

LINDFIELD PRIMARY ACADEMY

Minutes of the Teaching, Learning & Community (TLC) Committee Meeting

Held on Tuesday 14th March 2017 at 6:30 pm at the Academy

Governors Present: Mrs Claire Stone (Chair), Miss Rachel Anscombe, Mr Mike Brand, Mr Jonathan Roderick, Mr James Smyth, Mr Marcus Still and Mrs Claire Williams (*arrived 6.50pm*)

Officers Present: Mrs Vanessa Smith (Vice Principal)

In attendance: Mrs Kathy Jerbi (Clerk)

1 APOLOGIES

Mr Nicolas Heath

2 DECLARATION of INTEREST on any AGENDA ITEM

None.

3 AGREE MINUTES of PREVIOUS MEETING – 29th November 2016

Agreed as being a true record & signed by the Chair.

4 MATTERS ARISING from the minutes not covered elsewhere on the Agenda

Action 1: Present results of pupil questionnaire to Committee for review. Mrs Smith reported that the pupil questionnaire remains on-going due to other higher priorities. Some year 6 children have completed it; the responses are mainly positive. Governors asked are the questions the same as before. Mrs Smith replied no, they have been updated as the questionnaire has not been carried out for a considerable time. The aim is for years 2, 4 & 6 to complete the questionnaire. Main issues arising are about playground behaviour, which we already know is a whole academy issue. Plans are already in place to address this issue. Only one child reported not being particularly happy at school. Mrs Smith stated how wonderful it was to read the children's comments at the end of the questionnaire, many saying they love school & it cannot be improved. Pupils complete the survey during the school day. It is clear from the survey that the academy values are important to all the children. Mrs Smith concluded that we have made a great start with the survey, but it is not yet complete.

Action 3: Continue to keep LGB informed of progress of the 3 key areas the staff working party has chosen to focus on. Mr Smyth reported that due to higher priorities, no further progress has been made. He has, however, set up a fitness club for the staff as a result of a SALT Inset Day about staff well-being. The club is aimed at improving staff fitness & morale; it is very motivating.

Action 4: Circulate Raise-on-line 'headlines' document to governors. Completed.

5 STANDING ITEMS for this term (taken from TERMS of REFERENCE for TLC)

Monitor performance (RAISE / Academy profile) and Academy actions to address any underperformance. To be covered under item 8.

Review progress against AIP priorities within TLC remit. To be covered under item 8.

Policy review and approvals. As recorded at the previous TLC meeting, these are now handled at LGB level, therefore the Committee agreed to remove this task from the TLC Terms of Reference. The clerk to action & publish revised ToR. **Action 1: KJ**

6 SEN NUMBERS for CURRENT TERM

(Report entitled 'February 2017 Current SEN Data across the school' was circulated prior to the meeting)

Mr Still stated that although the numbers reported on the SEN register indicate not much change since the last report in November 2016, the actual children on the register have changed. Progress **is** being made; the children are discussed at pupil progress meeting between the SLT & class teachers to monitor this. The SEN register is fluid. Governors should be aware of this, which is why Mrs Dixon has added some narrative to the report. In addition to children on the SEN register are more children that are being monitored by teachers: 'class support' - they are not included in the report.

Governors asked if the report is a standard profile, i.e. are more children identified as having a special educational need as they move up through the key stages. Mr Still replied that it is very hard to get agencies involved to assess a child before year 2. It was also pointed out that the numbers of children on roll are greater in KS1 (180) than in EY (90), and in KS2 (300) greater still.

Mr Still stated that he will be seeking the Trust's view on 'back classing' a particular child.

SEN support/funding from the Trust. The Board have not yet met, though Mr Brand stated that it is working on this. Action point from last meeting carried forward. **Action 2: MB**
Gifted & Talented support from the Trust. SMT not yet met. Action point from last meeting carried forward. **Action 3: MS**

(Mrs Williams arrived at this point, 6.50pm)

7 TEACHING AUDIT REPORT SPRING TERM 2017

(Report entitled 'Lesson Observation Report Spring 2017' was circulated prior to the meeting)

Lesson observations were carried out as part of the Peer Review on 6th March 2017. Mr Still & Mrs Corbett, our Academy Improvement Partner (AIP), went into every classroom for 20 minutes. The focus for the observations was 'Scaffolding for Learning'. Lots of strengths were highlighted & the general feedback provided us with an outcome of 'Good'. Mr Still is very pleased, in particular that Teaching & Learning was judged as 'Good'. Each year group has been given two specific areas for development, & there are three whole academy areas for development, which have changed slightly from the autumn term audit. Feedback has been given to the staff. They are exhausted after a very full week – peer review, parent consultations, Resources Committee meeting for some & university obligations for others all in the same week. The Committee discussed ways in which observations could perhaps be made less stressful for the staff, e.g. holding them more often or giving staff less notice. Staff governors expressed different viewpoints. They feel that Mr Still benefits from simply 'dropping in' to classrooms on an ad hoc basis. Mr Still stated that we have good staff; if they 'required improvement' there would be more observations & interventions. Staff meetings leading up to the peer review helped them to prepare for observations. If these were not performed during the peer review, he would need to spend longer in each class & it would take him approximately 3 weeks to complete. He would need a full time Vice-Principal to share the workload. Staff governors stated that it is more stressful having strangers observing in class & feel that it is more beneficial to have your own colleagues reviewing performance. The forthcoming use of IRIS will be good. Governors asked did staff all turn to the areas for development on the report first – yes. They recommended that instead they look at the strengths first, of which there are many. Governors feel the report is excellent & thank all staff.

