up to date knowledge of how to teach systematic phonics and how we teach phonics at Holly Park 	<p>Emily ran an inset using comprehension ninja books to show the teachers. Comprehension also very much tied in with guided reading, seen this in practice and is going well. KS2 staff using VIPERS.</p> <p>Avalon started this before her maternity leave and ran insets to go through all that should be covered. knowledge organisers are being made for this and still ongoing with these. National Curriculum is vague. Again we will be using knowledge organisers to cover this. We have effective coverage but want to ensure clear progression of skill within a strand e.g letter writing in each year group</p> <p>These have continued, money will be allocated from budget to PP. RRR project went well and great feedback from the children. School led tutoring where we choose PP children to receive this tuition, our teachers carrying out the tutoring in small groups. Teachers have said they have seen a difference to the children around their knowledge and enjoyment of the subject. Governor asked if the tuition would be offered to non-PP children? Probably not as it would be difficult having to choose which other children would be involved and also parents questioning why their child is not receiving tuition etc. 75% of this tutoring is funded and the school fund the remaining 25%. Next year we will only receive 60% funding towards this. Governor asked if the teachers providing the tutoring plan the sessions themselves? Yes the teacher doing the tutoring plans all sessions and tailors this around feedback from the child's current class teacher on what they need to work on.</p> <p>Done as above.</p>	
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<ul style="list-style-type: none"> • EYFS & KSI to participate in the NCTEM Number sense – mastering number project • To participate and implement the Barnet language Enrichment Project across the school including nursery • To ensure that the curriculum is systematic and the curriculum is clear across a subject from the national curriculum through to the work produced - showing evidence of progression and skills 	<p>We have signed up for this, Emma, Sidrah and Sarah have all attended via zoom, they then share this with their colleagues in the same year group. Maths lessons are done in class then a shorter session later on in the day, positive feedback from this and resources provided are good.</p> <p>Some TA's have attended this. Small group work done with children which is going well. Happens in nursery every day.</p> <p>Done This is part of the teacher appraisal</p>	
<p>Impact</p> <ul style="list-style-type: none"> • that teaching aids memory - know more, remember more, do more • To continue to work on Quality First teaching using Walk Thrus • To clearly evidence the breadth of subjects taught (Continue with Floor books) 	<p>Knowledge organisers helping with this as recaps of learning can be talked through with the children about what they have learnt previously. Floor books are effective for this too.</p> <p>Ongoing. One more session left.</p> <p>Floor books going well. Helen Morrison spoke to subject leaders, went to see lessons and also spoke to children about what they have learnt/remembered and to see the proof that this is embedded in the school. Governor asked if the children take part in helping to build and input into the floor books? The children are very much involved in the floor books. Governor asked if there was a floor book for each class? Yes as it is a record of learning, helps the children remember what they have done and learnt.</p>	

<ul style="list-style-type: none"> To ensure that subject leaders have knowledge of the EYFS curriculum in their subject 	<p>Done. All deep dives also cover EYFS and subject leaders should have knowledge of their subject in EYFS not just KS1 & KS2.</p> <p>Sarah and Emma led two Inset sessions for teachers on this.</p>	
<p>Professional development (CPD) (Maria)</p>	<p>Courses coming up are mainly for subject leaders.</p> <p>Maria and Diana – Mental health 1st aid, Maria – safeguarding.</p> <p>Inset day coming up is for report writing.</p>	
<p>AOB</p>	<p>None</p>	