



there is the possibility of parents/carers being invited to workshops to see the scheme in action.

KSA has looked at the book banding for existing resources (for example in the library), particularly where this is inconsistent with the narrower banding definitions for Monster Phonics. There are thousands of pounds' worth of books in the library which will be retained for the *love of reading* and the physical act of turning a page. This pre-emptively answered a Governor's question as to whether the phonics scheme could negatively impact on the love of reading.

The School's Senior Leadership Team (SLT) has agreed to spend £6000 for materials to support the Phonics scheme, £5000 of which is subsidised by New Wave English Hub. The £1000 shortfall will be met by the PTA.

A Governor asked if £6000 will be enough for the materials, given the size of the school.

KSA said that it would be enough for now, but is reliant on any materials that are taken home being returned after use in a timely manner.

The Headteacher added that there were plenty of good ideas from the audit. The School library has been revamped, a Literary Festival has already taken place this term and consideration will be taken to upskilling teachers regarding up-to-date children's literature.

A Governor asked if the Phonics scheme has bedded in yet. A Teacher Governor said that reception teachers have tweaked planning to ensure that high-frequency words (of which there are over 100) are priority activities. Thousands of schools are using Monster Phonics with good success and there will be a review with Monster Phonics in March.

KSA left the meeting at 1810hrs.

#### 4. Minutes of the TLOC Meeting held on 16<sup>th</sup> November 2023

These were reviewed and accepted by the Committee.

#### 5. Matters arising and agreed actions update

The Science Link Governor visit date needs to be confirmed.

## 6. Update re Leadership Development – Unit Leaders

The Headteacher gave an update of the Unit Leader Development Action Plan. All actions have been completed within the planned timescales.

- Consult with members of SLT to gather ideas
- Initial ideas presented to assistant heads
- Ideas presented to key stakeholders:
  - Rest of SLT
  - TLR 2.1s
  - All teachers
  - Governors
- Initial allocation of SENCO time decided
- Allocation of Assistant Head Teacher roles
- Recruitment of TLR 2.2 for English
- Recruitment of TLR 2.1 (for Unit Leader role)
- Visit to Morley Memorial to research use of Achievement Team Meetings
- Decide format for Year Group/Class Data reports
- Data reports disseminated to teachers
- Training for Unit Leaders re Data Analysis
- Unit Leaders carry out Unit Data Achievement Team Meetings
- Training for all teachers re achievement team meetings
- Unit Leaders carry out learning walks to familiarise themselves with classes/particular children in their units
- First Achievement Team meetings delivered

Additional actions are within the planned timescale.

The Headteacher explained that teachers can get advice and support from Unit Leaders. Achievement Team meetings have been introduced for Unit Leaders. Teachers can nominate topics and these are discussed in a structured format. The aim is to hold these meetings once per term (in staff meeting time).

A Governor asked who will undertake the Unit Leaders' performance reviews. The Headteacher confirmed that there will be training in September and the reviews will take place in October.

A Governor asked how will the Headteacher know if the Unit Leader structure is working. The Headteacher said that this would be through self-evaluation, book checks, drop-ins and monitoring any escalations to SLT.

7. Link Governor Reports:

- Phonics – Visit took place 15<sup>th</sup> November 2023 – Report shared with Governors.
- Literacy – Visit took place 27<sup>th</sup> November 2023 – Report shared with Governors.

8. Planning for upcoming Link Governor Visits.

The following Link Governor Visits are planned for this term:

- Science
- Early Years
- Pupil Premium / SEND

9. Dates of future meetings and agreed agenda items.

The next TLOC meeting was confirmed in the diary for 20<sup>th</sup> June 2024 at 1730hrs.

10. Any Other Business.

No other business.

The meeting ending at 1850hrs.