



**MINUTES OF A MEETING OF THE TEACHING & LEARNING COMMITTEE  
OF EDLESTON PRIMARY SCHOOL  
ON 22nd OCTOBER 2020 AT 4.00PM**

**Governors Present:** Rachael Bagni (RB) Headteacher  
Sue Worthington (SW) Chair of Committee  
Emma Humphries (EH)  
Wendy Spry (WS)  
Len Simm (LS)

**Also Present:** Vicki Howard (CLERK) Clerk to the Governors

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**PART ONE: NON - CONFIDENTIAL BUSINESS**

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**1. BOOK SCRUTINIES**

Due to the Covid-19 pandemic and the virtual nature of the meeting, governors were unable to view pupil's books. RB provided governors with an overview. Book scrutinies had taken place on the following dates; 8/9, 29/9, 6/10, 7/10 and 13/10 covering - literacy, numeracy and themed learning. All year groups had been reviewed and several actions identified. These actions had all been completed and the review had confirmed that each year group was covering the necessary learning objectives.

**Governor comment:** *There has been a good balance between the curriculum and the catch up.*

*A. We are very pleased with the books. Marking is limited as we cannot take the books home due to the pandemic, but the presentation is good, and we are pleased with the outcomes. A lot of work has been covered during this first half term after lockdown.*

**2. WELCOME & APOLOGIES**

Mrs Worthington welcomed everyone to the meeting. No apologies were received from Katey Burgess. Mrs Pomeroy had resigned due to personal circumstances. Staff governor Mrs Tomkinson's term of office had expired. Governors thanked Mrs Pomeroy and Mrs Tomkinson for their support to the committee and wished them well.

**ACTION:** EH to send thank you letters to Mrs Pomeroy and Mrs Tomkinson.

**3. AOB ITEMS**

There were no items for discussion under AOB.

**4. CONFLICT OF INTEREST**

There were no conflicts of interests to be declared.

**5. MINUTES**

Governors agreed the minutes from the meeting held on 27<sup>th</sup> February 2020 as a true and correct record. Due to the virtual nature of the meeting a copy would be signed and retained by the school once face to face meetings resumed.

## 6. MATTERS ARISING & ACTION LOG UPDATE

There were no matters arising. Governors reviewed the action log and agreed that due to the significant changes in circumstances caused by the pandemic all outstanding actions should be suspended.

## 7. TEACHING & LEARNING UPDATE

### i) Recovery Curriculum

In addition to the catch-up, the return to school had focused on the wellbeing of pupils. New routines had been established and children's fears and worries identified. Work was being done to help pupils re-establish positive relationships and ensure that they were happy and ready to learn and achieve. Physical health was also being monitored. A Golden Mile assessment had been completed and many children had regressed in their ability to complete laps of the track. Additional physical activity would be included at playtime and throughout the day. Special assemblies were also taking place virtually via Microsoft Teams.

**Governor comment: The pupils feel that the school is a safe place.**

*A. How we relate to the pupils is very important. They must feel safe and valued.*

### ii) Data Summary (Summer 2020 data)

Due to the pandemic Summer 2020 data was unavailable. March data had been shared on Governor hub prior to the meeting as part of the school development plan.

## EAL

A large proportion of pupils at the school spoke English as an additional language. On average, across all year groups, approximately 60% of EAL pupils had achieved the expected standard

### **Q. Are the figures in line with previous years?**

A. Yes. There is some fluctuation. Some children also have SEND and some have joined the school later in the year. It is often difficult to identify SEND in pupils with EAL due to the language barrier. Many children can understand English, but it takes time for them to build up the confidence to speak. We usually pair children with another child and provide activities for them to complete to improve their English. Unfortunately, we are currently unable to complete small group work due to the pandemic.

## Gender

There were similar numbers of boys and girls in each year group and no significant differences between genders in years 1, 3 and 5. In EYFS girls had performed better in every area. In year 2 boys had performed better than girls in maths and in year 4 girls had performed better in English and boys had performed better in maths.

## PP

29 children were eligible for FSM. Results varied. In EYFS development was delayed. In year 1 67% of PP pupils had achieved the expected standard. In year 2 60%, year 3 40%, year 4 55% and year 5 25 % of PP pupils had achieved the expected standard.

The school had encouraged all parents to sign up to ClassDoJo. This online learning platform would allow parents to access homework and receive messages from the school in several languages.

**Q. Is this system having a good impact?**

A. There are only 7 parents that have not signed up to the system. We have surveyed parents and only a third of pupils have access to a laptop. Most children do have access to some sort of electronic device to play games, but we believe parents may run out of data.

**Governor comment: EAL parents may not understand what to do.**

A. ClassDojo translates messages into many different languages. We are producing work packs for children that do not have access to the internet that can be used if they are self- isolating. We have also used some of the catch-up funding to buy textbooks.

