

Broadwaters Governing Body

Teaching Learning & Standards Committee

Meeting held on

Monday 17th October 2016

6:00pm-8pm

Minutes

Committee Chair: **Hugh Williams**



Membership

*Denotes attended meeting

Governors

- *Dawn Ferdinand (FD) – Headteacher (The Willow)
- *Margaret Sumner (MS) – Headteacher (The Brook)
- *Chia Barsen (CB) – Federation Staff Governor
- *Robert Singh (RS) – co-opted
- *Roberta Hepburn (RH) – Parent Governor The Willow - Vice-Chair
- *Hugh Williams (HW) - co-opted – Chair

Associate Members

- *Hannah Gibson (HG) – Acting Deputy (The Brook)
- *Sarah Harris (SH) – Deputy Head (The Willow)
- Natasha Beckles (NB) – Assistant Head (The Willow)
- *Tom Laverty (TL) Acting Deputy (The Brook)

Other Attendees

- *Premila Seecharam (PS) – SLT PA (Minute Taker)

Part 1

Summary of action points arising			
Agenda Item	Sub Set	Action Point	Action by
3.	Membership	Chair to request another member at next FGB.	Chair
6.	Minutes of meeting 12.07.16	<ul style="list-style-type: none"> • DF to circulate at FGB on 7/11/16 draft list of knowledge, skills and outcomes for the governors as part of The Willow SIP. • HW to identify TLS remit items on BILC Improvement Plan. • Receive report on judgement on the quality of provision following visit of SIA carried forward. • Chair to confirm whether following is a CS item: Review/monitor procedures for provision of information to parents and others including publication scheme etc. • Ghanaian Schools - how the developing links are supporting learning for all partners; carried forward. 	DF HW DF/ MS Chair DF/ MS
7.	Review work plan for the committee	<ul style="list-style-type: none"> • The meeting on 14 November will be a Brook agenda. • HW to review the work plan to suit the needs of the committee and circulate to headteachers for their comments. 	Chair/ MS HW
9.	Agree role of governors	RH to meet with Tom Laverty from The Brook and Natasha Beckles from the Willow.	RH/TL/ NB
10.	Committee self-evaluation	HW will recirculate the TLS self-evaluation survey proformas and request that the committee either complete the form or suggest improvements to its format.	HW/ All

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11.	Autumn Term 1 Work plan	<ul style="list-style-type: none"> PS to email the governors an electronic copy of both school calendars in order for them to review any school activities which they would like to attend. Review Integrated Placements - Carried Forward 	<u>PS</u> <u>DF/MS</u>
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Agenda Item	Sub Sets	Discussion	Action by
1.	Welcome, Introductions & Apologies for absence	The chair welcomed everyone to the committee and thanked everyone for coming. Apologies for absence have been received and noted from Natasha Beckles. The committee welcomed Chia Barsen (from The Brook). Chia has joined the GB as the elected staff governor.	
2.	Declarations of interest in respect of items on the agenda	There were no declarations of interest in respect of items on the agenda.	
3.	Membership	The membership was confirmed as listed above. Helen Gatenby has moved to the Community Services committee. Isabel Manley has resigned for the governing body. Governors noted that there are only 3 non-staff members and agreed that the committee needs at least one more non staff governor. AP: Chair to request another member at next FGB.	Chair
4.	Elect chair and vice chair	The Clerk called for nominations for chair and vice-chair. RS nominated Hugh Williams; this was seconded by DF. There were no other nominations and HW was duly elected chair. RS nominated Roberta Hepburn as vice- chair and this was seconded by DF. There were no other nominations and RH was duly elected vice-chair. As per the Terms of Reference of the committee, the period of office of the chair and vice-chair is to the date of the first meeting of the committee in the Autumn term 2017.	
5.	Confirm clerking arrangements	Clerking for this committee will be continued by Premila Seecharam.	
6.	Minutes of meeting 12.07.16	Part 1 Minutes of the meeting held on 12 th July 2016 were reviewed and agreed as accurate and duly signed by the chair. To be kept at the Brook School for reference by both schools. Matters arising: <ul style="list-style-type: none"> Item 6 Page 4 – DF has compiled a draft list (of knowledge, skills and outcomes for the governors as part of The Willow SIP). AP: To be circulated at FGB on 7/11/16. Item 6 Page 6 – HW has not yet looked at BILC Improvement Plan in regards to TLS remit. AP: Carried forward. Item 6 Page 6 - Receive report on judgement on the quality of provision following visit of SIA, agree update to appropriate sections of the SEF and determine future actions. AP: Carried forward. Item 6 Page 6 - Review/monitor procedures for provision of information to parents and others including publication scheme (Freedom of Information Act), progress on gender equality scheme and annual publication of complaints procedures and discipline (including anti-bullying) policy – possibly a CS item. AP: Chair to confirm whether CS item with chair of CS. Item 8 Page 7 - Ghanaian Schools - how the developing links are supporting learning for all partners (AP from FGB - Margaret/Dawn). AP: Carried forward. 	DF HW DF/MS Chair DF/MS

