



**Morley Memorial Primary School
Learning Committee
Monday 24th September 2018
Minutes**

In attendance:

Nicky Odgers (NO – Temporary Chair)
Ruth Kershner (RK)
Nikki Brown (NB – Head Teacher)

Also in attendance:

Alison Lawrence (Clerk)

1. Welcome and apologies for absence

The meeting was quorate and the Clerk took minutes. Apologies were received from Helena Jopling (HJ).

2. Notice of any other business

There was none.

3. Declarations of interest

There were none.

4. Minutes of the last LC meeting on 15th June 2018 and matters arising

The minutes of the Learning Committee meeting on 15th June 2018 had previously been circulated between governors and it was agreed that they were a true reflection of that meeting. Clerk to finalise and arrange for SP to sign [LC2409.4].

Table of Actions from LC meeting on 15.06.18

Ref	Item	Action	Owner	Status/deadline
LC1506.4	Minutes and matters arising	Finalise minutes of LC meeting 15.03.18 and SP to sign	Clerk/SP	As soon as possible
LC1503.4	Early Years Visit Report	Early Years to go on agenda for LC meeting in Autumn Term	SP/Clerk	Later in Autumn Term

LC1506.8	Policies: review annual Equality Statement	Select best point at which this should be reviewed – Autumn or January	SP/NB	To be reviewed at a later date
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5. Review Terms of Reference and Committee membership

Governors discussed at length the Learning Committee (LC)'s current membership, functions and terms of reference.

It was noted that current membership of the LC was:

1. Nicky Odgers
2. Ruth Kershner
3. Nikki Brown
4. Helena Jopling
5. Shareta Passingham (SP) (currently on sabbatical)

Melissa Ward (MW)'s term of office finished in the summer term and she has now stepped down from the governing body. Anton Alexandroff (AA) resigned from the governing body on 21st September 2018. SP is currently on sabbatical.

It was agreed that having a staff governor to sit on the governing body (and, in particular, the LC) would be useful. NB to seek volunteers from staff [LC2409.5a].

In light of MW and AA's departure, as well as SP's sabbatical during the autumn term, and NO standing down in December 2018, a governor asked whether the LC should be temporarily disbanded and its functions transferred back to the Full Governing Body (FGB). A governor pointed out that the LC is the committee which looks at the school's performance data in great depth. If the functions of the LC were to be transferred to the FGB, this would mean that there would be more FGB meetings throughout the year to look at pupil data.

NB told governors that staff were looking at systems and processes of working more collaboratively and effectively in school and suggested that the processes of governance could also be reviewed.

It was noted that legally, governors are required to take decisions in meetings and that it was useful to meet face-to-face. The Chair explained that the role of governors was to:

- Ensure clarity of vision, ethos and strategic direction
- Hold the Head Teacher to account on the academic performance of the pupils; and
- Ensure that money is well spent.

The Chair stated that the main function of the LC was to hold the Head Teacher to account on academic performance of school over the previous year and to monitor performance of pupils over the current academic year so that there are no surprises in respect of pupil performance at the end of each academic year. It had also allowed governors to get more in depth understanding of aspects of the school development plan related to teaching, learning and behaviour. Governors in the FGB had agreed at the end of the summer term that this function of the LC had worked well over the previous year 2017-2018.

A governor questioned, whether for this academic year only (2018-2019), specific tasks usually undertaken by the LC could be carried out in a different way. For example, could there be a data working group that would report back to the FGB. To a question, a governor suggested that this could work by monitoring data by way of regular visits rather than holding a LC meeting.

Governors considered that if the LC was temporarily abandoned this year, changes would need to be made to the LC's Terms of Reference. The FGB would need to allocate roles and functions to working parties/sub-committees who would carry out the visits. This would fulfil the functions of the LC without the need for the LC to meet independently.

Governors considered that the key aspects of the LC's function were to look at performance data, monitor aspects of the school development plan and to approve policies relating to teaching and learning.

Governors then looked in depth at the LC's Terms of Reference and considered which functions would require to be dealt with at a meeting and which could be carried out by a working party which would then report back to the FGB.

The Chair pointed out that by transferring specific functions of the LC to the FGB, this could result in either more FGB meetings or longer FGB meetings.

Governors agreed that the data function was the most substantial function since this would require a meeting and then to report to FGB. The Chair suggested that someone with a background in education would be ideal.

Governors discussed governor visits. They noted that the monitoring of the school development plan usually took place in the spring and summer terms. It was noted that HJ had previously expressed a wish to step down from being link governor for safeguarding. The Chair noted that legally there must be a link governor for safeguarding and that normally a governor discussed a detailed safeguarding audit with the designated safeguarding lead in the autumn term. Governors considered how the link governor for safeguarding role could be made less onerous for one governor.

Governors agreed to put forward their proposal regarding the re-distribution of the LC functions to the FGB at the meeting of the FGB on 8th October 2018 [LC2409.5b].

6. Elect (temporary) Chair of Committee

This was considered at the Full Governing Body meeting on 9th July 2018 when it was decided, in the absence of any other expressions of interest, that NO would step in as a temporary Chair of the Learning Committee while SP is on sabbatical during the autumn term.

7. Evaluation of pupil progress and attainment data over the year 2017-2018

KS2 data:

NB handed out a document providing governors with initial internal data breakdowns for pupils in Y6 at the end of the academic year 2017-2018. This data has now been uploaded to the governors' Google Drive. Confirmed breakdown of data would be available once made available by the DfE.

To a question regarding the apparent gap between teacher assessment and final assessment, NB explained that there had been four appeals where there had only be a 1% difference. Governors noted that there did not seem to be a big differential between girls and boys this year but that there was still a gap between SEN and non-SEN and Pupil Premium (PP) pupils and non-PP pupils. NB explained that out of 8 pupils eligible for PP, 50% of them had had a special educational need.

To a question as to whether the school had received the results that they had hoped for in respect of writing, NB stated that the teacher prediction of 20% at greater depth had been correct. To a question as to why there had been an apparent drop in maths compared to last year, NB explained that staff had not yet looked in great detail at the results and that further analysis of different pupil groups, mapping out different starting points, would be undertaken. In addition, the school would look at the conversion rate since there was a higher rate of achievement at KS1 than at KS2. NB explained that one possible explanation for the lower conversion rate was that either there was not sufficient challenge amongst higher attainers or the KS1 teacher assessment was overly generous. Of the schools in Morley's cluster, Morley's KS1 attainment was higher than in other schools such as The Spinney, Newnham Croft etc. NB said that the school would request feedback from the children as to how they were finding the maths mastery approach (which is in its second year of running at Morley).

KS1 data:

NB explained that the KS1 data had not yet been analysed in any depth. She explained that over-optimistic teacher assessment in KS1 was resulting in progress data being negative at the end of KS2. To a question from a governor, NB explained that there was no means of re-analysing the historic assessments in KS1 since it was based on teacher assessment. Another governor questioned if it was worth exploring whether there was another reason for the decrease in achievement among higher attainers in KS2. Governors agreed that the school needed to look at where the main issues are e.g. teacher assessment in KS1 and writing at greater depth.

8. Pupil Premium

For KS2:

Governors noted that pupils eligible for PP were not performing as well as non-PP pupils but that there were co-existing factors such as SEN and mid-phase admissions which also affected a pupil's performance. NB explained that the school would be looking at where there is a gap, i.e. in the upper KS2. The problem Morley faced is that it is at capacity for delivering interventions for pupils who needed support and there had been many admissions which were absorbing teaching assistant time, which was detracting from TAs being available to support the lower attainers. NB suggested that the school should try to build pupils' resilience as well as their test-taking confidence. Nevertheless, Morley had the best PP pass rates than other schools in the County. A governor suggested that the school could analyse other possible factors such as attendance vs achievement data.

9. Policies

It was agreed that the annual Equality Statement would be reviewed once the national comparison data was available later in the autumn term.

NB agreed to consider the timing of the next governor PP visit to Katy Kowalska [LC2409.9].

The meeting finished at 9.10pm.

Table of Actions from LC meeting on 24.09.18

Ref	Item	Action	Owner	Status/deadline
LC2409.4	Minutes and matters arising	Finalise minutes of LC meeting 15.06.18 and SP to sign	Clerk/SP/NO	COMPLETE
LC2409.5a	Review terms of reference and committee membership	Seek a staff governor to sit on the Learning Committee	NB	Ongoing
LC2409.5b	Terms of Reference and Committee Membership	Propose re-distribution of LC functions on temporary basis	NO	FGB 22.11.18
LC2409.9	Pupil Premium	Agree next governor PP visit	NB/RK/Katy Kowalska	Autumn term