

Houghton Primary School
Teaching, Achievement, Behaviour and Safety (TABS) Committee
Tuesday 27 March 2018 at 10.15am

Governors Present:

Vickie Graham (VG)	Chair of TABS Committee
Marina Hilton (MH)	Chair of Governors
Frances Smith (FS)	
Georgina Young (GY)	Head teacher

Also Present:

Caroline Lewis (CL)	Clerk
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	Agenda Item	Action
	<i>The meeting started at 10.15am following a learning walk.</i>	
1	Apologies for absence: Apologies were accepted from Amanda Read (AR).	
2	Declarations of pecuniary interest: There were no declarations of pecuniary interest.	
3	Confirmation and signing of Minutes of the last TABS Committee meeting: a. The Minutes of the meeting on 14 November 2017 were circulated to Governors prior to the meeting. b. They were agreed by the Committee and signed by the Chair.	
4	Actions arising from the Minutes: The Actions schedule was circulated to Governors prior to the meeting. a. <i>Action 4: Ongoing.</i> b. <i>Action 9: Completed.</i> c. <i>Action 10: To be included in Governors' visit day on 24 April 2018. Ongoing.</i> d. <i>Action 11: Year 6 survey completed. Date for survey for other Year groups to be confirmed. Ongoing.</i> e. <i>Action 16: Completed.</i> f. <i>Action 18: Not considered necessary. Closed.</i> g. <i>Action 19: Information provided. VG to visit assembly during summer term. Closed.</i> h. <i>Action 21: Ongoing.</i> i. <i>Action 24: Ongoing.</i>	Chair Chair Chair, FS MH Head
5	Governor Business: a. Governors' visits: The Chair gave information about the learning walk that she and MH had completed prior to the start of the meeting. b. Planning for Governors' visit day: i. The Chair provided Governors with a hardcopy draft programme for Governors' visit day. This was discussed. ii. The Head and FS would look at timings within the programme for the release of relevant staff for discussion with advocates on specific subjects. iii. The Head gave examples of areas that she felt could be included in the programme. These were discussed.	

Signed by Chair:

Date:

	<p>iv. After discussion, Governors agreed that:</p> <ul style="list-style-type: none"> a) The visit on 24 April 2018 would be a familiarisation day, when Governors would have the opportunity to meet staff and see the School working. b) The Head would lead a Governors' training session on leadership and management. c) A more focussed Governors' visit day would be held in the autumn 2018 term. <p>Actions:</p> <ul style="list-style-type: none"> 1. MH to circulate revised programme for Governors' visit day. 2. Head and FS to provide timings for release of staff for discussion with advocates where necessary during Governors' visit day. 3. Head to lead Governors' leadership and management training on 24 April 2018. 4. MH and Head to discuss date of Governors' visit day for autumn 2018. <p>c. Governors' training: This had been discussed at FGB on 13 March 2018. There was nothing to add.</p> <p>d. Outcomes of Governor's survey of parents (March 2018):</p> <ul style="list-style-type: none"> i. MH outlined the response from parents to the annual survey. ii. She commented that there were less comments raised but that replies were comparable to those in previous years. <p>Action: MH to circulate results from parent survey to Governors.</p> <p>e. Outcome of pupil survey (Year 6):</p> <ul style="list-style-type: none"> i. The Chair provided a hardcopy of anonymised comments raised by Year 6 in response to the pupil survey6, which were discussed. They were largely positive. ii. The Head commented that some comments had already been actioned; she would like to discuss the final outcome with Year 6. The Chair would circulate the finalised results from the survey and the comments raised. iii. The Chair informed Governors that she intended to do similar surveys with the other Year Groups. When these were completed, she could collate an overall response for the whole School. <p>Action:</p> <ul style="list-style-type: none"> 1. Chair to circulate finalised Year 6 survey findings to Governors. 2. Chair to complete wording of survey for other Year groups by 27 March 2018. <p>f. Governor vacancies:</p> <ul style="list-style-type: none"> i. The Head informed Governors that there had been no response to the advertisements for Parent Governors. ii. Governors discussed the situation and agreed further advertisement, including at Parents' Evening on 27 March 2018. <p>Action: Head to re-advertise vacancies for Parent Governors.</p> <p><i>GY left the meeting at 11.00am for another appointment.</i></p>	<p>MH Head, FS</p> <p>Head MH,Head</p> <p>MH</p> <p>Chair Chair</p> <p>Head</p>
6	<p>Outcomes for children and learners:</p> <ul style="list-style-type: none"> a. The Chair gave details of the learning walk undertaken prior to the meeting. She would circulate the Maths scrutiny report. b. Other matters would be discussed at the next meeting. <p>Action: Chair to circulate report from Maths scrutiny visit on 27 March 2018.</p>	<p>Chair</p>
7	<p>Leadership and Management: To be discussed at the next meeting.</p>	

Signed by Chair:

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8	<p>Teaching, Learning and Assessment:</p> <p>a. MH confirmed that data collection and assessments were to be discussed at Standards Sub-Committee on 20 April 2018.</p> <p>b. She commented that Year Groups had been assessed with the exception of Years 2 and 6, who had completed mock SATS instead.</p> <p>c. The 4-week programme for Blink assessments appeared to be working well.</p> <p>d. MH gave an outline of the School trips and activities that were organised for the end of the spring term.</p> <p>e. Earlier in the meeting, the Head had informed Governors that the LA Adviser would visit the School on 30 March 2018.</p>	
9	<p>Ofsted follow up action: To be discussed at the next meeting.</p>	
10	<p>Personal development, behaviour and welfare: To be discussed at the next meeting.</p>	
11	<p>Policies: The policies schedule was circulated to Governors prior to the meeting.</p> <p>a. Statutory policies for review by TABS Committee in spring 2018 before being confirmed by FGB: There were no statutory policies for review by TABS Committee in spring 2018.</p> <p>b. Non-Statutory policies for review and agreement by TABS Committee in spring 2018:</p> <ul style="list-style-type: none"> i. Checking of curriculum statements on School website. To be discussed at the next meeting. ii. Monitoring and Evaluation: To be referred to FGB on 1 May 2018. iii. Pupil Premium: To be referred to FGB on 1 May 2018. <p>c. Accessibility plan – actions arising: To be discussed at the next meeting.</p>	
12	<p>Any other business:</p> <p>a. Time of next meeting:</p> <ul style="list-style-type: none"> i. The next meeting was currently due to be held on the morning of 22 May 2018. ii. After discussion, Governors agreed that MH should discuss this with the Head and then contact members of the Committee to confirm the timing of the next meeting. <p>Action: Chair to confirm timing of TABS meeting on 22 May 2018 after discussion with Head.</p> <p>b. There was no other business.</p>	Chair
	<p>Date of next TABS Committee meeting: Tuesday 22 May 2018. Time to be confirmed.</p>	

The meeting ended at 11.20am

Signed by Chair:

Date:

Signed by Chair:

Date: