

**. CHAPEL ALLERTON PRIMARY SCHOOL GOVERNING BOARD
QUALITY OF TEACHING AND LEARNING (QTLA) COMMITTEE
NOTICE OF MEETING**

Agenda for the QTLA committee meeting to be held in school on:
THURSDAY 01 FEBRUARY 2024 AT 6.30 PM

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

Spring 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 MINUTES OF THE LAST MEETING – Tuesday 07 November 2023

The Chair must sign the minutes when next in school or send an electronic signature. A copy must be retained by the school.

4 REVIEW ACTIONS AND MATTERS ARISING

5 STRATEGIC OVERSIGHT (GOVERNOR MONITORING)

Committee chairs should ensure progress updates are provided for the priorities being monitored by the committee.

- List the visits that have taken place, receive a brief report from these and discuss next steps.
- Have any NOVACS (Notice of Visit and Contact) or other external reports been received since the last meeting? What were the recommendations?

6 QUESTIONS FROM GOVERNORS ON TEACHING AND LEARNING (TOR 7.04)

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

- Support/plans for the lowest performing 20% of pupils.
- Supporting all pupils to be confident readers is a priority across the local authority – are there any new strategies in place?
- If support was put in place last term for any teachers, have leaders assessed the impact and is teaching now at least good?
- Is the curriculum fully developed for each subject and outlines the precise knowledge and skills that pupils need to learn?
- Do subject leaders carry out thorough checks to see how well the curriculum is being taught?
- Do all subject leaders have enough expertise to ensure that the curriculum is implemented well and are able to support teachers to deliver the curriculum for their subject area?

7 EARLY YEARS FOUNDATION STAGE (EYFS)

STATUTORY ITEM: Ensure school complies with the requirements of the EYFS [statutory documents](#). (TOR 7.02).

It is important for governors to know that schools are following the requirements of the EYFS framework and have the necessary policies and procedures in place,

especially safeguarding and paediatric first aid (PFA). At least one person who has a current paediatric first aid (PFA) certificate **must** be on the premises and available at all times when children are present. Training should be renewed every three years.

8 ANY OTHER URGENT BUSINESS

9 DATE AND TIME OF NEXT MEETING

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

FGB

Thursday 07 March 2024

Thursday 16 May 2024

Thursday 04 July 2024

QTLA

Thursday 02 May 2024

PDBW

Thursday 29 February 2024

Thursday 06 June 2024

L&M

Wednesday 24 January 2024

Thursday 25 April 2024

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

- Annual report to parents **STATUTORY REQUIREMENT**