

**. 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 02 MAY 2024 AT 6.30 PM**

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 MINUTES OF THE LAST MEETING – Thursday 01 February 2024.**

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**

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

**5 STRATEGIC OVERSIGHT**

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 DEPARTMENT FOR EDUCATION (Dfe) – WORKLOAD REDUCTION**

**TASKFORCE RECOMMENDATIONS (QTLA 01 February 2024 minute 6.08.01 refers)**

**7 QUESTIONS FROM GOVERNORS ON TEACHING AND LEARNING (TOR 7.04)**

Discuss in-school assessment data for the spring 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 – what is the expected impact of strategies in place?
- The quality of teaching – if support was put in place last term for any teachers, have leaders assessed the impact and is teaching now at least good? Have any resignations been received from teaching staff and how will this affect the quality of teaching?

**8 TRANSITION PLANS**

Provide an update on plans for pupils moving between phases of education and pupils joining or leaving school.

**9 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.

**10 ANY OTHER URGENT BUSINESS**

**11 DATE AND TIME OF NEXT MEETING**

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

**FGB**

Thursday 16 May 2024

Thursday 04 July 2024

**QTLA**

TBA in the next academic year 2024-2025

**PDBW**

Thursday 06 June 2024

**L&M**

Thursday 25 April 2024

**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:

- The impact of government grant funding on outcomes for pupils
- National curriculum including collective worship **STATUTORY REQUIREMENT**