

BEDFORD BOROUGH LOCAL AUTHORITY

QUEENS PARK LOWER SCHOOL

Minutes of a meeting of the Learning and Teaching Committee held on 10th June 2010 at 4.30 p.m. at School

Action

1. PRESENT

Mr M Awan	Parent Governor
Ms E Bell	Staff Governor
Mr F Birkett	Community Governor (Chairing this meeting)
Mr S Le Page	Community Governor
Mrs A McCormick	Staff Governor (Headteacher)
Mrs V Tatum	Community Governor (from Minute 2 onwards)

In Attendance	Mrs P Austin – SLT
	Mrs A Thwaites - SLT
	Mrs A Thomas (Clerk to Governors)

2. MEMBERSHIP OF GOVERNING BODY

Governors recalled that they currently had a vacancy for a Community Governor and it was proposed by Mrs McCormick and seconded by Mrs Bell that Mrs Vicki Tatum become a Community Governor for the coming four year period. Mrs Tatum would also become a formal member of the Learning and Teaching Committee.

3. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Mrs Sadler.

In this connection it was agreed that Mr Birkett would chair the committee on this occasion, following the sad loss of Mrs Joan Reeves, the previous chair.

4. DECLARATIONS OF INTEREST

There were no declarations of interest regarding any items on the current agenda.

5. REFRESHER SESSION ON TARGET TRACKER

The Headteacher took Governors through the Target Tracker system using demonstration data to refresh their memories on the way the system worked and its potential. The Headteacher explained in detail the information which was held by the system and the uses which could be made of this to monitor pupils' progress and inform their teachers of the next steps for each pupil.

Governors thanked the Headteacher and looked forward to seeing the live data on their pupils in the autumn term 2010.

6. MINUTES OF PREVIOUS MEETING

Governors noted the minutes of the meeting of the committee held on 11th March 2010, copies of which had been sent to all Governors, and agreed that they should be signed as a correct record subject to the correction of the second paragraph of Minute 5 to read:

In response to a question from Mr Le Page about writing in Year 1...

7. MATTERS ARISING FROM THE MINUTES

a) External Moderation

In connection with Minute 5 the Headteacher reported that external moderation had now been carried out for Key Stage 2 and Key Stage 1 and the School’s assessments were consistent, accurate and in line with external expectations.

8. TARGETS AND STANDARDS UPDATE

All present were very pleased to hear that the results for both Key Stage 1 and Key Stage 2 pupils had increased on 2009. At Key Stage 1 pupils had achieved 12.5 points for Reading, 11.4 for matched pupils for writing and 13.0 for matched pupils for maths. At Key Stage 2 pupils Had achieved 18.7 for reading, 16.4 for writing and 17.9 for maths, which had given pupils the expected 6 points progress from Year 2 to Year 4. A detailed analysis would be provided at the next meeting of the committee.

9. REVIEW OF SCHOOL DEVELOPMENT PLAN – VIA SCHOOLCENTRE.NET

a) Mrs Austin updated Governors on the Early Years Development Project and the ways in which staff were being encouraged to become more confident in their use of outdoor learning areas.

b) The new method of monitoring attendance involving parents meeting with the Headteacher was proving very successful and would be continued in the coming academic year.

c) The use of the assessment of pupils’ progress (APP) continued to be developed.

d) The School was not yet ready to be assessed for the Cultural Diversity Quality mark so this would be carried forward to the coming academic year.

e) The new government had decided not to proceed with the revised primary curriculum but the School would continue to audit the International Primary Curriculum to ensure that the pupils were being taught via a curriculum which was most appropriate for the progress of their learning.

f) The texting of parents was proving very successful and a step-by-step approach was being taken to the concept of online reporting to parents.

g) A science week was being planned.

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10. POLICY REVIEW

Governors discussed the inclusion portfolio of policies which they had read on the School’s Learning Platform and approved these. They asked the Headteacher to let them know of any changes which were made to policies so that they could review these via the Learning Platform; they agreed that they only wished to formally review policies at their meetings in they had been rewritten.

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In this connection Governors agreed that there were no individual polices in the Learning and Teaching Committee’s portfolio which they wished to be reviewed but asked the Headteacher to arrange for the over-arching policy on Teaching and Learning to be reviewed in the near future.

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11. PbyP UPDATE

Mrs Thwaites updated Governors on progress with the Personalisation by Pieces project and Governors were pleased to hear that this was now being done on a weekly basis with the Year 7 group at Westfield Middle School. Queens Park’s Year 3 group had been using this effectively though little progress had been made in the current term due to the other events happening in School.

The lead teachers at Goldington Green and Putnoe Lower Schools were hoping to relaunch this project in the autumn term 2010.

12. REVIEW OF OFSTED CRITERIA VIA GOVERNORS’ TOOLKIT

Governors went through the Ofsted criteria, using the Governors’ Toolkit, highlighting the responsibilities of the Learning and Teaching Committee as follows:

a) Criterion 1

No actions for this committee

b) Criterion 2

- i) Ensuring quality of access to whole school curriculum.
- ii) Reviewing learning and teaching policies on regular basis.
- iii) Regular review of Child Protection and SEN Policies to ensure the Committee’s responsibility for these areas is fulfilled.

c) Criterion 3

- i) Regular reviewing of School’s performance in individual context and compared with local and national performances.
- ii) Becoming involved in the target setting process.
- iii) Arrange a programme of School visits.

d) Criterion 4

- i) All present felt that their committee, needed to challenge and support the Senior Leadership Team in matters of learning and teaching.
- ii) The link between the work of the Headteacher, Senior Leadership Team and Governors would be strengthened even more by the work done on the annual Strategy Day later in the month.

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13. GOVERNORS VISITS

Mrs Friend had made a Governors visit and Mr Le Page would be making arrangements for a visit to look at literacy. Mr Birkett had been making informal visits to monitor the progress of the creative partnership work but now that this was completed Governors asked Mrs Tatum to make a formal visit. She consented to do this before the end of the current term.

14. ANY OTHER BUSINESS

a) Academy Status

Governors discussed whether Queens Park Lower School should apply for Academy status and agreed that this should be explored further.

b) Book on Excellent Practice in Schools

Governors noted that the School had been approached to take part in a book on excellent practice in Schools but, taking into account the financial commitment involved, agreed that this was not something which the School should take part in.

c) Support for Schools

Governors noted with pleasure that the School had been approached to support two federated Schools in Milton Keynes but made the point that this would involve a major commitment on the part of the Headteacher and Senior Leadership Team. They agreed that the School should carry on exploring this but stressed that taking on this commitment would mean that the School could no longer support the schools it had been supporting in Leicester to the same extent.

15. DATE OF NEXT MEETING

Governors noted that their next meeting would be arranged as part of their calendar of meetings for 2010/11.

Action

**Mrs
Tatum**

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