

Teaching and Learning Committee
Monday 9th May 2022 4.15PM - 6.15PM Venue – Online via Teams

	PAPERS	LEAD	COMMENTS / QUERIES / CHALLENGES	ACTION
Present: Jim Mathieson (Chair) (JM), Louise Brookes (LB), Rose Mahony (RM), Nick McSweeney (NM), Suzanne Richards (SR), Iain Thomas (IT), Judy Wheeler (JW), In Attendance: Carolina Taplin (Clerk) (CT) Majid Ali (MA), Nicky Rees (NR), Tom Scantlebury (TS), Andy Gardner (AG), Lia Mexa (LM), Vikki Comley (VC) Apologies: John Bayes (JB), Phil Cunningham (PC), Nicole Jutsum (NJ)				
1.	Welcome and apologies		JM	Welcome by JM. Apologies received and accepted. All agreed to recording of the meeting for the purposes of the minutes.
2.	Declaration of interests		JM	None
3.	Literacy and Numeracy Update		LM/VC	<p>Intention of T&L Committee is to better focus and have presentations by staff at every meeting around a curriculum area. LM and VC introduced to present on literacy and numeracy. SR gave brief summary regarding monitoring visits with LM and VC and highlighted great cross curricular link work, resources and teaching both bring to FC. LM and VC shared presentation and explained rationale behind termly targets for numeracy, reading, writing, speaking and listening and plans for future. LM explained lit/num are crucial skills for a fulfilling future and half termly targets have encouraged discussions among staff and staff with students. Advised monitoring takes place as book reviews across all students/subjects to ensure consistency/continuity in the teaching. Autumn and Spring reviews have happened. Pleased to report staff already incorporating in lessons either organically for certain subjects or as stand-alone activities. LM/VC demonstrated the coordination/colour coding of recording of targets in the students' work and reports. This process facilitates the book reviews and encourages staff to ensure targets are met. If a target not met - recorded to allow staff to retrospectively meet it. Areas for improvement identified as consistency and momentum to ensure targets are included in every lesson. Challenge identified - monitoring home tutors working on best practice of targets in lessons and book checks. Meetings arranged to discuss with Eng/Maths home tutors. Q – Do home tutors work on FC or home school curriculum? What is the onus to look at this if FC considered secondary targets? NR advised onus on the home school to provide work and mark it.</p> <ul style="list-style-type: none"> CT to circulate presentation post meeting

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			<p>VC confirmed the PEX FC students taught at home do need to meet the FC targets. Termly meetings and open communication with Primary but very bespoke curriculum and targets included when possible. VC/LM acknowledged that KS3 students may have fallen below expected level and will adapt targets accordingly. Trialled more rigorous reading scheme – not so successful. Replaced with discussions in mentor time including a numeracy topic once a month. Shared area of resources for staff and staff engaging with VC/LM. Introduced Voice21 oracy benchmarking by giving feedback to students on their different levels of communication e.g. body language, vocab. All staff given communication benchmarks for ages 11, 14, 18 and beyond. In September, will be interwoven with therapeutic thinking. Q – Do you receive sufficient information from schools regarding students' current level/targets? VC advised info like SATS data may be missing. FC created own baseline to ascertain students' level. Q – Have you been trained in Voice21? IT confirmed training in September. Resources requested in the interim. Q – Is a record kept of targets met/not met as a percentage? What frequency for meeting target i.e. once or three times? VC advised colour coded spreadsheet records if target met/not met. If not met, a bespoke target created to bring student to required level. Q – Was the focus of book review purely lit/num or were progress, resilience, presentation and pride also reviewed? VC/LM two reviews of range of books across the board, one with lit/num focus other with broad focus. TS joined 16.15; NM joined at 16.40 SR encouraged VC/LM to highlight all other excellent activities used to promote lit/num. LM/VC briefly discussed subscription to National Literacy Trust, activities such as DEAR. Online meetings with authors. As well as a trial for Bedrock which was not successful. VC noted if student expected to do extra in own time then not interested. NR and IT praised LM's staff training as well as their promotion, enthusiasm and proactiveness of lit/num. All avenues researched and adapted to suit FC. JM acknowledged VC/LM's good use of primary/KS2 expertise to aid KS3 students at a lower level. Great cross fertilization. Comment – Managers thanked VC/LM for excellent presentation. JW joined at 16.47</p>	

