

## MEETING MINUTES

<b>Meeting:</b> Teaching & Learning Committee	<b>Chair:</b> Lynn Dalton
<b>Date:</b> Monday 11 <sup>th</sup> February 2019	<b>Minutes by:</b> Laura Thackaberry
<b>Present:</b> Lynn Dalton / Fiona Matthews / Katie Foster / Laura Thackaberry / Alix Bevington (in attendance)  <b>Apologies:</b> Dorothy Hodgson / Emma Driver / Emma Kingsley / Kevin McDonnell / Bernard Hawes	<b>Agenda:</b> Lynn Dalton

<b>Next Meeting Date:</b> Monday 20 <sup>th</sup> May 2019 & Monday 24 <sup>th</sup> June 2019	<b>Chair:</b> Lynn Dalton
<b>Time:</b> 17:30	<b>Location:</b> SHS CODE Rm

Agenda Item	Discussion	Actions
<b>Apologies</b>	See above	
Minutes from 05.11.18	<p>Monday 5<sup>th</sup> November and matters arising</p> <p>Confirmed that KM will oversee as Headteacher the Ofsted area for development (Extended Writing Across the Curriculum) and that HoD (Katie Foster) will be working on a number of strategies filtering out through the QoTLA team.</p> <p>Behaviour for Learning cards and description has been added to the website – Parents are to be signposted to this via future newsletters. Cards could be supplied to parents (available but expensive.)</p> <p>WCSQM video between SHS &amp; Clapton Girls' Academy has been added to the website – can be found on the home page under the latest news section.</p> <p>DH shared coding &amp; Lego project with SHS and this has been disseminated to the appropriate member of SHS staff.</p>	
QoTLA	<p>Quality of Teaching, Learning and Assessment: (SDP 1.1 / 4.1 / 4.2)</p> <p>a) <b>Teaching &amp; Learning Profile – Autumn 2</b> KF shared T&amp;L profile and when / why – KF went through the T&amp;L profile, what makes the profile / LT share ECO course that all QoTLA staff have attended and this is our common language – Using IRIS means there is less practice to share due to consistently high quality teachers using IRIS. CPD included the re-launch of the SHS marking policy and this had a positive impact within the classroom, evident. Challenge for higher level student (in the minority) is still an area of development. Information shared on what informs CPD sessions for both Teachers and TAs.</p>	

	<p>b) <b>T&amp;L Related CPD and next steps</b> - Links to above points KF explained tomorrow's CPD session – Book Look share TA &amp; Teacher CPD / sharing best practice forward plan – TAs are going to receive general feedback on observations and coaching conversations / non directed time during lesson, how can they be supportive.</p> <p>c) <b>English &amp; Maths moderation update</b> <b>Maths Autumn term:</b> baseline assessment took place during this term. Assessment window has been extended due to students yr7 not fully settling in. EV has agreed so far with the marks given by teachers for the year 7 assessment marks. Current yr7 are higher ability than the current year 8 &amp; 9s. Area for development is '<b>reasoning</b>' so support is being given by the EV and external CPD has been sourced for the maths department. (Sarah is the maths EV name) – Difficulties due to the new GCSE and with Functional Skills changing – EV happy, yr7 teachers are good at showing where support has been given, due to stamps to identified, student independent work is truer reflection of their levels. <b>English: Moderation</b> will be in first week of <b>Spring term</b>, yr7&amp;8 work shared (all year groups completing same task), most judgements were agreed, bar one student who was borderline. Teachers this year sat with the EV and the student work which was more meaningful for teachers. <b>Cluster group meeting of Primary and Secondary SEND schools:</b> Cluster schools to use the same piece of writing across all schools and then moderate together. Portfolio creation by KF by the end of the academic year. Both maths and English EV's attend the cluster meetings. Alix asked if all students are working within KS or are some below? There are learners working below and above with Stage 2 being the most common stage at KS3. KS4 is lower end of KS4, stage 3/4/5 .</p> <p>d) <b>English &amp; Maths homework summaries from head of departments</b> Reading record &amp; weekly spellings supported by follow up class tasks. Accelerated Reader for KS3, not all teachers are setting every week/every other week. Lynn challenged this. KF finding appropriate topics but at the correct level reading homework may need to be different. KS4&amp;5 – HW is dependent on the accreditation students are working towards but typically it is an extended writing task. Maths – difficulty finding appropriate tasks: also giving feedback to half of the lesson is often not meaningful to other 50% . Look at possible rewards for those students who do complete Maths homework rather than a sanction if they don't.</p>	<p>KF to lead English moderation</p> <p>LD to arrange a visit to see lessons and books.</p>
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Visible Learning	<p>Visible Learning: (SDP 2.1)</p> <p>a) Sharing of VL Scotland visit (21.01.19) Visitors very impressed with what is happening at Stormont House</p> <p>b) Impact Coach – Sharing of role Kevin Mc Donnell Bobby Nelson      Science Poppy Wallis      Art Katie Foster      English Emma Driver      Maths</p>	<p>Programme tabled</p> <p>Paper tabled</p>
AOB	Terms of reference – updated	LD to send out asap

Action:

FJ - Follow up on getting Behaviour for Learning signposted in the news letter

KF - to share English moderation student work booklet in first 19/20 meeting