



Teaching & Learning Committee

27th January 2016

10am, The Conference Room, Ellen Tinkham School

Attendees	Initials	
Kate Mythen	KM	Co-opted Governor
Ernie Wingeatt	EW	Co-opted Governor
Kay Rosier	KR	Co-opted Governor
Jacqui Warne	JW	Head teacher
Jill Grainger	JG	Co-opted Governor
Lesley Williams	LW	Clerk
In Attendance		
Maggie Blaber	MB	SLT
Stella Taylor	ST	SLT
Nikki Burroughs	NB	SLT
Judy Findlay	JF	SLT

Absent with Apologies	Initials	
Catherine Monger	CM	Co-opted Governor

Absent Without Apology	Initials	
Daisy Binnie	DB	Staff Governor

Agenda	Led By
Procedural Items	
1. Welcome & Apologies	clerk
2. Register of Business	clerk
Strategic Items	
3. GB Housekeeping	chair
4. Policies	chair
5. Teaching Standards	NB/JW
6. Pupil Progress	NB/JW
7. Pupils	MB/JF
8. Post 16	JW
9. 19-25	JW
10. Committee Structure	All
11. Meeting date	chair

Additional Documents used/referred to at the meeting:

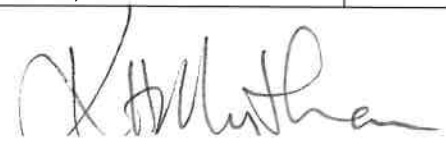
- *T&L Committee Terms of Reference*
- *Sex & Relationships Policy*

MINUTES

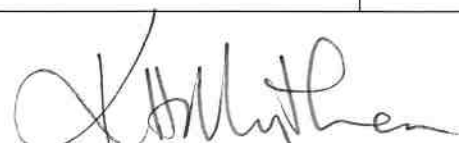
Ref	Item	Agreed/Action
1	WELCOME AND APOLOGIES The clerk welcomed governors to the meeting. CM has sent her apologies, and governors officially accepted these. DB absent from the meeting.	
2	REGISTER OF BUSINESS None declared.	
STRATEGIC ITEMS		
3	Governing Body Housekeeping	
3.1	<u>Vote in new Chair</u> Clerk asked whether there any nominations for the Chair of T&L Committee, noting that KM has already expressed an interest. As no other nominations, the clerk asked for a vote for KM – all governors	AGREED: KM voted in as chair of T&L committee

	unanimous in the voting KM as chair.	
3.2	<p><u>Committee Terms of Reference</u></p> <p>Governors have viewed the terms of reference as circulated before the meeting. Governors raised the following questions: <i>do we accept that the terms state 'quorate' as '3 including the headteacher'?</i> Governors briefly discussed, noting there were 6 governors in the committee (excluding HT) and concluded that would leave the quorate as '3' for now. <i>What is the standards group?</i> Clerk advised that this terms needs to be changed, as now the CBT group. <i>What does 'extended services legislation' refer to?</i> It was clarified that this was referring to anything outside of the school. All governors happy to agree the terms of reference, subject to the clerk making the amendments, as discussed above.</p>	<p><u>AGREED:</u> Governors agreed to the terms of reference, subject to clerk amending as discussed.</p>
4.1	<p><u>Sex & Relationships Policy</u></p> <p>Governors viewed the policy as circulated before the meeting. Governors asked <i>whether this was a reasonable policy to have in school and was there a requirement that sex education starts at a certain age in special schools?</i> Governors discussed, agreeing that all pupils are entitled to sex education. KR confirmed that the pupils' parents are kept informed of what is going on in school, and feels that the policy is reasonable. Governors then agreed to adopt the policy as presented.</p>	<p><u>AGREED:</u> Governors agreed to adopt the Sex & Relationships policy.</p> <p><u>ACTION:</u> clerk to amend the policy review chart and ensure updated policy is available on staff area of federation website.</p>
5.1	<p><i>SLT joined the meeting at 10.30am JW, JF, NB, MB, ST</i></p> <p><u>Teaching Standards</u></p> <p>NB gave governors a verbal update and governors noted the following:</p> <ul style="list-style-type: none"> - SLT currently looking at developing the curriculum this term, by putting it into a more structured framework and developing a more continuous approach throughout the federation. This has come about from new teachers joining the school. - Planning is being addressed and monitored. SLT are looking at how confident teachers are with their planning – and finding the need to be sometimes more succinct. 'Nutshell' planning is being looked at to develop planning across the Federation, and for planning to be more accessible to a wider audience and less time consuming. SLT have concluded that planning needs to be shorter and more accessible for TAs and some students. - Teachers went away to look at whether nutshell planning can be standardised across the key stages, concluding that different key stages have different requirements, however, the 'What, Why, How?' words are consistently used across all year groups. <p>JW commented that it was important to focus on 'process' and not 'product.' Governors were asked whether it would helpful to view some planning? All agreed that it would be extremely useful and would enable them to have a clear understanding of the processes involved.</p> <p>Governors asked <i>whether the Ofsted visit has changed any of the thought process into how it is going with the Federation?</i> JW confirmed that as a Federation we must not be afraid to deviate from our current model to enable greater provision. NB informed governors that after meeting with Ofsted, on reflection it would good to share pupil data termly with governors, giving governors more information of how many pupils are meeting, exceeding or missing their targets, so that governors could then scrutinise the data. Governors agreed to this and asked for NB to produce termly reports.</p>	<p><u>AGREED:</u> Governors to view examples of planning at least once a term.</p> <p><u>ACTION:</u> NB to provide Governors with termly pupil data reports.</p>

