

Minutes of South Molton Community College Full Governing Body Teaching & Learning Committee on Monday, 19 October 2015 at 6.15pm.

<p>Chaired by: Diane Dimond</p>	<p>Clerked by: Simon Walker for Sue Squire</p>	
<p>Present: Andy Comerford Diane Dimond Andrew Finney (Principal) Rebecca Fowler Georgia Newman Binnie Pitt Gail Puffitt Oonagh Rowe Julie Snell Ellen Vernon</p> <p>Dave Lewis (Vice Principal) Stephen Rogers (SENCO) Campbell Orr (Asst Vice Principal) Richard Uffendell (RU)</p>	<p>Agenda: - Election of Chairman ASLT Professional Capital Apologies Declarations of Interest Agree Terms of Reference Lead Governor Reports Agree Lead Governors Approval of the Minutes of the last Teaching & Learning Committee Meeting held on 18/5/15 Matters Arising from the Minutes Review Policies Curriculum Standards & School Improvement SEND, Inclusion and Links with Community Chairman's Business Date of next Meeting</p>	
		<p>Action:</p>
<p>1.</p>	<p>Election of Chairman. AC asked if anyone wanted the role. Diane Dimond was happy to continue. AC proposed DD, seconded by GP and agreed.</p>	
<p>2.</p>	<p>ASLT Professional Capital. Stephen Rogers introduced ASLT points for discussion and covered areas that will help the school. There will be six meetings, students will present feedback themselves. Good Lesson Guide: SR discussed his 10 point page for good lessons. These points are cross referenced against Ofsted requests and teaching standards. They also serve as reflection points for teachers. This also links to the School Marking Policy. The guide also tries to ensure teachers are focusing on all groups of students, i.e. HAT, PP (Pupil Premium). RU expanded further on delivering professional capital in conjunction with the Good Learning Guide. He provided an insight into teacher meets and voluntary CPD. In the case of SMCC we are introducing 'SMCC Spotlight' aimed at sharing good practice and sharing ideas. AF thanked ASLT for their work supporting Teaching & Learning and all staff here to be involved with Professional Capital as CPD is Directed Time. Free of charge support brokered by AF from Woodruff School. Voluntary CPD is in addition to Trade Union agreed time. This is additional real value Performance Management and CPD is linked to Professional Capital it has a great future in school. AC asked how do we quantify success? SR replied via student feedback about practice across school. If students are happy the pedagogy should be in place. RU advised group looking at this in relation to different groups, ie. HAT, so student voice / feedback will be a measure as well as GCSE results.</p> <p>Various general questions / clarification from Governors. DD asked about closing gaps in groups but also between boys and girls.</p>	

3.	Apologies. Sheila Wyer and Sue Squire (sick leave).	
4.	Declarations of Interest. Diane Dimond – Acting Principal, Petroc.	
5.	<p>5.1 Agree Terms of Reference. Done at FGB AGM.</p> <p>5.2 To receive Lead Governor Reports.</p> <p>Curriculum. Former Lead Governor Sue Madgwick's Report had been circulated. AF referred to confidential <i>Excellence for All</i> documents regarding action points. AC noted EFA's for English Department.</p> <p>AF: biggest difference will be via right people taking class, so thanks for recent flexibility when making English department appointments. Both new English appointments will be coming into school for meetings before they start in January. On 11th November there are meetings with KEVICS and Cullompton English Departments and SMCC's to learn from their practice.</p> <p>AF/DC met with English Department on 15 October and sent cards home to all English thanking them for their support.</p> <p>Governor asked about Ofsteds likely review if they attended now. AF responded possibly RI but we are doing everything possible to change this.</p> <p>AP: AF to re-send from last year. The password to the VLE was reason asking all relevant information.</p> <p>There were more general questions / clarification from / for governors. AF advised many areas of school performing well. DL advised there are currently many changes to Curriculum.</p> <p>DD stated it is right to have a termly report on English and also should have a Link Governor for English.</p> <p>Lead Governor: Gail Puffitt. AC Seconded this proposal.</p> <p>SEN. Ongoing. Nothing new to add of significant. Very happy with SENCO.</p> <p>Safeguarding. AC/DL met and discussed safeguarding on 14 October. Some new work to do regarding minor compliance and process points. CO taking over as Designated Safeguarding Lead so that DL can concentrate on Teaching and Learning and this fits with CO's pastoral role.</p> <p>Community and Parent Links. No report from BP. Governors requested this be reported at the next FGB Meeting.</p> <p>Information Advice & Guidance. EV gave a brief overview. CO provided an insight regarding the activities day on 19th October geared and future planning for pupils around careers. Feedback will be sought. There are three of these tutorial type sessions in all relating to PSA.</p> <p>Pupil Premium. DD referred to her report. She has been through this with SR to gain a further and deeper insight how the various Pupil Premium measures work to close gaps and have a good impact. There is more work to do and will continue to look at Pupil Premium gaps and associated budget.</p> <p>5.3 Agree Lead Governors for:</p>	

