

**St Barnabas CE Primary School**  
**Minutes of the Teaching and Learning Committee meeting**  
**Held at 4pm Wednesday 1<sup>st</sup> May 2019**

1. Present: Brian Lennon, Ann Rawlinson, Anne Williamson, Karen Boardman (Headteacher), Eileen Connolly (in attendance)

2. Apologies: Helen de Saram, Hannah Madin

3. SEN

Eileen Connolly presented the SEN action plan, written since she took over as SENCO in March and explained how progress had been made towards many of the actions. She has met with the SENCO from St Wilfrid's to find out more about the CYC systems and forms for SEN pupils and to plan some staff training. She took the governors through one of the SEN banding documents and explained that this was used to help identify the level of SEN that a pupil had and the type of support that may assist this pupil. The SENCO will lead training for all staff next week on identification of and support for SEN pupils with reference to this banding document.

The committee had received notes from the CYC Inclusion Conference attended by the governor Lorna Longman. Anne Williamson suggested that the audit tool shared at the conference could be used to identify what the school was doing well and the next steps. The Headteacher and SENCo agreed to look at this.

4. Pupil Attendance and Absence Analysis

The Headteacher presented a report showing the attendance of the whole school and different groups of pupils. National data was only available for comparison for the Autumn and Spring Term 2017-18 but this allowed a comparison to be made with school Autumn and Spring Data 2018-19. It was noted that the school data included a pupil with long term absence due to illness. The headteacher summarised the attendance data: Whole school attendance was slightly below national data; Reception and Year 6 were the year groups with the lowest attendance but other year groups had attendance in line with or above average. Ann Rawlinson asked about the reasons for this difference between year groups. The Headteacher explained that absence due to illness is often higher in Reception as children are more prone to getting ill as they are new to the school environment. In Year 6, this figure was influenced by some individual pupils, most of whom had lower attendance as a result of absence due to family circumstances.

The Headteacher then presented the absence data for different groups of pupils. It was noted that the absence of Pupil Premium and SEN pupils was lower than these groups nationally. All other groups except non EAL had higher absence rates, particularly males. The percentage of school persistent absentees was lower than national for all pupils and for Pupil Premium and SEN pupils which is a positive picture. Governors considered the main factors leading to persistent absence. Only a few of these were due to holidays being taken in term time.

Brian Lennon asked if the school had asked for anyone to be fined for taking holidays. The Headteacher explained that she had not yet done this as there were certain procedures that school had to have in place before this could happen. These were put in

place in the Autumn term so the school can now ask the LA to issue a fixed penalty notice and will be doing this in the summer term.

The Headteacher presented some data on exclusions and explained that the number of fixed term exclusions fluctuated from year to year was higher than national this year. As part of the work on behaviour the school would be looking at how to reduce exclusions.

#### 5. Behaviour

The Headteacher presented some information about the Pivotal recommended approach (the consultants that the school will be working with). Governors noted that the approach focused on the adults changing their behaviour to be more positive.

#### 6. PSHE Curriculum

The Headteacher presented details of the Heartsmart programme of work that was now being used across school to teach the PSHE curriculum. Miss Connolly said that the children were enjoying the lessons. Anne Williamson noted the link to the SIAMs framework on the lesson plans.

#### 7. Class arrangements September 2019

The Headteacher presented three options for classes with different arrangements of mixed ages and the committee discussed the pros and cons of each. The Headteacher and Deputy Headteacher would give these options further consideration over the next few weeks.

#### 8. Any other business

#### 9. Date of next meeting – to be arranged at FGB in July.

A. W. Williamson

13/1/20