

**CHAPEL ALLERTON PRIMARY SCHOOL GOVERNING BOARD
QUALITY OF TEACHING AND LEARNING COMMITTEE - NOTICE OF MEETING**

Agenda for the committee meeting to be held in school on:

Tuesday 02 May 2023 AT 6.30PM

If you are unable to attend this meeting please inform the Clerk, Chair or Headteacher.

Summer term teaching and learning agenda for a maintained school

1 APOLOGIES FOR ABSENCE AND MEMBERSHIP MATTERS

The quorum for a committee meeting is three governors.

2 DECLARATION OF INTERESTS

Governors **must** declare any changes or conflicts with items on the agenda.

3 ANY OTHER URGENT BUSINESS

4 MINUTES OF THE LAST MEETING

5 REVIEW ACTIONS AND MATTERS ARISING

Ensure the status of each action recorded in the previous minutes is reviewed.

Writing monitoring results impact (minute 8.01.14 refers) QTLA committee meeting 07 February: At the previous meeting it was agreed that some of the children's work would be shared with governors in either the summer or autumn term.

PE monitoring (minute 7.02.04 refers) QTLA committee meeting 07 February. It was noted the QTLA Committee monitored PE and at the last meeting had asked if the PE lead could be invited to the meeting in the summer term. The DHT agreed to arrange.

6 STRATEGIC OVERSIGHT (IMPACT)

- Governor monitoring of school improvement priorities allocated to the committee - the committee chair should ensure that governors triangulate evidence through the receipt of internal reports, governor monitoring visits and information from external sources.
- Receive reports from partnerships (Cluster, Trust, Area Inclusion Partnership, Learning Alliance, School Improvement Advisor) to support triangulation.
- Discuss the school self-evaluation (SEF) if this has been updated since the last meeting.

7 THE QUALITY OF EDUCATION

Discuss in-school assessment data for the spring term and predictions for specific cohorts and groups such as gender, pupil premium, EAL, BME, SEND and CLA and consider:

- The lowest performing 20% of pupils.
- Which groups of pupils and subjects are the highest and lowest performing and why?
- Supporting all pupils to be confident readers is a priority across the local authority – what is the expected impact of strategies in place?

- Where teaching is having the greatest impact on outcomes for pupils and where teaching needs strengthening.
- If support was put in place last term for any teachers, have leaders assessed the impact and is teaching now at least good?
- Receive an update on the impact of curriculum plans.

Evidence from different sources should be presented and discussed which could include:

- Reports from teaching reviews, including book scrutiny
- External moderation or activity with the cluster, Trust, teaching school alliance, school improvement advisor or external consultants.
- Depending on the date of the meeting SATs results for year 2 and year 6 may be available.

8 **REPORTING TO PARENTS** (TOR 7.06)

STATUTORY ITEM: Ensure school reports at least annually to parents on their child's achievement and general progress.

Governors might want to ask about arrangements for writing reports and work life balance.

9 **ANNUAL REVIEW OF EFFECTIVENESS**

Review the committee's effectiveness and impact, using the terms of reference to check if all statutory duties have been addressed, and identify priorities for the coming year.

Recommended: a report should be provided for inclusion in the annual governing board statement

10 **DATE AND TIME OF NEXT MEETING - TBA**

Including governor visits to be undertaken prior to the next meeting.

- The full governing board meeting would be on Thursday 23 May 2023 at 6.30pm
- The next QTLA meeting in the forthcoming academic year 2023 – 2024 had not yet been set.

Organisational note: the following items appear on the agenda for the autumn term and should be a feature of reports provided and minutes for the next meeting:

- National curriculum including collective worship **STATUTORY REQUIREMENT**