	<p>Curriculum: GP</p> <p>SEN & Inclusion: RF and JS</p> <p>Safeguarding: AC</p> <p>School Improvement / Raising Achievement: AS / SW</p> <p>Community and Parent Links: BP</p> <p>Pupil Premium: DD</p> <p>Information Advice & Guidance: EV</p> <p>Subject challenge Governors for different subject each year.</p>	
6.	<p>Approval of the Minutes of the Teaching & Learning Committee Meeting held on 18/5/15.</p> <p>Approved and signed as a correct record.</p>	
7.	<p>Matters Arising from the Minutes. None.</p>	
8.	<p>Review Policies.</p> <p>8.1 Admissions. RF asked about capacity to take increasing Year groups. AF discussed new build and financial implications and tipping point numbers v costs. Approved and agreed by Governors.</p> <p>8.2 Numeracy. Now driven by DW (teacher). Some small tweaks and format changes. Approved and agreed by Governors.</p> <p>8.3 ICT. SW/DL to review by next FGB Meeting.</p>	
9.	<p>Curriculum.</p> <p>9.1 Review prospectus and website, including statutory information on curriculum, sports funding, pupil premium and SEND. All on website except Sports funding as this is as this is for Primary's only.</p> <p>9.2 Ensure targets are agreed and set by the end of term. Will be via Progress 8 and other necessary measures by end of Autumn term.</p> <p>9.3 Review national developments in Curriculum. DL advised a major change 1 – 9 grading system and explained this. School is using Flight Path for indication of progress / expected grading. County set targets based on what FFT (Fisher Family Trust) is telling us and DL explained how this is being done in different Year Groups. All students will be expected to study the EBAC by 2020. AF provided some further comments about our concerns regarding this.</p> <p>9.4 Monitor and evaluate progress of School Improvement Plan (curriculum areas). SS DP refers. AF gave a quick overview of where we are on this.</p> <p>9.5 Review term dates as recommended by Local Authority. Already agreed.</p>	
10.	<p>Standards & School Improvement.</p> <p>10.1 Review school reporting systems and Governor rota for attending parents evenings. DL has produced a document for this.</p>	

	<p>10.2 Review pupil attendance data. CO provided overview of data relating to pupil attendance and wanted to draw Governors attention to certain gaps and comparisons where SMCC needs to improve. CO went on to explain how Heads of House are going to approach this issue with parents. CO has raised with Heads of House that we need to be less soft regarding attendance as connection between attendance and attainment with shorter time between first and second letters and of EWO (Education Welfare Officer). Any Pupil Premium students off are called by Admin on first day. Attendance will be celebrated. More visits will also be done. Aiming for 95.3% and we need to do more to achieve this.</p> <p>10.3 Review school performance data, exam results, RAISE online, data dashboard, Fisher Family Trust. AF provided overview and referred to data provided at most recent FGB Meeting. AF suggested we could have Governor evenings.</p> <p>10.4 Maintain an oversight of Pupil Performance issues in conjunction with the Principal and teaching staff. This is ongoing and makes use of data and performance management methods used within the school.</p>	
11.	<p>SEND, Inclusion and Links with Community.</p> <p>11.1 Monitor attendance, including lateness, behavior, exclusions & evaluate strategies implemented for improvement. Referred to data / policy information on website.</p> <p>11.2 Safeguarding Audit with designated teacher. DL – Safeguarding discussed re audit and excellent relationship developed with CAMHS. DL talked through his report and touched on areas such as number of sessions, Police 121A forms and some concerns that our referrals are not meeting MASH thresholds leaving issue with school to deal with without all avenues of support. JS asked would the Student Councillor be cut? AF replied there will be different difficult decisions to make. SW advised we are already reviewing budget. DL said we also need to work ‘smarter’ with our support funding.</p> <p>11.3 Receive report on pupil record keeping, disclosure of pupil information and pupil reports (Data Protection). AF referred to existing Governor approved Policy.</p> <p>11.4 Maintain an oversight of Inclusion issues in conjunction with the Principal and teaching staff. Monitor use of Hub and Exclusions (temporary and permanent) and related student groups.</p>	
12.	<p>Chairman’s Business. Meeting scheduled with Mrs Squire (Clerk to Governors) for review. Please forward any points for consideration.</p>	
13.	<p>Date of next Meeting: Monday, 22 February 2016 at 6.15pm.</p>	
<p>Summary of Decisions:</p> <ul style="list-style-type: none"> ➤ Election of Chair ➤ Minutes of 18 May 2015. 		
<p>These Minutes are agreed by those present as being a true record.</p>		

Signed: Chair of South Molton Community College Full Governing Body Teaching and Learning Committee:	Date: