

Teaching and Learning Committee Monday 17th January 2022
4.15PM - 6.15PM Venue – Online via Teams

	PAPERS	LEAD	COMMENTS / QUERIES / CHALLENGES	ACTION
Present: Jim Mathieson (Chair) (JM), Majid Ali (MA), John Bayes (JB), Nicole Jutsum (NJ), Rose Mahony (RM), Suzanne Richards (SR), Iain Thomas (IT), Judy Wheeler (JW) In Attendance: Carolina Taplin (Clerk), Andy Gardner (Guest) (AG), Nick McSweeney (NM), Nicky Rees (Deputy Headteacher) (NR), Tom Scantlebury (Inclusion Manager) (TS), Apologies received: Louise Brooks (LB), Sharon Finn (SF)				
1.	Welcome and apologies		JM	JM -Welcome and apologies received. Introductions of all present for benefit of new attendees NM and AG and vice versa. 16.20 TS left meeting for work call.
2.	Declaration of interests		JM	None
3.	Review of last T and L Meeting minutes for September 20 th 2021 – matters arising	Minutes Sept 20 th 2021	JM	All agreed the minutes of 20 th Sept 2021 as a true record of the meeting. Thanks, was given to the Clerk for providing the documents. Action points <ul style="list-style-type: none">IT to show comparison of students with and without KS2 data. Comparison of reasons why Student at FC. – Complete will be shown todayIT/SR - Propose following sentence at next MOU meeting with LA “FC will name and shame schools that do not provide the information FC needs to extend these student’s learning, if haven’t received by certain amount of time upon arriving”. – Work in progress. Monthly update tomorrow 18 Jan. Currently not moved forward and target date for completion has moved to July 2023. Still operating without a finalised MOU. This is of concern to all managers.IT to arrange meetings with PEX schools. – IT has the agreement of schools of PEX students to provide information. FC Raising Standards Intervention Worker attends the schools and meets with <ul style="list-style-type: none">IT/SR to update on meeting with LA (18 Jan) at next Committee meeting

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			<p>senior staff to obtain critical information for the PEX student. Comment – This has been a long-standing problem whereby FC do not get the information required about the PEX students.</p> <ul style="list-style-type: none"> • Q – Most of the PEX students are secondary students, NM if you are able to provide any help to FC in obtaining the information and make a seamless change in education provision that would be gratefully received. • NM agreed to discuss process at Secondary Federation. • IT to include additional column in reporting for end of KS2 outcomes and summary of whole cohort upon leaving FC. – Complete included in SEF and end of year report. • NR to arrange OFSTED survey. SLT to decide appropriate date for completion for students. Complete - FC survey rewritten and OFSTED questions included. 70% positive response. Report ready for the next meeting. Q – Are there any surprises in the responses from the remaining 30%? NR – No, number of students. IT and NR know which/why the students have responded in this way. • SR to include EHCPs in letter to LA – SR to discuss EHCPs in the meeting with the LA on 18th Jan. <p>16.31 Judy Wheeler joined the meeting and JM welcomed her.</p> <ul style="list-style-type: none"> • JM and IT provided a brief explanation (for the benefit of NM and AG) regarding the situation with EHCP students and the lack of funding following the students to FC. • IT/NR to arrange visits to other PRUs for MC – IT contacted PRU's. Cranbury College invited IT/NR after Feb half term. Awaiting response from others. IT to arrange for member of MC to attend. • IT to transfer across to new PP template. – Completed and on website. • IT to follow up with outstanding members of MC to complete safeguarding training/provide evidence of KCSIE training. – One person outstanding. • CT to contact all Governors for contact details. – CT to chase 	<ul style="list-style-type: none"> • NM to discuss at Secondary Federation the process of providing student data to FC for seamless change in education provision. • NR to provide update on report at next T&L meeting • SR to discuss EHCP concerns with LA (18 Jan) and update at next Committee meeting • IT to contact member of MC to attend meeting with Reading PRU.

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					<ul style="list-style-type: none"> IT to chase outstanding MC member for completion of KCSIE training CT to contact Governors for contact details.
4.	Pupil Progress – Autumn Term 2021		IT	<p>IT presented a new template for Pupil Progress including requested information by MC.</p> <p>Comment - Praise given for the new template. IT discussed one student to demonstrate how the report works. Explained progress in the subjects and the interventions put into place by FC.</p> <p>Comment – Thanks given. Clear overview.</p> <p>Q – Biology, Geography and Maths seem a real interest, is this because of teaching, relationships, other students?</p> <p>Q - What did you use for the Baseline a past KS2 SATs paper? IT - Yes</p> <p>Comment – To put in perspective/explain situation it would be useful to include percentage of attendance. IT – All info is vital because students arrive disaffected and not wanting to engage.</p> <p>Comment - Helpful and useful way of presenting information. Q - The targets for EOY11 predicted what benchmarking is it based on? IT - based on a decimal point of progress every term from their baseline.</p> <p>Q - As you get to know the student does FC generate new/FC specific targets? IT – Yes FC creates the targets. If a student has not completed the Maths baseline then the student's Current Autumn 2 level (Teacher Assessed Grade) will become their baseline.</p> <p>Q – Is a Student in the above situation not at Grade 1 standard? IT – Yes. Variety of students, working at different levels. Students working from below Grade 1 to above Grade 5. Only reflects students on site, not home tutored.</p>	<ul style="list-style-type: none"> IT to distribute template to MC IT to use new template.

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			<p>Q – Very useful spreadsheet. Looking across, all students are very different, are any specific subject areas of concern? IT - English high concern/number of reasons, changes in syllabus, confidence in the pupil. English involves the student's opinions/thoughts but student may not speak out until trust built with teacher. No ambiguity with Maths easier for student to answer questions.</p> <p>Q – Is there a correlation between English and reading age? Are there tests for student's on entry? IT – Usually reflected in predicted grades. Teachers try to engage them on topics of interests. Topics covered include knife crime and should pupils be excluded or are they misunderstood. About building trust with students. The area of most concern is comprehension. Students understanding of basic words and terms is very low.</p> <p>Q – Are KS2 outcomes in the hidden columns? IT – All KS2 data is included when received.</p> <p>All agreed this template should be used moving forwards each term.</p> <p>Comment - It would be interesting to discuss when visiting another PRU the extent of their analysis on the students attending their provision.</p> <p>Comment – Reading and writing are very challenging areas. This will in turn impact on the rest of the curriculum. IT – Often students do not want to show their ability. Working on a one to one with students FC has managed to extract the best from students.</p> <p>Comment - Students require good vocabulary before mastering these skills. Many students have a veneer of sophisticated vocabulary but a poor working vocabulary. Sometimes the oral age is far lower than the actual age.</p> <p>Q – Is FC part of the Voice 21 project? There are great resources available. If can't talk it, can't say it etc</p> <p>Comment – This has been discussed previously. NR did look into this before. NR – FC have the P4C resources which are sent out to all staff.</p> <p>Comment - Voice 21 also provides good CPD courses.</p>	<ul style="list-style-type: none"> MA – to put IT in touch with Emily regarding sharing the resources for Voice 21.

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				17.07 TS rejoined the meeting.	<ul style="list-style-type: none"> SR – to speak to new literacy coordinator about Voice 21 as well as the P4C. IT - to send anonymised data to Governors
5.	Pupil Profile and Provision, and Cultural Capital update		IT/NR	<p>IT provided a summary of the 38 students attending FC. Current mix of PEX, alternative provision, medical vulnerable onsite and medical vulnerable home tutored. Provided break down of EHCPs and Pupil Premium students. Of note, currently working with a primary student who is transitioning back to main stream. This requires a full-time member of staff to ensure the transition is appropriate. Plan to withdraw support by half term. Most students part-time timetables 5-23 hours a week.</p> <p>Every 6 weeks Provision Review with students, parents and teachers to ensure the student is progressing, provision is appropriate and accessible to the student. Also review if any changes required. Following this there is an Education review similar to a parents evening. This is to look at progress as well as behaviour and attitude to learning.</p> <p>Q – Referring back to the report in Item 4 of agenda, the report is for KS3/4, is there a similar report for KS1/2? IT – Yes, I will circulate this to MC.</p> <p>Q – What percentage of parents are attending the Provision Reviews? IT – Approx. 100% every 6 weeks parents expected to join. Parent evening on site to look at books and speak to teachers.</p> <p>Q – Minutes of last meeting previously 8 Pupil Premium students but now reduced to 4? IT - Still 8 Pupil Premium 4 in each category of PEX and Alternative provision.</p> <p>Q – Would it be valuable if member of MC attended the parents evening? IT – Yes it would be valuable. It is on 6th April.</p> <p>Q – Are you managing at 6 weekly Provision Reviews to increase student attendance? IT – It is always fluctuating because of the nature of</p>	<ul style="list-style-type: none"> IT – to circulate report in Agenda Item 4 for all Key Stages.

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				<p>the students. However, the intention is always to do what is best for students. NR – Important to note home tutoring functioning at full capacity. Currently advertising but FC struggling to meet statutory requirements.</p> <p>NR provided a summary of Cultural Capital.</p> <p>78% of students one or more experiences this academic year. Remaining percentage not yet able to join due to health or other concerns. Upcoming trips include – theatre, Charles Dickens, The Story Museum, Bletchley Park for Maths. Some medical vulnerable students to attend BCA as Y11 provision.</p> <p>IT – has created two working parties' 1) cultural capital/development and 2) teaching and learning. Encouraged collaborative working, with renewed enthusiasm. NR leading on personal development and cultural capital.</p> <p>Comment – Cultural Capital has progressed since started.</p> <p>NR – Paperwork a barrier. Staff being trained.</p> <p>Q – Can support staff do this? Once trained up use a template to set up? So not another burden for the teachers. NR - Most paperwork completed by support staff. Training by end of week.</p> <p>IT – Primary completed by support staff. When in place quick and moderated..</p> <p>Q – RM, as Safeguarding Governor, do you see Evolve forms? RM – These fall under Health and Safety. SR – On a previous H&S visit on behalf of JB did have sight of risk assessment forms and there were some gaps which need to be addressed. Another H&S visit due on Jan 31st and Evolve forms will be added to this.</p>	<ul style="list-style-type: none"> IT to send out an invitation to member of MC to attend the parents evening on the 6th April. SR to update at next meeting H&S visit including review of risk assessments in general and Evolve forms.
6.	Monitoring report updates Pupil Premium – SF Numeracy - SR	Monitoring reports	SF/SR	<p>JM introduced the monitoring reports.</p> <p>SR – Provided a summary of Numeracy monitoring report. The staff member VC is new to FC and gave a very positive review of FC in comparison to other PRUs.</p> <p>Points of note -</p> <ul style="list-style-type: none"> Enthusiastic and experienced member of staff. A strong member of staff. She has created a number of scenarios and topics for staff to use. 	<ul style="list-style-type: none"> IT to create structure for numeracy/literacy presentation. IT to discuss structure with SR and JM IT to arrange for VC to present on

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			<ul style="list-style-type: none"> The staff member is not empowered to give the support the staff need. No structure for her to demonstrate to staff what scenarios/topics can be used during the term. No contact with Primary. VC to review Numeracy Policy To monitor impact of improved communication with HoD and staff – IT confirmed this has now happened. To understand how primary numeracy is supported <p>NR – in the process of encouraging a Maths Home Tutor to attend FC to assist in Primary. SR – Tutor and VC should work together.</p> <p>Q – How do we know the recommendations are carried forward? Does SR go back and check with Vicky again?</p> <p>Q – Do subject leaders, HoDs make presentations to the MC? SR – This has occurred in the past. Choose key areas, how improved and progressed. A structured brief, 10 mins and a few slides.</p> <p>Comment – Invitation on 9th May Numeracy presentation</p> <p>JM provided summary of PPG monitoring report on behalf of SF.</p> <p>Q – How many PPG Students at FC? IT – There are 4 x PEX, 4 x Alternative Provision, 5 x Medical Vulnerable, 2 x Home Tutored.</p> <p>Points of note from report.</p> <ul style="list-style-type: none"> As the college cohort is fluid across an academic and a financial year, they cannot know how much funding they will receive, especially as it rare for the funding to follow a pupil from their mainstream school. All of the students at the college are disadvantaged in some way and so, regardless of whether they qualify for the grant, all are supported as if they were. All of the support strategies identified on the college plan will be used with all of the students. This can make it difficult to show any actions/ impact specific to the PP students. It was discussed that college staff must find simple ways to demonstrate that they are monitoring this group, and other groups, 	<p>Numeracy at T&L committee on 9th May</p> <ul style="list-style-type: none"> IT to arrange Literacy presentation for Sept 2022 T&L committee SR – to arrange a visit with Literacy Lead.

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				<p>too. Initial thoughts included: daily debriefing notes, SLT minutes, attendance monitoring.</p> <p>Comment - FC must be very clear about what has been done for the PPG students and how money spent.</p> <p>Q – Good point very difficult, in particular in a mainstream school the PPG is a 1/3 of the ORPU. At FC PP is much smaller % of the income per pupil.</p> <p>Q - What was the response of the 2018 inspection?</p> <p>Comment – Difficult to recall immediately back to 2018. Potential inspection will be focused around COVID. How were the PPG students dealt with? Clear records of what FC provided PPG students.</p> <p>Comment – Add PPG to the Resources Agenda for 1st Feb. State the actual PPG income per PPG student. FC will probably receive less than Statutory amount in particular for PEX students.</p> <p>PPG budget lower this year than the previous year.</p> <p>Comment – NM as a Secondary Federation representative it is important to note that the PPG money does not follow PEX students. It is a difficult situation and must ensure funding is used appropriately.</p>	<ul style="list-style-type: none"> CT to add PPG to 1st Feb Resources Agenda
7.	SEF update		IT	<p>JM gave a brief introduction.</p> <p>IT – Gave thanks to SR and MA for the comments. Comments have been included in the SEF. SLT will be discussing SEF every week to ensure it is a live document.</p> <p>Comment – Minor point that FC were bereaved of JB not the other way around.</p> <p>Comment – General agreement that the SEF is lacking in telling the story of FC. Does not give justice to all the hard work and impact made on students attending FC.</p> <ul style="list-style-type: none"> Evidence should feature throughout the document. Include exit interviews from students and the impact FC has had on them. 	<ul style="list-style-type: none"> IT and SLT to review SEF. To be ready for 21st March – 7 days before FMC on 28th March IT to prepare School context statement in preparation for OFSTED

