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**Teaching and Learning Sub Committee**

Autumn Term 2019 – Minutes of 17th October meeting

Present: Jackie Oakes (JO), Liz Stellmacher (ES), Madonna Adams (MA), Lisa Borrowdale (LB), Gill Hart (GH), Sylvie Litt-Wilson (SLW).

1. **Opening Prayer**

JO opened the meeting with a prayer.

1. **Apologies for absence**

None.

1. **Declarations of interest**

JO explained that she has been asked to join the Board of Trustees of the Westlakes Multi Academy Trust, and will be attending a meeting in November as an observer prior to making a decision.

1. **Minutes of the last meeting (3 May 2019)**

Agreed as an accurate record.

1. **Matters arising (actions from previous meeting)**

The following open actions were discussed and status updated.

1. **St Bega’s Vision statement**. The aim is to agree a revised vision this term. So far, (i) a small group of governors have discussed the proposed structure and mapped the existing vision to it, (ii) the proposed structure has been shared in full governors, (iii) comments have been collected from parents and the community at the 50th birthday party event about what they value about St Bega’s and (iv) the structure has been shared with the Parochial Church Council. Next steps were agreed as follows:
	* JO to share the draft structure with all governors, asking for their inputs, to be returned by Friday 15th November.
	* A sub-committee (ES, JO, GH and MA) will meet to pull all of the inputs together and finalise the draft. Wednesday 20th November at 5pm.
	* The draft will be shared at full governors for review/endorsement.
2. **Governor Safeguarding Training**. All governors to refresh their training. Online training is available via the Cumbria Local Safeguarding Children Board website. (N.B. the website may have changed its name, but the new link should be accessible by googling Cumbria LSCB). Ongoing.
3. **New library**. Staff to progress the design and funding application. Ongoing.
4. **Staff Wellbeing Policy.** ES reported that the draft policy had been discussed at a staff meeting, and staff had made some proposed modifications. ES to send to JO and JO to finalise. Ongoing.
5. **Anti-bullying policy**. ES to review JO’s proposed modifications, and finalise. Ongoing.
6. **Induction pack for new governors**. JO to prepare an induction pack for new governors. Ongoing. MA noted there is a template on The Key.
7. **Staff sickness policy.** JO to revise. Ongoing.
8. **Staff recruitment policy.** JO to revise. Ongoing.
9. **Head Teacher Performance Appraisal**. MA to arrange. Complete, meeting will be on 4th November.
10. **School SEF.** ES to update. Complete.
11. **Governor Recruitment**. GH and MA reported that Claire Postlethwaite has agreed to join the governing body. Three other candidates have been identified and will be approached. It is hoped that most will become Foundation governors and that all will attend the Full Governors meeting this term as observers.

1. **Register of Statistics**

ES reported as follows:

* 21 children in years 1-6
* 7 in reception
* Total 28
* 1 in nursery, with 1 further due after October half term.
* Total now on roll 29
* 9 SEN, 3 with an EHCP and 2 awaiting statutory assessment.
* 3 Pupil Premium, all of whom have SEN.
* 1 EAL
* 16 girls and 13 boys

Attendance so far this term has been 98.8%.

1. **Governor Monitoring and Evaluation**

A number of monitoring visits have taken place and ES is content that governor monitoring for the first half of this term is up to date. Governors agreed which subjects they would monitor after half term. **Action: ES to send out potential dates for monitoring.**

A discussion took place about evaluation, and it was agreed that our practice in this area still requires work. Monitoring reports should not be a record of what the governors have seen, but a purposeful review, and a record of the evidence identified against that. The report back to governors should then enable a discussion, evaluating whether or not things are as we would want them to be. The key guidance for the purposeful review should be (i) the aims set out in the school improvement plan, and (ii) the overall vision for the school.

So the “template question” for the evaluation discussion in the governor meetings might be “Has this monitoring provided evidence that the school improvement plan is being addressed and/or that the overall vision for St Bega’s is being pursued?”

Steps for monitoring and evaluation are therefore:

* For the topic area concerned, identify the areas in the SIP and/or the vision which the governor wishes to explore.
* Carry out the monitoring visit with these points in mind, asking questions to gather evidence.
* Complete the written report, explaining what the governor wanted to find out and what evidence they found.
* Verbal report back to full governors, summarising the written report and allowing discussion among all governors to test whether things as we expect.

MA agreed to modify the monitoring form to capture the spirit of the above discussion, and it was agreed that monitoring evaluation should be included in governing body meetings as an agenda item.

**Action: MA to modify the governor monitoring form.**

**Action: MA to include governor monitoring evaluation as a standard agenda item for full governors meetings.**

It was also noted that ES carries out Head Teacher monitoring, and that this is included in the Head Teacher reports. Governors should also be using this data in monitoring evaluation discussions.

1. **Staff and Governor Training**

ES has begun SENCO training via Edgehill, and is finding it useful and enjoyable. She is also completing an RE teaching course, Tailor Made Teach RE.

MA is attending a conference in Durham, the National Leaders of Governance AGM. Topics will include the Ofsted framework changes, Dept of Ed updates and safeguarding.

Staff are booked to attend training in Team Teach and Firewarden training. John Lee is attending You Dance training. Lucy Sutton is booked for training in Primary English Subject Leadership.

A discussion took place as to whether any more Foundation governors should do the Improving Church School Governance course run by Liverpool Hope University. It was agreed to review this once we had appointed new Foundation governors and they had gained some experience.

The Diocese are promoting sessions for governors aimed at embedding school vision across school life; it was agreed that we would attend these.

**Action: ES to respond to the Diocese about governor attendance on at these sessions.**

1. **AOB.**
2. The new Ofsted Framework. It ws noted that the framework has changed; this will be discussed at full governors. **Action: MA to add to agenda for full governors. Action: all to review the new framework via The Key.**
3. Staff Room. GH asked for an update. ES explained that school life has been too busy this term to make progress. Governors noted that the action should be with the Premises committee, not with staff. Action: MA to ensure this is raised in the premises sub committee.

The meeting ended.

**Summary of new actions:**

1. JO to send the draft new vision to all governors, for comment by 15th Nov.
2. JO/ES/GH/MA to pull all comments together and finalise the draft vision, 20th Nov.
3. MA to add new vision review to 28th Nov Full Governors.
4. ES to send out dates for governor monitoring in Autumn 2.
5. MA to modify the governor monitoring form to reflect the discussion about purposeful review linked to the SIP/Vision.
6. MA to add governor monitoring evaluation to Full Governors as a standard agenda item.
7. ES to respond to the Diocese about governor attendance at School Vision embedding sessions.
8. MA to add the new Ofsted Framework to next Full Governor’s agenda.
9. All to read the new Ofsted Framework, available via The Key.