



Dare to Discover

Minutes of the meeting of the Teaching & Learning Committee held virtually on WEDNESDAY 2ND OCTOBER 2024 at 7pm

Governors Present:

Lucie D'Heudieres (LDH)
Russell Fry (RF) (VICE CHAIR)
Jenni Caisley (JCa)
Beci McCaughran (BM) (HEAD)

Others present:

Helen Dunn (HD) (Clerk to Governors)
Ellie Crowe (EC) (Associate member)
Joy Eldridge (JE) (Associate member)
Harriet Robins (HR) (Teacher)

		Action
1.	<p>Welcome & Apologies for Absence</p> <p>RF opened the meeting.</p> <p>Apologies were received and accepted from SD. RF covered position of Chair for the purposes of this meeting.</p> <p>Governors acknowledged the departure of LH as Committee Member.</p> <p>The meeting was quorate and held using MS Teams.</p>	
2.	<p>Presentation – Changes to History by Harriet Robins</p> <p>Harriet Robins presented slides to Governors to provide an overview of teaching within the subject of History and the recent changes made to the deliverance of the subject.</p> <p>The rational for updates was explained and it was highlighted that recent reviews had focused on ensuring the teaching content was in line with the national curriculum.</p> <p>Each topic is now broken down to clearly show the key enquiry question, the national curriculum coverage and the golden threads linked to this. Examples were provided for lower/middle/upper school, so Governors could clearly see how each topic was addressed and met requirements from the curriculum.</p> <p>Teachers follow a Key Concept Tracker to demonstrate how each topic is introduced, re-visited and built upon throughout KS1 and KS2.</p> <p>The Headteacher thanked both HR and EC for all their hard work reviewing the History teaching provision and for providing the visual presentation for Governors.</p>	



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	<p>Question: A Governor asked if there is lots of debate within classrooms to spark imagination and conversation.</p> <p>Governors were reassured that children engage in debate regarding the history topics and were given examples, including from within KS1 classes.</p> <p>Question: A Governor asked what the feedback was from children following the changes to the teaching methods of History.</p> <p>HR explained that the new programme was rolled out at the end of the last academic year and so was still early stages, and too early for significant feedback. However, they hope to be able to assess this later this term and hope to see the children making the connections that have been intended.</p> <p>Question: A Governor asked why the year groups were split into A and B for topics covered.</p> <p>School leaders explained that this links to the school's 2-year rolling curriculum programme to address the mixed-age class structure.</p> <p>Question: A Governor asked how the school manage representation of diversity when teaching about important people in History, for example women in history, people of colour in history.</p> <p>Governors were informed that this is something the teaching team are very aware of and is already identified as an area of development within the school's Development Plan. They have identified an ongoing target to embed diversity in the teaching across the board, with subject leaders taking more of a lead on this. School leaders explained the nuance of this work e.g. children learn about Matthew Henson as a polar explorer but also that historians have little access to reliable sources about him because at the time he was a slave and considered insignificant, Diversifying the curriculum is complex but the initial work completed has been positive.</p> <p>HR was thanked for her presentation and her time in talking with the Governors.</p> <p>HR left the meeting.</p>	
3.	Declarations of Interest	
	There were no declarations of interest relating to items on the agenda.	
4.	Minutes of Previous Meeting	
	The Minutes of the meeting held on 16 th July 2024 were submitted and will be signed by the Chair as an accurate record after the meeting.	Clerk
5.	Matters Arising from Minutes of Previous Meeting	



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	<p>Committee members were asked if they had any matters arising from the Minutes which were not already included on the agenda.</p> <p>5 <u>Assess best and simplest storage of reports and notes on Teams</u> <i>Saving of monitoring reports was also discussed at the last FGB and all Governors aware of the process and reminded to log and save their visits/reports accordingly.</i></p> <p>ACTION: The Headteacher to work with the Clerk going forwards to ensure all reports are accessible to Governors and saved correctly.</p> <p>6.1 <u>PP Data - look at the data in visual form, when it is received in the autumn term.</u></p> <p>National Pupil Premium data not yet available and therefore this item is differed to next committee meeting. <i>Ongoing.</i></p> <p>The Headteacher had however presented other data available into graph form and talked Governors through this visual representation. Graphs showed cohort variation but overall no downward trend, and Governors were happy with the data shown. It was noted that it is important to always consider school dynamics in line with data results and to assess results over a period of time.</p> <p>Governors remarked that national data will also show fluctuations in trend, so it is normal to see this here too, so longer term trends are often more indicative. It was acknowledged that there is often narrative around results which will go some way to explaining fluctuations in data.</p> <p>The Headteacher informed Governors that Pupil Progress meetings will be held, which will demonstrate how the school approach data results on a focused level. Governors are invited to attend these meetings to gain a better understanding of this.</p> <p>ACTION: BM will share future Pupil Progress meeting dates with the committee members.</p> <p>8.1 <u>My Concern platform - Look at the change in logging of incidents and the reporting from this system.</u></p> <p><i>Covered under Item 9.2</i></p>	<p>Clerk /Head</p> <p>Clerk /Head</p> <p>Head</p>
<p>6.</p>	<p>Terms of Reference</p> <p>6.1 <u>Review T&L Committee Terms of Reference</u></p> <p>Governors looked at suggested changes, which were highlighted on the document and circulated ahead of the meeting.</p>	