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				<ul style="list-style-type: none"> • Include case studies. • Inject more life into the document. • Link to pupil outcomes. • Keep an OFSTED file with all evidence. • Conduct staff and student activities – What have we done well? • Gallery on website where students are now. The successes. • Students want hoodies with names on – almost unheard of for a PRU. • Include the support given to staff following death of Jay Blundell. • Review the template to reflect FC today and not remain in the past. • Include the comparison to other PRUs by staff. <p>Q – How do we help IT and SLT to move the SEF forward? The document needs to be ready for March. Does this require a working party of MC members?</p> <p>NR – To review again in light of comments made.</p> <p>Q – IT does the document reflect how you see FC?</p> <p>Comment – IT knows students extremely well and can quickly bring them to life when talking about them. This is not easy for HTs to do.</p> <p>Comment – Should not be by committee but for IT to take back, review and discuss with SLT. Include a section of things really proud of i.e. ethos and culture.</p> <p>Comment - Bring FC to life this is where we have been, what we have been through and this is where we are now.</p>	
8.	MC monitoring of Teaching and Learning <ul style="list-style-type: none"> • Managers to identify areas of 		IT/JM	<p>Suggestions for Manager monitoring</p> <p>Q – Are home tutored books included in the Book Review? What observation or monitoring is there for students who do not come onsite? NR – Monitoring through learning log. Currently reviewing this to include the nurture, inspire and achieve.</p>	<ul style="list-style-type: none"> • JM to attend Observation week on 26th Jan for KS1/KS2

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	monitoring to be involved in <ul style="list-style-type: none"> 24th January Observation Week 14th March Book Review 9th May Observation Week 27th June Book Review 			Q - Does the pupil contribute to the log? How do we know what pupils think? NR – Through the pupil questionnaires. Q – Offsite provision data, quality of teaching etc need to look at progress. This area was identified in the previous inspection. How has this progressed? NR – Systems and processes effectively embedded and well monitored. This is identified in the SEF.	<ul style="list-style-type: none"> RM to attend Book review on 14th March – Review offsite provision, learning logs linked to progress reports. All MC members to arrange a monitoring visit.
9.	Safeguarding <ul style="list-style-type: none"> Update on SCR 		TS/RM	Q – Was the SCR checked and check recorded in the minutes? TS – SCR was not available at last visit. TS checked it and reported back to RM. Comment – SCR must be signed off once a term. TS - Serious case review ongoing. Meeting in March. When findings released will be given to SLT and MC. Comment - Thanks to TS for all the work on this.	<ul style="list-style-type: none"> RM – to ensure SCR checked on next visit. SCR to be signed off once a term. CT to add to FMC Agenda 28th March
10.	Policies <ul style="list-style-type: none"> FC006 Online Safety and Internet Use FC010 Assessment FC022 Examination & Exam Contingency FC030 Educational Visits FC051 Home Tuition and Target Intervention 	Policies	IT	JM – Gave a brief summary about the policies and how reviewed. FC006 – Change of password must be mentioned for MC as well as staff ratified subject to change. FC010 – Several amendments required based on proforma queries. To come back for ratification at FMC in March. FC022 – All changes made. Ratified subject to changes. FC030 – Ratified FC051 – Ratified subject to changes	<ul style="list-style-type: none"> Subject to amendments FC006, FC022, FC030, FC051 ratified. FC010 Several amendments required on Agenda for 28th March FMC
11.	A.O.B.		JM	Comment - Great work happening evidenced in the SEF – given school is in the inspection window consider a peer review. Link with Reading	<ul style="list-style-type: none"> IT to consider arranging a peer

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				PRU or mainstream school to know where strengths are. Slim down review on curriculum in Summer or Autumn term. NR – NM and AG very welcome to come in and visit FC.	review Summer/Autumn term.
12.	Date and Time of Next Meeting		JM		Monday 9 th May 2022 – 4.15p.m.