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7.	Review work plan for the committee	<p>It had been agreed last year (minutes 12 7 16) that for particular items TLS would split into school groups. However, the meeting agreed that both schools should be aware of the work of the other, especially around the data. It was decided that this meeting would proceed as planned with the committee splitting into two groups to discuss school-specific items and coming back together for the last 30minutes for feedback from each group.</p> <p>However, future meetings this year will alternate between Brook and Willow agendas, with joint meetings only called if necessary. On that basis there will be one meeting per school per term and the work plan will need to be altered to reflect this.</p> <p>It was noted that the Willow team may be unable to attend the meeting planned for 14th November. The next meeting will therefore be a Brook agenda.</p> <p>The first meeting of the Autumn term next year will need to be a joint meeting to deal with business such as election of officials and link governors.</p> <p>Action: HW to review the work plan to suit the needs of the committee and circulate to headteachers for their comments.</p>	<p>Chair/ MS</p> <p>HW</p>
8.	Agree schedule of presentations from curriculum/behaviour & emotional wellbeing leads for year	This item was not discussed.	
9.	Agree role of governors in monitoring and evaluation process	<p>Agreed Link Governor Roles Robert Singh – Willow curriculum Hugh Williams – Brook Curriculum Roberta Hepburn agreed to become link governor to look at Behaviour and Emotional Wellbeing in both schools.</p> <p>Action: RH to meet with Tom Laverty from The Brook and Natasha Beckles from the Willow.</p> <p>EYFS – new governor to be the link for EYFS once appointed.</p>	RH/TL /NB
10.	Committee self-evaluation	<p>HW raised this issue as he has previously circulated an evaluation form to the group but received few replies. He was not sure if the format was suitable but considers that some form of self-review is essential.</p> <p>Action: HW will recirculate and request that the committee either complete the form or suggest improvements to its format.</p>	HW/ All
The meeting at this time split into two groups.			
11.	<p>Autumn Term 1 Work plan</p> <p>The Willow: DF/RS/SH/RH</p> <ul style="list-style-type: none"> • Reviewed pupil tracking systems • Received end of year in-school data • Reviewed Haringey Profiles, including phonics, Foundation Stage Profiles, KS1 assessments and KS2 outcomes • Reviewed planned interventions to address needs of underachieving groups • Received the quality of teaching report • Reviewed impact of Pupil Premium funding last year and this year's spending plan • AP: Review of the impact of Sport Premium funding will be brought to the next meeting. <p>The Brook: MS/HW/TL/CB/HG</p> <p>Item - Receive the In School Data for 2015/16 and Caspa report on Foundation Stage Profiles, KS1 assessments and KS2 outcomes HG presented on CASPA data and analysis for 2015/16. There was a staff INSET in September on</p>		DF

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the data, so the whole staff group looks at it, not just the SLT.

- **Review of planned interventions to address needs of underachieving groups**

HG reported the figures of the Brook's intervention groups. The girls, who are very much a minority at the Brook, were under achieving during 2014/15 but having attended intervention groups are now achieving or exceeding their targets and are now performing better than the boys overall – 89% expected progress for the girls and 83% for the boys.

HG reported that the group who continue to need targeted intervention are the SLD pupils (compared to our PMLD and MLD classes). This group needs far more input from Speech & Language Therapists and OTs, especially around the sensory curriculum, and the poor therapy support from our partners is therefore a big issue in The Brook and in special schools in Haringey. We need additional therapy input at The Brook for 2016/17 to combat this.

Rachel Binstead led interventions during 2015/16 and the progress of the students is a real credit to her. Unfortunately, this year Rachel wished to return full time teaching in class. **HG will therefore lead interventions** this year supported by two of most experienced SNAs who will be running Attention Autism and Reading interventions.

- **Differences between KSs**

The figures clearly show Key Stage differences especially for the Year 3 cohort who are the transition group (figures shown in Appendix 10 of report). KS1 made better overall progress. In special schools, however, data confirms that pupils in Foundation and Key Stage 1 do make very good progress in their first few years but that this plateaus as they move into Key Stage 2.

The lack of progress – compared to other years – of Year 3 pupils has led the Brook to examine the KS2 curriculum. The outcome of this review was the decision to slowly introduce the EYFS approach into KS3 this year throughout the curriculum, involving an emphasis on play both inside and outside the classroom. The need to move pupils towards greater independence in KS2 will not be forgotten, including use of the Friday Clubs, which are proving a great success, having moved from two pupils in September 2015 to 14 in September 2016. These are now a part of the intervention system.

KS1 methods of teaching, e.g. joint planning between teachers and delivery through ability groups in such areas as maths and literacy, will also transfer to KS2.