<p>6.1</p>	<p>Pupil Progress</p> <p>NB confirmed that have looked at pupils progress and governors noted the following:</p> <ul style="list-style-type: none"> - 10 Feb 2016 there is an empowerment team meeting in both schools, where 'tracking pupils' and 'next steps' will be looked at. - Data has been analysed from home-school agreements for both schools, showing a slight dip in overall percentages at ET & an increase at BB. NB confirms this is due to target setting. - Target setting across the Federation will be analysed in summer term. - There will be a focus on problem solving and communication that SLT will be monitoring after half term. - At ET, 49% targets set are making good or outstanding progress. This is a 1% increase. 63% targets set at BB are making good or outstanding progress. This is a slight drop. - Speech and language intervention at BB has been currently taken away, as the system now works differently as linked to individual ECHPS. Very few pupils are actually eligible for specific speech and language intervention, only 3 are eligible ET. <p>Governors questioned how school was managing this? JW replied that ET are spending money from the school budget on speech and language therapists and will have to look to do this at BB, as pupils need this intervention. JG asked whether we have skilled therapists already in the school? JW confirmed that ET has excellent assistants in the school, but have no clinician to supervise them, so not acceptable provision for pupils. Unless we buy therapists in, the pupils will not receive therapy. JF informed governors that a few parents at BB have voiced concerned about the lack of speech and language for their children. JG asked whether the SENTIENT trust could look at this issue? JW confirmed that they are currently looking at this and have spoken with Virgin Care, who have since sent a letter listing the provision they currently provide. JW will forward to governors.</p> <p>KR asked NB whether school have information on different student groups? Are you monitoring specific groups? NB confirmed currently just monitoring pupil premium and looking at closing the gap. As a special school, don't have all the different groups as just look at individuals. KM asked whether the PP group are still working above expectation? NB confirmed yes, and that Pam (ET) and Lynne (BB) are looking specifically at PP children, and how we are spending the money. Governors noted JG has met with Pam and would bring a report to next committee meeting. ST informed governors that teachers are given the breakdown of PP spend per student, to allow them to scrutinise this and better plan provision.</p>	<p><u>ACTION:</u> JW to send copy of Virgin Care letter listing provision to governors.</p> <p><u>ACTION:</u> JG to provide report to governors at next T&L meeting, on previous meeting with Pam re. PP group.</p> <p><u>AGREED:</u> Governors agreed to invite Pam/Lynne to a future committee meeting to discuss PP.</p>
<p>7.1</p>	<p>Pupils</p> <p>MB confirmed to governors that numbers at ET are currently 139 pupils, plus two year 15 students. Governors noted the following:</p> <ul style="list-style-type: none"> - Size of KS2 classes are large, plus there are four kS2 children in mainstream that would like to come here. - Looking at opening another KS2 class after Easter in the Conference room, pending Bodley house. Currently have 22 years 6s transitioning into KS3, so the extra class could be purely yr6 students. Some of the students have real complex needs. In September, this new class could 	