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					<ul style="list-style-type: none">All managers to try to drop in w/c 27th June Book review.
4.	Review of last T&L Meeting minutes for May 9 th 2021 – matters arising	Minutes Sept 20 th 2021	JM	Completed Actions <ul style="list-style-type: none">IT/SR to update on meeting with LA (18 Jan) at next Committee meetingSR to discuss EHCP concerns with LA (18 Jan) and update at next Committee meetingIT to distribute Pupil Progress template to MC. IT to use new template. IT - to send anonymised data to Governors. IT – to circulate report in Agenda Item 4 for all Key Stages.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.Literacy and Numeracy Update - IT to create structure for numeracy/literacy presentation. IT to discuss structure with SR and JM. IT to arrange for VC to present on Numeracy at T&L committee on 9th May. IT to arrange Literacy presentation for Sept 2022 T&L committee. SR – to arrange a visit with Literacy Lead.CT to add PPG to 1st Feb Resources AgendaIT and SLT to review SEF. To be ready for 21st March – 7 days before FMC on 28th MarchIT to prepare School context statement in preparation for OFSTEDJM to attend Observation week on 26th Jan for KS1/KS2Review offsite provision, learning logs linked to progress reports.RM – to ensure SCR checked on next visit. SCR to be signed off once a term. CT to add to FMC Agenda 28th MarchSubject to amendments FC006, FC022, FC030, FC051 ratified.FC010 Several amendments required on Agenda for 28th March FMC	
5.				Actions now complete: <ul style="list-style-type: none">NR to report on results of FC Survey at next T&L meeting. Confirmed reported in HT report at last FMC. Briefly summarised – Ofsted survey report in Dec and currently happening now. Results of survey to be reported at next FMC.IT to chase outstanding MC member for completion of KCSIE training - resolvedMA – to put IT in touch with Emily regarding sharing the resources for Voice 21RM to attend Book review on 14th March	<ul style="list-style-type: none">NR to report on May Ofsted survey in FMC July.
				Actions rolled over to next meeting: <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. IT obtained agreement from 2nd Federation that all exclusion paperwork and all following reports would be shared. NM tasked to request all academic reports are included at next meeting.IT to contact member of MC to attend meeting with Reading PRU. IT to arrange a peer review Summer/Autumn term.	<ul style="list-style-type: none">NM to request at 2nd Fed an agreement by Sept for all academic reports included in paperwork.IT to report back on meeting with PRUs on Mon16th MaySR to meet Literacy re Voice 21 and P4C in summer term

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			<ul style="list-style-type: none"> CT to contact Governors for contact details part completed SR – to speak to new literacy coordinator about Voice 21 as well as the P4C – brief meeting to talk about in the summer term. All MC members to arrange a monitoring visit – AG conducted monitoring visit 6th May. MA conducted monitoring visit 9th May – Focus KS3/4 Y11 student 2 x lessons Y7/Y9. Reviewed engagement, relationships, behaviour etc. Snapshot very strong/positive support from staff. Development point – Have not reviewed student's personal curriculum to see if coherent and well structured. MA to write report and forward to meeting. Put SIO report on agenda. <p>All Managers approved the minutes as a true record of the meeting.</p>	<ul style="list-style-type: none"> RM and JM to attend on the 27th book review. IT/SLT to send reminder. AG monitoring visit report July FMC CT to send Proforma Monitoring report to all MA to report on monitoring visit and provide SIO at July FMC IT to advise MA if peer review to take place or LA review required.
6.	Pupil Progress and SEND update – Spring Term 2022	IT	<p>JM advised future structure of Pupil Progress update to focus on particular group of students. This meeting focus was SEND. IT shared presentation. Discussed several students with EHCPs (home tutored and onsite) and curriculum per student. Discussion about status of PEX student from special school. IT highlighted vast progress of two MV students - started as home tutored but progressed under FC to onsite study. Focused on dramatic improvement of one student (as verified in book review by JM) who now attends groups to support social skills. IT confirmed IEPs reviewed with student and parents every 6 weeks. All work individualised to include help strategies. Q – Do you share all the information with parents? IT confirmed all data shared. Q - Do you have evidence to show progress? E.g. If Oct half term student struggling but in Spring 1 can show improved. SR identified summary box of subject grades and confirmed suitable for parents to easily view. IT confirmed spreadsheet shown in previous meeting tracks progress over time across the year. Comment – Managers extended praise for the hard work with particular student. Thanked IT for detailed report. Q – A SEND annual report is due. New SENDco in place when will report be ready? NR suggested report September to include exam results.</p>	<ul style="list-style-type: none"> SENDco to provide report and presentation at first September FMC.
7.	Pupil Profile and Provision, and Cultural Capital update	IT/NR	IT provided current pupil profiles. 43 pupils – 18 PEX, 6 AP and 19 MV (Of which 14PP and 12 EHCP). Budget not does not reflect % of PP at FC but	