8 PEER REVIEW

(Report entitled 'Peer Review: Impact Visit 6th March 2017' was circulated prior to the meeting)

The strengths listed in this report are **in addition** to those highlighted in the lesson observation report. One recommendation is in red – maths. Now that we are half way through the academic year, most recommendations are either amber or green. The main areas for development in this report are the same ones as in the lesson observation report. Mr Still feels the peer review was a very useful day. Governors noted that the report shows progression from the autumn term peer review. They asked what the timescale for improvements is. Mr Still replied that whatever form lesson observations take next term, he would expect to see improvements then. All the areas for development on the report are able to be remedied quickly. Governors will use this report as a focus for future class visits.

9 TEACHER ASSESSMENT PRESENTATION

Mrs Smith gave a presentation to the Committee on how the academy assesses pupils & their progress (*PowerPoint slides attached to minutes*). Main points:

- Assessment must be manageable & useful; informative to the SLT & SENCo.
- The Trust provides a tool to look at data across all the academies, which is very useful.
- At regular pupil progress meetings, groups are discussed, e.g. SEN, Pupil Premium
- Teachers discuss with pupils their self-assessments; they are all the time asking pupils to assess & be reflective
- Targets to be met may be changed throughout the year
- Practice tests are carried out throughout the year to see progress
- We have received lots of good advice from the Trust & at the peer reviews on how best to support children through tests
- Governors asked Mrs Smith to provide a timetable of what is happening when **Action 4: VS**
- Scaled scores were explained
- Staff have looked at examples from EY, year 2 & year 6 to see what expected standard looks like
- Showing progress is really difficult; all schools are struggling with that; this has been the biggest adjustment for teachers with the new curriculum

The Committee thanked Mrs Smith for the presentation.

10 MATHS UPDATE

Mr Smyth provided the Committee with an update to the maths action plan (*PowerPoint slides attached to minutes*.) Main points:

- Will persist in trying to set up links with the Burgess Hill Academy & University of Brighton to get gifted

& talented support.

- Our new weekly planning format has been shared with other Trust academies & locality schools as an exemplar
- Our new assessment procedure is being reviewed at Easter; staff meetings have been held on new approaches; Mr Smyth continues to go on courses
- We have introduced 'fluency time' to keep learnt skills ticking over
- Our updated Calculation Policy is published on the academy website
- Parent workshops have been held on supporting children at home; good feedback received from parents; all PowerPoints from these are published on the academy website
- Following peer review feedback, 'maths mantras' have been introduced; being devised as we go through the year
- Mr Smyth is part of the maths Teacher Research Group (TRG)
- There has been a lot more book scrutiny this year
- Mr Smyth has conducted a learning walk
- He would like to observe more of the maths happening in school & hopes for more time out of class to do this

11 SCHOOL TRAVEL PLAN UPDATE

Nothing to report.

12 COMMUNITY RELATIONS

- We continue to participate in SALT locality groups
- A group of our year 6 pupils were invited to Hurstpierpoint College for a hockey workshop & we will be taking children to masterclasses there as well.
- Mr Smyth reported that he has spoken to the editor of the Lindfield Life magazine about having more regular features from the academy. The editor is keen & the Committee agreed to commit to providing x amount of words each month. A member of staff will need to take on the role of providing this to the magazine each month.
- Mr Still hosted a visit by Mr Mike Allen, Lindfield Parish Councillor, and Mrs Christine Field, West Sussex County Councillor. They toured the academy and discussed WS funding & reasons why we converted to academy status. Mr Still is keen to keep this link with community dignitaries.
- LPA will be actively taking part in Lindfield Arts Festival in September 2017.
- Mrs Smith is meeting with the PTA Committee to discuss plans for Lindfield Village Day in June 2017.
- A new PTA event was held on the 10th & 11th March – two 'Murder Mystery' evenings, which were extremely well organised & highly successful.

13 GOVERNOR VISITS

The following Governor visit reports were circulated prior to the meeting:

- Mr Steele – Pupil Premium Link Governor visit
- Mr Roderick – Year 5 Link Governor visit
- Mrs Williams – Year 6 Link Governor visit
- Mr Steele – Reception Link Governor visit

Mrs Stone thanked governors for giving up their time to come into school.

14 ITEMS for FUTURE MEETINGS

2nd May – Miss Crosbie (Pupil Premium) and Mrs Dixon (SEN) to be invited to provide a 10 minute update each to the Committee

Action 5: MS

15 AOB

None.

16 Date of next meeting

Tuesday, 2nd May 2017 at 4.30pm

Meeting closed at 8:10 pm

ACTION POINTS:

ACTION POINT NUMBER	MINUTE ITEM NUMBER	DETAILS OF ACTION	RESPONSIBILITY	DUE DATE
1	5	Remove policy review & approval from the TLC Committee Terms of Reference & publish revised version.	Mrs Jerbi	TLC mtg 2May
2	6	Raise issues re SEN support / funding at the forthcoming Board of Directors' meeting & report back to the Committee	Mr Brand	TLC mtg 2May
3	6	Raise the question of G&T support from the Trust at Trust SMT meeting & report back to the Committee.	Mr Still	TLC mtg 2May
4	9	provide a timetable of what is happening when in relation to tests	Mrs Smith	TLC mtg 2May
5	14	Invite Miss Crosbie & Mrs Dixon to the next TLC meeting	Mr Still	TLC mtg 2May

Signed as being a true and accurate account of the meeting:

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Date:

Name: Mrs Claire Stone **Position:** Chair of TLC Committee