



**MINUTES OF THE MEETING OF THE TEACHING AND LEARNING COMMITTEE
OF ST SCHOLASTICA'S CATHOLIC PRIMARY SCHOOL HELD ON
WEDNESDAY 5 OCTOBER 2022**

Members:

Name	Initials	Role / category of governor	Term of Office End	Attendance / Apologies
Althea Marshall	AM	Foundation/Chair of Committee	01/05/2021 – 31/08/2024	Present
Sandra Brierley	SB	Headteacher	Ex officio	Present
Royer Vidal	RV	Foundation/Chair of Governors	01/09/2019 – 31/08/2023	Present
Nick Blackham	NB	Staff	28/03/2020 - 27/03/2023	Present
Christina Boey	CB	Foundation, Vice Chair of Committee	01/06/2021 – 31/08/2024	Apologies

Clerk:

Sarah Davies – not present at the meeting; minutes typed from recording.

ACTION LOG

Item	Action	Responsible	Date by
3	AM to write to CB to confirm Vice-Chair for the academic year.	AM	ASAP
4.3	Committee membership to be reviewed at FGB meeting in November.	Clerk	November FGB meeting
5.2	TAG meeting minutes to be circulated by RV to Governors.	RV	ASAP

The meeting started at 19:30

Part 1: Non-confidential

1.	Welcome & Opening Prayer All governors were welcomed to the meeting. The meeting was opened with a prayer.
2.	Agreement to virtual meeting in line with GDPR regulations and School policy

	Governors agreed for the meeting to be held virtually.
3.	<p>Election of Chair and Vice Chair of Committee for 2022-23 NB nominated AM to be Chair of the Teaching and Learning Committee for the academic year of 2022-23; this was seconded by SB.</p> <p>All agreed that AM would be Chair of the Teaching and Learning Committee for the academic year 2022-23.</p> <p>NB nominated CB to be Vice Chair of the Teaching and Learning Committee for the academic year of 2022-23; this was seconded by SB.</p> <p>All agreed that CB would be Vice Chair of the Teaching and Learning Committee for the academic year 2022-23.</p> <p>It was agreed that AM would write to CB in her absence to inform her of the decision.</p> <p>ACTION: AM to write to CB to confirm Vice-Chair for the academic year.</p>
4.	<p>Committee Organisation</p> <p><u>4.1 Annual declaration of interest form to be completed</u> To be completed at the full Governing Body meeting. ACTION: All to complete declaration form at FGB meeting in November.</p> <p><u>4.2 Governors to declare any interest, pecuniary or otherwise, in agenda items</u> There were no items declared.</p> <p><u>4.3 Review and agree Committee membership</u> SB noted that there were potentially four new Governors joining the Governing Body who would be allocated Committees once confirmed. This would be agreed at the Full Governing Body meeting in November. ACTION: Committee membership to be reviewed at FGB meeting in November.</p>
5.	<p>Minutes of the Last Meeting</p> <p><u>5.1 Minutes of the Previous Meeting held on 4 May 2022</u> Governors considered the minutes within the agenda pack and APPROVED the minutes of the meeting held on 4 May 2022 as a correct record.</p> <p><u>5.2 Matters Arising</u> TAG meeting minutes – it was agreed that RV would circulate the minutes from the meetings to all Governors. ACTION: TAG meeting minutes to be circulated by RV to all Governors.</p> <p><u>5.3 Action log</u> <u>School prospectus:</u> SB confirmed it remained in progress and senior leaders were working on advertising. SB noted that there were approximately 18/19 children moving from nursery to reception, meaning advertising was required for an additional 10 children.</p> <p>Governor Question: has the parish set up had any impact on admission numbers? Answer: not sure as he only started on 1 September 2022 but SB had met with him on two occasions and he was supportive.</p>
6.	<p>Review agenda and agree any confidential items There were no confidential items for discussion.</p>
7.	<p>Urgent action taken since the last meeting – Chair to report There was no urgent action undertaken.</p>
8.	<p>RE Inspection Feedback SB attended training with Emma Cousins, RE Co-ordinator and Assistant Head. The inspection window reopened on 1 September and St Scholastica's was due an inspection. A new framework had been implemented, some changes had been made, and these were discussed at inset in April. SB confirmed that</p>

	<p>performance management targets would relate to RE. SB felt the school was in a strong place and attention has been focussed on areas to focus on.</p> <p>SB confirmed that once inspection was completed then the school would move to the new curriculum.</p> <p><i>AM left the meeting.</i></p>
9.	<p>Subject Leaders reviews</p> <p>The reviews were completed by Subject Leaders and circulated for Governors information and review.</p> <p>Governors noted that the reviews were informative.</p> <p><i>AM re-joined the meeting.</i></p>
10.	<p>Policies</p> <p>a) <u>Foundation Stage Policy</u> SB confirmed there had been no major changes. The previous policy made reference to the reception baseline which is now statutory.</p> <p>Governors agreed the Foundation Stage Policy.</p> <p>b) <u>Marking and Feedback Policy</u> SB confirmed the marking and feedback policy had been updated; policy was reviewed by Phase Leaders and in consultation with the teachers. SB updated Governors on the changes implemented and the ethos of the Policy.</p> <p>NB noted that the policy previously focussed on written feedback, which was time-consuming and not efficient in improvements for the children. The new policy focuses on giving feedback during the lesson, although written feedback was still included. The policy also focused on peer and self-assessment. Teachers are being trained in in-class assessment.</p> <p>Governors agreed the Marking and Feedback Policy.</p> <p>c) <u>Reading Policy</u> SB confirmed there had been no changes to the policy.</p> <p>Governors agreed the Reading Policy.</p> <p>d) <u>Stay on Green behaviour Policy</u> SB confirmed there had been no changes to the policy.</p> <p>Governors agreed the Stay on Green behaviour Policy.</p> <p>SB confirmed that the policies would be signed by the Headteacher and the Chair of Teaching and Learning Committee and noted that DocuSign would be used.</p>
11	<p>Decide whether any of the above should be confidential and if there are any new confidential items</p> <p>There were no items that were confidential.</p>
12	<p>Dates of Committee Meetings 2022/23</p> <p>Governors noted that the following meetings:</p> <ul style="list-style-type: none"> ● 25 January 2023 – RE monitoring feedback to be an agenda item. ● 19 April 2023