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				hoping more money for PP to be allocated. Q – Is there a trend and theme behind PEX? General agreement from IT and NM post pandemic effect trying to settle back in. Q – Are students struggling with the staff hierarchy in the school? NM advised not noticed this but small group of students identified as struggling with structure of day. Used to freedom which is not viable in school. JW advised Primary has noticed young children unable to differentiate hierarchy and present challenging behaviours. IT discussed PEX students from Special Schools. Q – Is this an unusual situation of FC currently accepting more PEX students from Special Schools than before? IT confirmed pathway to return to Special School but unable to make quick move from FC. IT confirmed first Fair Access Panel took place facilitating moves. General discussion about why Special Schools can PEX students. All agreed, dependant on situation, resources and not all Special provisions can manage all behaviours. Additional pressure placed on FC to manage needs. NR provided summary of Cultural Capital visits. Of note, first time visit to Reading University and Kimmel Café (training young people with autism). Visits inspire students to look further ahead. NR and LB attended Leighton Park Partnership Dinner. Networked and arranged for RS teacher to present to FC on moral spiritual topic.	
8.	Monitoring report updates <ul style="list-style-type: none">Numeracy and Literacy – SR	Monitoring reports		Brief discussion regarding staff attendance at lit/num meetings and how absence was addressed. IT confirmed this had been addressed.	
9.	MC monitoring of Teaching and Learning <ul style="list-style-type: none">9th May Observation Week27th June Book Review		IT/JM	IT confirmed observation week focus was achievement.	<ul style="list-style-type: none">JM to report on monitoring visit 11th MayIT to remind all Managers about Book Review 27th June
10.	Safeguarding <ul style="list-style-type: none">Update on SCR		TS/RM	TS provided update on SCR and staff training. TS advised FC supporting two students and working with social services with unhealthy relationships/sexualised behaviours. Q – How does FC assess RSE knowledge given students arriving at different times? NR confirmed Covid impact some students missed essential RSE teaching during lockdown. TS confirmed FC safeguarding team work with RSE/PHSE teacher and bespoke one to one student packages created. NR confirmed FC invited	<ul style="list-style-type: none">AG to provide identity documents to KW at FC.Safeguarding Manager to be appointed at FMC

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				specialist social worker in child sexual exploitation/abuse to present to students. TS confirmed finish date moved to end of May for serious case review. Reflection of review on FC is healthy/positive effect. Bigger picture - learning curve collective lack of communication and sharing of school files. Q – How is FC dealing with current TikTok videos of staff? TS confirmed if videos found dealt with appropriately. Parents cooperating/acting proactively.	
11.	Policies <ul style="list-style-type: none"> FC004 SEND & Local Offer (Special educational needs and disability) FC005 Relationships Education, RSE and Health Ed (Relationships education (primary) and relationships and sex education (secondary)) FC054 Home to School Transport Policy 	Policies	IT	FC004 – NR confirmed amendments made. FMC to appoint new SEND manager. JW commented about a change from SENCo to SENDCo. Policy to be ratified at FMC. SR highlighted training in intimate care. MA advised FC should have an intimate care policy. FC005 – NR discussed comments. JM confirmed a reference to look at T&L policy to be included. Ratified subject to amendments. FC054 – TS discussed comments. TS to include statement regarding vetting of drivers and age clarification of 2or3 miles. CT confirmed SLT policy and advised brought to committee for an initial review moving forward only requirement is for SLT to report to T&L policy has been reviewed and/or any amendments made.	<ul style="list-style-type: none"> CT to add FC004 to FMC agenda for ratification. CT to add appointment of SEND Manager to FMC agenda IT to find out about intimate care policy with other PRUs. TS to amend FC054 policy
12.	A.O.B.		JM	NR advised in respect of SMCE a student's team came 6 th in the World Cheerleading Championships. LB confirmed summer training dates. Managers to confirm to LB if courses booked.	<ul style="list-style-type: none"> LB - skills audit to AG, NM, PC. LB - AG on training Sept/Oct JM - book SWALSS 16th June H&S training 8th June available
13.	Date and Time of Next Meeting		JM	JM thanked everyone for contributions.	TBC