**Q How will parent's evenings be conducted? It may be useful to use Zoom to help parents become accustomed to working in this way.**

A. Zoom takes time to set up and there are security issues with the system. We arranged for bookings to be made on-line in the normal way and teachers phoned parents for a 10 minute conversation. 50% of parents accessed the parents evening phone call which is slightly more than would usually attend a face to face meeting.

**Q. What happens if parents don't book a parents evening appointment?**

A. We will always try and accommodate parents at a different time if the original date is inconvenient or we try to speak to them at the school gate. Teachers are in regular contact with parents throughout the term and can feedback to parents as necessary.

**Q. Do more EAL parents miss parents evening?**

A. No. More EAL parents request a phone call or attend parent's evenings.

iii) PP/Sports Funding

It was agreed that a sub-committee would be set up to monitor the use of PP funding and Sports funding and a meeting take place with the DHT.

**ACTION: Governors to set up PP/Sports funding sub-committee and arrange meeting with DHT.**

iv) SEND

18% of pupils were on the SEN register. 4 pupils had been awarded an EHCP. An application for more hours had been made for one of these children and an EHCP application for a 5<sup>th</sup> child had also been submitted. 26 pupils were receiving SEN support including targeted interventions with TA's. Pupils with SEND and EAL were also spending time on Nessy and the learning village and were undertaking additional independent learning on top of the TA interventions. 6 pupils were part of first concern and their literacy and numeracy difficulties were being monitored. Several pupils who had not completed very much work during the lockdown had also been included in first concern to try and boost their knowledge. 3 pupils had a social and emotional support plan.

v) Targets

Targets for 2020-21 had not been set. Assessments had not been carried out initially to allow pupils time to settle back into school. New targets would be set in January.

vi) Google Classroom

Google classroom had been set up during the lockdown.

**Q. Where has the funding come from?**

A. The government. The system is not straight forward and we are having to sit with the children to help them. It was designed for high school pupils and adults. Years 5 and 6 are using it more and more and all parents have passwords. We have used it for assemblies, and it seems to work well. We are using staff training days to explore all the features, but it will take time to get used to. Purple Mash and TT Rockstars can also be used on Google Classroom.

**8. TRACKING ANALYSIS**

This had been discussed under item 7.

**9. PERSONAL DEVELOPMENT AND WELFARE**

The first half of the autumn term had been challenging. Significant amounts of time had been spent encouraging children to wash their hands and the timings of breaks had been adjusted so that children and staff did not cross bubbles. Staff had been given the opportunity to express any concerns to the SLT and changes had been made to address these concerns.

**Q. Is there anything the governing board can do to support staff?**

A. *The staff are aware that you are unable to visit the school at present and appreciate your support. A wellbeing survey has recently been carried out which I am happy to share with you.*

**ACTION: RB to share wellbeing survey with LS/EH**

Supermarket vouchers had been obtained for pupils eligible for FSM to be used over the half term holiday. Governors also noted that St Peter's Church in Crewe would be offering free lunches to children in need over the holiday. **ACTION: RB to share with parents**

**10. SCHOOL IMPROVEMENT PLAN**

The school improvement plan had been shared on governor hub prior to the meeting.

Governors **approved** the plan.

**11. POLICIES**

The following policies had been shared on governor hub prior to the meeting:

- Capability of Staff Policy
- Children with Health Needs Policy
- Complaints Policy and Barring people
- Looked After Children Policy
- Remote Learning Policy
- Teacher's Remote Learning Agreement

- School teachers pay

Governors **agreed** the policies with no amendments. The policies would be sent to the FGB for review and ratification. **ACTION: CLERK to add to agenda**

## 12. DIRECTORS REPORT

Governors noted the Directors Report and Precis that had been shared on governor hub prior to the meeting.

## 13. AOB

Due to the resignation of Mrs Pomeroy governors considered the need to recruit more board members. Miss Humphries term of office was also due to expire on the 25 November 2020 and a parent election would take place during the second half of the Autumn term. It was suggested that the board should revert to FGB meetings rather than committee meetings until the number of governors could be increased. This would be considered further at the FGB meeting on the 26 November 2020.

## 14. DATE OF NEXT MEETING

The date of the next meeting was agreed as Thursday 25 February at 4.00pm.

## 15. IMPACT STATEMENT

Governors agreed that the school was in an excellent position and was coping well with the challenges created by the pandemic. Staff had set clear routines and structures for the return to school and this could be seen in the excellent behaviour of pupils. Governors thanked the staff for their hard work and congratulated them and the pupils on a successful return to school.

**There were no part 2 minutes recorded at this meeting.**

**Meeting closed at 5.10 pm.**

Signed:.....

Date:.....