

# Minutes of the Morley Memorial Learning Committee

29 June 2015

Attendance: Anna Robinson (AR)  
 Nikki Brown (Head)  
 Nicky Odgers (NO) (Chair)  
 Marc Neesam (MN)  
 Melissa Ward (MW)  
 Ruth Kershner (RK)  
 Emma Linney (EL) (Clerk)

Apologies: Rachel Calder (RC) (Vice  
 Chair)

Venue: School

	Notes	Actions
1.	<p><b>Apologies</b></p> <p>Apologies were received and accepted from RC.</p>	
2.	<p><b>Notice of AOB</b></p> <p>None.</p>	
3.	<p><b>Declarations of interest</b></p> <p>None.</p>	
4.	<p><b>Minutes of the last meeting, 11 May (circulated) and matters arising</b></p> <p><b>Item 6:</b> The Head reported back on her plans to improve the reporting of progress and attainment in science (pp.3). Teachers would be using Target Tracker, although not to the same level of detail as for reading, writing and maths.</p> <p><b>The minutes were agreed</b> as a true record and signed by the chair.</p>	<p>Clerk – upload minutes to school website.</p>
5.	<p><b>Data</b></p> <p>The Head gave a demonstration of the new Target Tracker data management system. The Head</p>	

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	<p>reported that staff were receiving on-going training on the package, and that everyone was finding it more user friendly and quicker to use than Sims. It would also be much more straightforward to produce reports for GBs and Subject Leaders would be able to produce reports in a more consistent way.</p> <p>The Head welcomed the opportunity the new system would bring to personalise assessments for each child. The software would make it much more straightforward for staff to focus on what children are and are not able to do, and what they need to do next, and to more easily identify children who might require additional assistance.</p> <p>Target Tracker has been in use at the School since February, alongside current NC levels. The next step would be to transition to assessment without levels. The Head circulated a paper authored by the software manufacturer outlining this new approach. A system of steps would see year group bands (1-6), each broken down into six steps (beginning, beginning +, working within, working within +, secure and secure +). Teaching staff would be able to click on statements within subjects as and when children make progress in those areas, and the software would convert this into steps</p> <p>The Head confirmed that existing data would be converted to the new bands and steps in readiness for September 2015.</p> <p><b>The Committee asked</b> the Head which subjects Target Tracker would be used for. The Head replied that it would be used for all subjects. However, staff would assess reading, writing and maths in more detail than other foundation subjects. In science, she could foresee the software being used to closely track scientific enquiry and also knowledge areas but perhaps in less detail. At the moment some of the content coverage for foundation subjects is not aligned with our curriculum map so would appear in a band outside of the age related band.</p> <p><b>The Committee asked</b> whether progress reports for children would be produced more frequently than annually under the new system. The Head felt that this could be explored at a later date, but not in 2015/16.</p> <p><b>The Committee asked</b> whether the software could assist in assertive mentoring. The Head</p>	

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	<p>agreed that it would. Children could have access to printouts showing what they needed to be focussing on next.</p> <p><b>The Committee asked</b> whether the data was secure, and regularly backed up and the Head confirmed that it was.</p>	
6.	<p><b>Parental questionnaire (recommendations report circulated)</b></p> <p>The Chair explained the aims of the new approach to the parental questionnaire/survey. The Resources Committee had already seen the report and given comments to Phil Colligan who was the lead GB on the questionnaire. The survey would be going to parents before the end of term.</p> <p>The Committee discussed each question in turn.</p> <p>The Committee felt that the survey should include a question on behaviour, in addition to the one on bullying.</p> <p>The Committee thought it would be interesting to ask staff to complete the questionnaire too, in order to see whether staff and parent perceptions were in alignment.</p> <p>The Committee discussed whether or not to ask parents to include class name as well as year group and decided against it due to small sample sizes.</p> <p>The Committee suggested the 7-point answer scale to be reduced to 5. They felt that this would make it easier for parents and ensure a more consistent interpretation of the scale when analyzing results.</p> <p>Q5 – The Committee suggested re wording the question to 'which of these sources of information have you accessed' and that they shouldn't be ranked. The Committee suggested removing 'formal meetings'.</p> <p>Q7 – The Committee suggested changing the question to 'how useful are these sources of information', removing 'other parents' and adding 'parent surgeries'.</p>	

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	<p>Q8 – The Committee suggested removing the option for 'I don't know'</p> <p>Q14 - There was a discussion about whether or not to survey on science. One GB felt it should be included because it was a core subject. It was suggested that the question be re-worded to 'Your child receives regular targets in Reading, Writing and Maths. How satisfied are you with your child's progress in these areas', and then adding a further question - 'How satisfied are you with your child's progress in other subjects' with a free-text answer box.</p> <p>Q20 – The Committee suggested 'If you have approached...' rather than 'if you have had to approach...'</p> <p>The Committee asked the Clerk to feedback to Phil Colligan.</p>	<p>Clerk – feedback to PC</p>
7.	<p><b>Dates of next meetings</b></p> <p>These would be confirmed as soon as possible.</p>	
8.	<p><b>AOB</b></p> <p>None.</p>	
	<p><b>Date of next meeting:</b> tbc.</p> <p>The meeting opened at 8.00 and closed at 9.45pm</p>	

All decisions pay due regard to the school's equality policy and the Equality Act 2010

Abbreviations: SL – Subject Leader, LA – Local Authority, A GB – A governor, The GB – The Governing Body, RAP – Raising Achievement Plan, YR – Reception, SEN – special educational needs, FSM – free school meals, EAL – English as an additional language, PP – Pupil Premium, GLD – Good Level of Development. (Early Years).