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**LEARNING AND TEACHING IMPROVEMENT GROUP**

Minute of meeting, Monday 25thSeptember 2017

**Present:** Caroline Martin (Chair), Bruce Robertson, Colin Richardson, Duncan Robertson, Aubrey Sanderson, Gillian Cochrane, Victoria Lowe, Kelly Fairbairn, Andrew Hay.

**Apologies:** Sarah Martin, Ian Yule, Bruce Watson.

CM will add Aubrey Sanderson to the group email.

There was a discussion around the display boards in the staffroom and staff conference room. Gillian Cochrane agreed to take charge of the boards. It was decided that the good practice board was still valuable but that the Post-It board for choosing a focus for peer observation week should be replaced, as this information is now available in each teacher’s PLP.

There will be four featured displays:

1. Sharing Good Practice from Observed Lessons via Post-Its (we already have this board);

2. Photos of things worth sharing from across the school (e.g. the traffic-light displays in some classrooms) – this will be a new display and will replace the “What Would You Like Feedback On?” board;

 3. Active Assessment Board – focusing on Element 12 of our Lesson Evaluation Toolkit, which is a key improvement priority for this session and which will form the basis of the next Collegiate Meeting session;

 4. EHS Teaching Board – displaying the latest posts from the EHS Teaching website.

BR gave a summary of the IRIS pitch, which several members of the group also attended. The group felt that IRIS had some limitations and would involve a considerable investment in both time and money. AH suggested using Go Pro, as all that is needed is a small action camera which costs around £30. Another possible option is to buy more IPads and tripods. The school currently has four I-Pads and two tripods. AH will put a clip filmed by Go Pro on the server and email people, so they can watch it. This could be useful during peer observation weeks as several people could watch a clip at the one time and have a discussion around it. If teachers agreed to have their lessons filmed, these videos could be shared on GLOW and linked to the Learning and Teaching website, however, editing the videos would be very time consuming. BR has a strategic overview of all the PLPs and could match people up for peer observation.

CM shared a summary of the evaluations from the last Professional Learning workshop on August 28th. The response from colleagues was very positive, with the majority rating this workshop as green.

BR then updated the group on the planning for the next Learning and Teaching CAT session. This will follow on from the previous session and the theme will be “Teachers as evaluators of Learning”. KF requested that any preparatory reading be sent out in advance of the workshop. BR will send out a video link and ask people to watch the video beforehand. The video lasts for around ten minutes. The session will look in some detail at what you should build in to lessons, how teachers should frame learning intentions and success criteria, and how assessment and plenaries should be linked in to this. VL commented that the challenge was to make the session relevant to all.

CR informed the group of the latest postings on the Learning and Teaching website. The aim is to try and populate each element of the toolkit with as many examples of good practice as possible, so that the website and the Good Practice Board are linked, and to have all staff contribute posts. CR is happy to do the actual uploading

AH will print off copies of website uploads and put them in the staffroom. VL felt that emails work well as a reminder. Examples of good practice shared at the LTIG meetings could also go onto the website.

KF spoke about the last meeting of the Professional Reading group, which was attended by three members of staff (KF, CM & DR). All staff will be invited to attend the next meeting which will take place sometime after the next L&T CAT session. The intention is to post something on the website based on the texts studied.The next text will be *Perfect Practice* by Doug Lemov, Erica Woolway and Kath Yezzi.

BR gave an update on the progress of the faculty fortnight programme and explained to the group exactly what it involved. Each faculty member will be observed twice and there will also be learning walks where an observer may drop in. There may be two observers, as BR is encouraging joint observations. This is because identifying good practice can be subjective and joint observations are a good way to upskill the observers. BR, CR, RC and DP will all be involved in the programme. Each teacher will then update their personal learning plan based on the evidence produced through the observations, follow-up discussion and self-evaluation process. Thus, the faculty fortnight programme will validate the self-evaluation process, and will help us to understand as a school what progress we are making and where our development needs lie.

CR will continue to work in the Science faculty. DR commented that a lot of time has been invested in this and the discussions are useful, but that the effect can tail off quickly and therefore the process should be repeated next year. BR observed that it is up to the faculties to keep the conversation going. CR felt that the Lesson Observation Toolkit was proving to be very effective, and he found it to be well worded.

The group will meet again on Monday 6th November in the staff conference room.

*C. Martin, 29.10.17*