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	<p>CHALLENGE: A Governor asked whether the Terms of Reference should state that closer oversight of monitoring is required, to ensure that everything is covered, and nothing missed throughout the year.</p> <p>The Headteacher considered this suggestion but is reluctant to create more monitoring tasks. She feels there is already good coverage of the required monitoring and the process is clear. Governors discussed the process including that the Full Governing Body (FGB) have delegated responsibilities to the sub-committee groups, minutes from committee meetings are available to all Governors, and the Chair from each committee reports back a summary at FGB meetings.</p> <p>Governors raised the fact that the Terms of Reference clearly state what the committee group do, but doesn't set out guidelines for next steps. This raises opportunities for queries and miscommunication.</p> <p>ACTION: It was decided to add a bullet point to the relevant Terms of Reference to say: 'To liaise and consult where necessary with the Full Governing Body'.</p> <p>Ratification: Governors unanimously agreed to adopt the Teaching and Learning Terms of Reference, subject to adding the above-mentioned bullet point.</p>	Clerk
7.	<p>Cohort data targets</p> <p>7.1 <u>Review of cohort data targets</u></p> <p>The Headteacher shared visual data ahead of the meeting and talked Governors through the information. 'Insight' was used to present this data and the Fisher Family Trust aids with data predictions. Fulbourn school choose to benchmark against the top 20% of primary schools in the country. This data is particularly useful to highlighting where interventions are needed.</p> <p>Year 6: This cohort will find assessments challenging due to their high level of need. Particular focus is required on their handwriting skills, and the school is due to be moderated on writing by the end of this year. Extra work is also required on reading skills within this cohort.</p> <p>It is noted that there is a high turnaround of pupils with Year 6 at present, with some pupils joining from schools that approach the curriculum in a very different style (Steiner).</p> <p>Year 5: This cohort includes a high level of Pupil Premium and SEND, with low class numbers and an imbalance in gender. Behaviour within the cohort is particularly challenging. Teachers are currently splitting the cohort into smaller groups to teach Maths and they hope to bring the level of ability</p>	



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	<p>up within the coming months. Extra voluntary support for reading with Year 5 is needed.</p> <p>Conversations with local secondary schools begin within Year 5, to allow plenty of preparation for this cohort to move up with the support they need. Some secondary schools are engaging and investing in the process early to aid the process of joining in Year 7, with some offering assistance with EHCPs.</p> <p>School leaders will track Year 5 progress carefully.</p> <p>Year 4: This cohort sit comfortably within targets and there are no areas of concern identified.</p> <p>Year 3: This cohort again include a high level of SEND and other high needs, presenting a very complex set of challenges.</p> <p>Year 2: Writing has been identified as a focus in order to reach targets.</p> <p>Year 1: Achieving well and doing great. On target.</p> <p>Reception: In their first few weeks with the school, this cohort have presented as having excellent and well-established skills in reading and writing.</p> <p>SEND: SEND children are always welcomed to the school and looked after well. It is acknowledged that budget and funding play a major factor in whether the school are in a position to meet their needs and this has to be assessed carefully. The school responds thoroughly to 'placement exploration requests' from the LA, explaining what additional resources they will need in order to be able to meet a pupil's needs. Where the school feels they are not able to meet a pupil's needs, this is shared with the LA. Currently the LA do not respond appropriately to this information and children join the school without appropriate funding, resources and support. The senior leadership team challenge this robustly.</p> <p>A Governor stated that this topic is being discussed at Governor Briefings and general consensus is that there is a need for families to challenge the Local Authority decisions on funding.</p>	
<p>8.</p>	<p>Governor Monitoring</p> <p>8.1 <u>Review of the Governor Annual Schedule of Work 2024-25</u></p> <p>Governors felt the discussions at the last FGB covered this item sufficiently.</p> <p>8.2 <u>Set up working party to review Schedule of Work and policies</u></p>	