- **Pupils transferring from mainstream**

HG raised the concerns around such pupils transferring into special who may have learnt by rote for their number work and their reading but who have no understanding of the concepts behind the figures or the words. The school is concentrating within the SDP on Comprehension for 2016/17 to enable these children and others to progress further.

- **The overall distribution figures for pupils**

There are interesting trends in pupil numbers, especially around PMLD children, who have reduced in numbers on the role from 36% in 2013 to 18% in 2016. This trend shows no signs of changing in Haringey but is not a pattern found in neighbouring boroughs. The school needs to give careful thought to the equipment and design of the rooms in both key stages, which currently have ceiling tracking and storage for wheelchairs and standing frames for a larger PMLD group. The school now has a greater need for quiet rooms without tracking for our rising ASD and more able population.

Item - Review Brook SEF – Teaching, Learning and Assessment – agree updates and determine future priorities for development

MS presented this paper, which had been previously circulated. The major successes were:

- The PSED curriculum team have extended and developed our Friday Clubs, which moved from two in September 2015 to 14 in September 2016 – these are part of the evaluation process of the PSED curriculum this year.
- The Literacy team have provided us with a new reading scheme and various advances into Alternative and Augmentative Communication (AAC) through IT which the pupils really benefit from.
- The EYFS team have produced exemplars for SEND pupils across all the areas – these will be introduced in November 2016 and interest is being shown across the LA and in The Willow.
- We looked at outdoor learning and extended the range of outdoor activities to the terraces

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<p>11. cont.</p>	<p>of KS1 and KS2 – at the same time classes with joint outdoor areas are working and planning together especially around maths and communication. KS1 good practice is also being introduced into KS2 on an EYFS model.</p> <ul style="list-style-type: none"> • Even in the absence on maternity leave of our Teaching and Learning Lead the school continued with the moderation exercises with an external advisor and, on her return, she became part of the Moderation team across special schools in the LA looking at other systems but still feeling that CASPA plus an overall system of moderation is the best way forward. • As part of our Outreach service, a Virtual CASPA network is now being established and moderation has now been introduced to several primary schools, which now form a hub around The Brook. <p>Future priorities for development:</p> <ul style="list-style-type: none"> • Addressing teaching across the board and not simply individual teachers – taking in strengths across the school; inconsistencies across the school and consistent relative weaknesses so that we become absolutely clear that teaching across the board and within each phase is outstanding and good as well as looking at it for individual teachers. • Addressing and assessing Individual Teams, e.g. curriculum leadership teams in relation to CPD plus assessing the level of expertise amongst our specialist teachers and those SNAs taking on particular specialist areas e.g. rebound therapy/forest school. • Further development of the Outreach team <p>Item - Receive the quality of teaching report – To be raised by either next meeting or end of November once the appraisals have been completed. AP: carried forward.</p> <p>Item - Review impact of Pupil Premium funding last year and this year’s spending plan MS had circulated a report and presented a quick summary. Spending plan agreed by the Committee for 2016/17.</p> <p>Item - Review impact of Sport Premium funding last year and this year’s spending plan To be presented at the next meeting. AP: Carried forward.</p> <p>Both Schools The schools reconvened but had very little time to feedback from each group so minutes were therefore not available for the Willow group on this occasion. They had, however, a very rigorous conversation on the data with challenging questions from governors.</p> <p>Item - Approve School Improvement Plan and priorities The following items were approved and agreed by the full Committee:</p> <ul style="list-style-type: none"> • The outlines/headlines of the School Development and Improvement Plans from both schools • Pupil Premium Reports/Spend for 2016/17 for both schools. • Brook updates and future targets on SEF “Teaching, Learning and Assessment” section approved. <p>Item - Review programme of school activities that governors can attend Action: The clerk to email the governors an electronic copy of both school calendars in order for them to review any school activities which they would like to attend.</p> <p>Item - Review Integrated Placements Action: Carried Forward</p>	<p>MS</p> <p>MS</p> <p>PS</p> <p>DF/ MS</p>
<p>12</p>	<p>Review meeting dates for the year</p> <ul style="list-style-type: none"> • Monday 14th November 2016 – 6pm • Monday 23rd January 2017 -6pm • Monday 6th March 2017 -6pm • Monday 8th May 2017 – 6pm • Monday 10th July 2017 – 5pm -6:30pm (followed by Governors’ social) 	

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13	Agenda for the next meeting	<ul style="list-style-type: none">• Sports Premium – Both schools to the next meeting• International Work and Communicating Classrooms– MS• Review the quality of teaching report – both schools – move to permanent Autumn 2 item• Integrated Placements• Updates on SIPs• Agree schedule of presentations from curriculum/behaviour & emotional wellbeing leads for year	
14	Any other items	None	

Chair: Hugh Williams Date

[Signed copy of agreed minutes to be retained by Clerk of The Brook]

Reviewed: Premila Seecharam, Hugh Williams, Dawn Ferdinand