

**Minutes of the Teaching & Learning Committee
for Alfreton Park Community Special School held on Monday 18 April 2016**

Present: Mrs C Smart (Head) Mrs C Wright Mr R Hancock
 Mr K Dean (Chair) Mrs F Franklin

In attendance: Ms S Whitaker, Clerk

T11 Elect Chair of Committee

The committee noted the resignation as Chair of the T&L committee from Mrs C Wright.

Mr Dean self-nominated himself for the position of Chair. Governors agreed to elect Mr Dean as Chair of the Teaching & Learning committee.

T12 Apologies for Absence

Governors noted and accepted apologies for absence from Mrs R Stephens.

T13 Declaration of Interest

No Governor declared an interest in the following agenda items.

T14 Agree Any Other Urgent Business

There was no any other urgent business.

T15 Minutes of the previous meeting held on 28 September 2015

The previously circulated minutes were **agreed** as a true record of the meeting and were duly signed on behalf of the Governing Body.

T16 Matters Arising

Mr Rogers did attend the on-line safety course.

Miss Redfern will speak to the Full Governing Body meeting in the summer term 2.

ACTION: CLERK TO ADD TO THE AGENDA

A discussion took place around Forest Schools and Mr Hancock advised that this is being incorporated into learning wherever possible.

**T17 Feedback from Governors Learning Walk
Observation feedback – Cheryl Smart**

Mrs Smart spoke to the tabled papers from Mr Heald and Mr Glasby who had undertaken a learning walk with one focus being marking & feedback, which the Head advised is consistent across school. Mr Heald looked at what was taking place in lessons, home school diaries, feedback and marking. Mr Heald commented

Signed
On behalf of the Governing Board

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Signed
On behalf of the Teaching & Learning Committee

positively on the feedback between school and parents.

Mrs Smart advised that all staff are using the same format for marking. Mrs Smart advised that TAs are becoming more familiar with the feedback and are working with Teachers on 'the next step' for pupils.

Mr Hancock advised Governors that embedded practice has been slow. A Governor advised that he saw challenge within the books when he joined a book scrutiny in school.

The Head advised that the rewards are personal to the children and each teacher adapts them to the understanding of the children in their class.

A Governor asked whether the rewards system needs formalising and it was agreed that Mr Hancock would lead on this. It was **agreed** that the rewards system would maintain flexibility to ensure children understand them. **ACTION: RH**

A Governor asked whether the lack of space because of physical resources was a limiting factor and the Head advised it sometimes is.

A Governor asked what an Achievabed is and the Head advised that it is a padded bed. The Head advised that they have been able to borrow three walkers from Stanton Vale School.

The Head spoke to a previously circulated paper which showed the outcomes of Lesson Observations since September advising that 33% outstanding, 53% good, 14% the teacher who was deemed to be RI has now left the school. The Head advised that not all staff have a clear understanding of 'next steps' for the pupils. A Governor asked whether they are written down and the Head advised that the next steps are more individual to each child. A Governor asked for examples to be brought to the committee so they can see the difference between good and outstanding teaching. It was agreed that this would be brought to the first meeting of the new academic year. **ACTION: RH**

A Governor asked whether teachers observing each other's practice is still taking place and the Head advised not this term due to the high level of staff absence. Mr Hancock continued by saying that staff did enjoy observing each other's lessons and found this benefitted their practice. A Governor asked whether the Head had considered taking individual members of staff along with her to observe lessons and the Head advised that this will be considered.

T18 Progress Data (Rhys Hancock)

Mr Hancock spoke to a tabled paper highlighting areas for Governors' attention. Governors noted that there are four pupils in EYFS.

A Governor asked how many small areas there are in each prime area and Mr Hancock advised there are 6 age and stages and it depends how many this breaks

down into.

Mr Hancock advised that he judges pupil progress to be outstanding and offered his rationale behind this to be that there are not many areas in which the pupils are emerging, with most being exceeded.

A Governor asked Mr Hancock who the external moderator will be and Mr Hancock advised that it will be done with the network of EYFS specialists throughout the special schools federation.

Mr Hancock advised that Quest (PMLD) is used to monitor the progress of pupils with PMLD/lower ability pupils. They are set a number of small steps to progress, with some linear but mainly general skills. Mr Hancock advised that Quest looks at key milestone developments, cognitive development and social interaction.