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	<p>It was agreed, following discussions in Item 6 about the committee Terms of Reference, that Governors should review what is monitored and policies covered.</p> <p>ACTION: BM and RF to work together to review the Schedule of Work and policies.</p> <p>8.3 <u>Discussion/review of past and future monitoring</u></p> <p>The following was re-capped from the previous FGB meeting: Autumn 2 – Pupil Outcomes – LdH Spring 2 – SEND – RF Summer 2 – Curriculum and Assessment – LdH</p> <p>All monitoring reports are to be saved correctly and available to other Governors.</p>	<p>Head / RF</p>
<p>9.</p>	<p>Behaviour / Special Educational Needs and Disabilities (SI)</p> <p>9.1 <u>Termly SEND Report</u></p> <p>The SEND report is not ready yet but will be shared at the next committee meeting.</p> <p>Census day imminent</p> <p>9.2 <u>The Behaviour Curriculum</u></p> <p>The statutory Behaviour Curriculum has been introduced from local government and is going well. All staff are engaged and all behaviour issues are being logged on MyConcern.</p> <p>Using the MyConcern system has brought with it a lot of change to the process and many discussions. Many logs overlap with wellbeing and safeguarding, so users are trying currently to streamline and refine their use of the system. The team are aware that nothing can be missed despite the high number of daily logs, but they are confident that with four DSLs checking daily, this is not a high risk. Staff are still getting used to the system and currently this is causing a high workload but they are hopeful current action to streamline the process will be effective. Better triaging will save time.</p> <p>The Headteacher also pointed out that many logs relate to a small number of children and that they will be able to report to Governors to show number of children verses number of behaviour logs, which should put data in perspective.</p> <p>The Local Authority will be attending in November to fully review and guide on Safeguarding processes so they will be shown the MyConcern results at this time.</p>	



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	<p>QUESTION: A Governor asked how much more work this system has created for the team.</p> <p>EC explained that there had been 43 behaviour concerns logged within the last week, with more safeguarding logs in addition to these. Many of the 43 logs do not require action and relate to a few children only.</p> <p>ACTION: Further data from MyConcern to be shared with Governors via Teams when it is available</p> <p>EC provided examples to Governors of what incidents would be logged on MyConcern and what wouldn't be included. All dangerous and anti-social behaviours are logged unless considered age-appropriate e.g. a 4 year old needing extra reminders not to call out during their first half term in school would be considered age-appropriate and part of teaching and learning about our behaviour curriculum in reception. They do log any significant changes to behaviour as a safeguarding concern.</p> <p>Governors noted how important their PREVENT training is.</p>	EC
10.	<p>Quality of Teaching (SI)</p> <p>10.1 <u>Catch-up / interventions</u></p> <p>'Insight' generated data was presented by the Headteacher to list interventions carried out by the school.</p> <p>BM explained that the interventions are the same as last year, despite reducing Teaching Assistants (TAs) by 4, so this shows efficient use of TA time and a good achievement.</p> <p>All interventions carried out are tried and tested, with some being requirements of EHCPs.</p> <p>BM explained that Tech Kits are included with some EHCPs and how empowering these are for children.</p> <p>10.2 <u>T&L related safeguarding issues</u></p> <p>No issues identified.</p>	
11.	<p>Policies for Review</p> <p>Governors were advised of no significant updates or changes to these policies.</p> <p>CHALLENGE: A Governor remarked that there is a large overlap of SEND/EAL/Additional needs covered in these policies.</p>	



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	<p>The Headteacher said that the policies have been taken from Local Authority model versions.</p> <p>11.1 <u>SEND Policy</u></p> <p>RATIFICATION: Governors unanimously approved the SEND Policy</p> <p>11.2 <u>Supporting Pupils with Medical Conditions Policy</u></p> <p>RATIFICATION: Governors unanimously approved the Supporting Pupils with Medical Conditions Policy</p> <p>11.3 <u>Pupils with Additional Health Needs Attendance Policy</u></p> <p>RATIFICATION: Governors unanimously approved the Additional Health Needs Attendance Policy</p>	
11.	<p>Any Other Business</p> <p>There were no strategic items of business.</p> <p>RF was thanked for stepping in as Chair for this committee meeting.</p> <p>Governors were reminded to provide plenty of notice if unable to attend future meetings, so that it is possible to ensure meetings are quorate.</p>	
12.	<p>Date/Time and Agenda Items for Next Meeting</p> <p>The next meeting is planned for Wednesday 27th November 2024 at 7pm. This will be a virtual meeting.</p> <p>No further questions or comments were received. The meeting closed at 8.30pm.</p>	

ACTION GRID FROM T&L COMMITTEE MEETING, 2nd October 2024

	Item	Owner	Deadline
4	Sign and ratify the Minutes of the meeting held on 16 th July 2024	Clerk	Next meeting
5	Ensure all monitoring reports are accessible to Governors and saved correctly	Head/Clerk	Ongoing
5	Visual review of PP data – agenda item	Clerk/Head	Nov 24
5	Share future Pupil Progress meeting dates with the committee members.	Head	When ready
6.1	Add a bullet point to the relevant T&L Terms of Reference	Clerk	Nov 24
8.2	Review the Schedule of Work and policies	Head / RF	Nov 24
9.2	Further data from MyConcern to be shared with Governors via Teams	EC	When ready



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Dates of FGB Meetings 2024-2025 – Wednesdays, to start at 7pm (in person)

25th September 2024

4th December 2024

12th February 2025

19th March 2025

7th May 2025

2nd July 2025

Dates of Committee Meetings 2024-2025 – Wednesdays, to start at 7pm (virtual)

T&L Committee– 2nd Oct, 27th Nov, 5th March, 16th July

P&R Committee– 9th Oct, 20th Nov, 22nd Jan, 12th March, 23rd Apr, 18th June