	<p>automatically become a new KS3 class, so easy transition.</p> <p>KM asked how will this be staffed & is there a need for any additional recruitment? Governors noted that one of the part-time teachers would look at teaching fulltime, so will be run by existing staff being offered extra hours. Plus, there is an advert out for additional TAs.</p> <p>JF informed Governors that there are currently 98 pupils at BB. Governors noted the following:</p> <ul style="list-style-type: none"> - One student has successfully moved back into mainstream, another pupil has joined in the nursery. - Pressure points are Early Years, as have a few waiting to come in before Sept and EY already have 16 students, so may have to address staffing. There are also possibly 12 pupils ready for EY in September. - 12 students will leave FE this summer, so BB could go down to 2 classes, or perhaps just a joint FE department. - Four Yr 3s would like to join BB before September. - Quite a lot of outreach is currently going on, and the school is getting a lot of enquiries, so new intact should replace the numbers of pupils that will leave in summer. - JW confirmed that has had recently met with Veldra Woodruff, and DCC are having conversations with both schools <i>in advance</i> of pupils coming in. Governors noted that this was the first time this had happened. <p>KM asked how much notice do you get regarding potential students? JW confirmed that having emails all summer, and it can be very random. The budget ties in with students arriving, as if a student arrives after 15th of the month, the school will get no funding until the following month for that student. School can take on extra TAs for the potential extra students, but if the students do not turn up, the school is left funding the TAs. Governors asked how does school manage the influx of student numbers? JW confirmed that school will look at the trends, to try and ascertain pupil numbers. DCC buy in 131 places at ET each year, but ET are always over numbers. KM asked whether there was any limit to how far DCC will transport children? JW confirmed that DCC looking to cut budget, as transport is so expensive. JF confirmed DCC will not pay for nursery transport.</p>	
8.1	<p>Post 16</p> <p>JW confirmed ET post 16 is a 'major strength' with school, with the use of personal budgets and very strong transitional work, looking at transition from school to college and college to life. Governors noted that FE at BB is a relatively new 'department', so going forward, the federation will be looking at closer liaisons between both schools, to look at planning and how to work as a FE department. Both schools are looking to move FE off site, and had considered a joint venture between both sites, concluding that separate provision for each school would be more accessible. ET- currently looking at Bodley House to house FE. BB currently looking at options. Governors will look to invite FE leads to a future committee meeting, to discuss planning and destinations for pupils.</p> <p>Bodley House- Governors noted that school is currently exploring options for some students being on different sites, but this can not be finalised or parents informed until Bodley is confirmed. Still officially waiting for the elected members to agree for ET to have Bodley House.</p>	



	Governors asked <i>for SLT to consider what the impact of last week's Ofsted inspection would have on the team and professional development going forward?</i>	
9.1	<p>19-25</p> <p>JW informed governors that have registered as CIC, but now don't need to register as CQC. Currently considering a plan of provision and costings for 19-25. Governors asked to be kept updated on an ongoing bases.</p> <p><i>11.43am JF leaves the meeting</i></p>	
10	<p><u>Committee Structure Meeting</u></p> <p>Governors with SLT how future committee meetings would work. Governors agreed to have a particular focus for each meeting. Examples:</p> <ul style="list-style-type: none"> - Samples of nutshell planning- every half term- sample some aspect of T&L. eg. Nutshell planning, learning journals, overview, impact of training. Termly- pupil data – might have a particular focus, eg. PP, boys v girls etc. - Enquiry questions from heads report. – challenging questions. - Pupil numbers – look at half termly. Admissions and potential pupils. - Outreach- outside influence to other schools. How does this look? - Committee could track progress towards becoming a teaching school. - Therapies- JG asked <i>could governors evaluate therapy?</i> JW confirmed could be looked at under heading of monitoring. - Advocacy- student council. - Safeguarding-ST to inform KM of next safeguarding meeting. - Focus on different teams- 'E groups'. <ol style="list-style-type: none"> 1. Empowerment team cluster of teachers responsibility for core subjects 2. Enrichment team- geography and humanities and arts 3. Energise- PE and outdoor physical education 4. Enable- therapists <p>Governors discussed having perhaps every half term to have empowerment, but also one of the other teams along. Could see one team for report, one for questions- so have notice to gather information.</p>	ACTION: Chair and clerk to produce agenda for next meeting together.
11	<p><u>Additional Item – Well Being At Work</u></p> <p>JW informed governors that SENTient have looked at range of alternatives to HR one to providing services. Michelmores are the preferred choice. All heads are proposing to take this back to their governing bodies to agree.</p> <p>'Well being at Work' services are being absorbed into a company called 'IMASS'. Governors noted that JW not sure about the quality of IMASS. JW advised governors that a decision is required by 1st February. JW recommending that say Yes to Michelmores, but to discuss at FG. Regarding IMASS, JW recommends to go with them for a year, and monitor how this goes. Governors noted could potentially pull out after a year. Governors noted that Michelmores does have a wellbeing service that they would recommend, but more expensive than IMASS. Governors all agreed to support JW and go with IMASS for a 1 year.</p>	AGREED: Governors all agreed to go with IMASS regarding WB@W for 1 year.
12	<p>Next Meeting date was confirmed as 9th March 2016 at 10am, ET.</p> <p><i>Meeting closed at 12.05pm</i></p>	