The vast majority of students are making expected progress, one is still emerging and one is exceeding expectations. The student who is still emerging has missed two terms of school. Mr Hancock advised that he judges pupil progress to be good and a Governor asked why not outstanding. Mr Hancock advised that there has been a long-term absence of a teacher. The assessment needed has not been done and by the next data deadline, Mr Hancock advised that he hopes this will be in place.

Mr Hancock then spoke to a tabled paper showing target analysis for KS1 – KS4. A Governor asked who makes a decision as to where a pupil needs to be at the end of each year. Mr Hancock advised that this is done through an objective numerical calculation. For any student who is not where they are expected to be has an intervention put in place.

Mr Hancock drew to Governors' attention that there appears to be a higher proportion of underperformance from those pupils who are looked after or adopted from care. A Governor asked how many pupils in the school are looked after and Mr Hancock advised two.

Mr Hancock advised that literacy, in particular reading has been highlighted as a concern in KS1 and they are mindful to ensure that interventions have an impact. A Governor asked whether this is typical of historical data in KS1 and Mr Hancock advised that he would check but thought not.

Mr Hancock tabled information pertaining to the 6th form students advising that all students are almost exceeding in all areas across the board. Mr Hancock advised that when comparative data was collected in April 2015 the data was not as positive. Mr Hancock advised that the curriculum has been reviewed and changed and teaching has been more consistent. A Governor advised that last year there was an issue with exclusion which impacted on both pupils and staff.

A Governor asked how they could justify to Ofsted the Leadership Team's judgement of Outstanding when the data says 'Good' and Mr Hancock advised that this is interim data and is arbitrary but indications are that the data will convert to

outstanding by the end of the year.

T19 Review School Improvement Plan:

1. PRIORITY TWO: To secure the best possible outcomes for pupils by improving quality of teaching, learning and assessment

A Governor asked whether David Heald would return again for further moderation and the Head advised that he has been twice this year for work scrutiny and a subsequent learning walk. Mr Hancock advised that a previous comment was that marking was not consistent and it now is.

ILPs are in place for the 6th form. It has been difficult for Emma to make links with other places, but there will be a network of Post 16 special schools providers and a date has been agreed for the first meeting. Transition for Post-16 means that placements are not confirmed until May which makes transition difficult.

The communication team is up and running and are trialling communication passports.

Physical Development is going very well and the physio TA has contributed a lot to this. The work from the physio is more effective now that the physio TA is in place. A Governor asked whether there is enough money in the budget to continue this role into next year and the Head advised that there is.

Phonics is being taught effectively across school. A Governor asked whether a scheme is used and the Head advised they use Letters and Sounds. Mr Hancock advised that staff are reminding each other to use sounds properly.

The last round of lesson observations looked at phonics.

EHCP plans have been delayed.

Mr Hancock advised that several issues have affected the delivery of science and the curriculum increased the different strands significantly which has impacted on the staff's ability to measure it in P Levels. Mr Hancock advised that he has a significant piece of work to do with science including locking down B Squared which will offer accuracy in progress. A Governor asked how high up on Mr Hancock's priority list this is and Mr Hancock advised that it does need to be done by the end of the summer term ready to use in September 2016.

2. PRIORITY THREE: To secure the best possible outcomes for pupils by improving personal development, behaviour and welfare

The Head advised that progress has not been made on this priority due to the management information system used. A Governor asked what is used and the Head advised it is Integris which is more suited to mainstream schools. The Head advised that she is aware of another system at a cost of approximately £2000 which is used by other special schools. The Head advised that she will investigate

this further. A Governor asked if there is a deadline for this and the Head advised she would like to have the system in place ready to use in September 2016.

The Head advised that RAP training has been undertaken. There is another training which Mr Hancock and Mrs Cross will undertake.

The Sex & Relationships Policy is being written and has been sent out to parents. Governors noted that around 30 responses have been received to date.

The Head is meeting with relevant staff with regard to on-line safety and has put information on the website for parents. The evidence is almost collated for the DOT campaign.

T20 Any Other Business (as agreed at beginning of meeting)

There was no any other business.

T21 Date and Time of Next Meeting

The next Teaching & Learning Committee meeting will be held on 13 June 2016 at 12.30 p.m.