

Bolham Community Primary School Governing Body

TEACHING AND LEARNING MINUTES – 24th February 2016

TEACHING & LEARNING COMMITTEE Minutes				
Date/Time	24 th February 2016 4:10 pm	Location	Bolham Primary School	
Attendees	Initials		Attendees	Initials
Gill Beach	GB		Vera Southcombe	VS
Abi Dent	AD (Chair)		Denise Woodgate	DW

Apologies	Initials	Reason	Absent without Apologies	Initials
Stephanie Jeffs	SJ	Work commitments		
Stephen Moakes	SM	Work commitments		

In Attendance	Initials	Reason
Bruce Benton	BB	Clerk

Minutes to
Full Governing Body

Ref	Action or Decision	Owner	Date Due
1.	Apologies Apologies had been received from SJ & SM who both had work commitments. The committee sanctioned the apologies.		
2.	Declaration of Business Interests None declared.		
3.	Minutes of the last meeting of 15th July 2015 AD read out the Part 2 minutes from the previous meeting, after which, the committee approved the part 1 and part 2 minutes of the meeting and the documents were signed off as true and accurate records.		
4	Matters Arising:		
a)	Standardisation in planning and expectation – outcome to be shared with the governors DW stated that, from the start of the Autumn Term, the lead teachers in English & Maths had introduced planning in a standard fashion. The committee adjourned to class 4 where DW provided evidence of the planning documents being used on a weekly and medium term basis. AD asked what was the timescale for medium term. DW explained it was different, depending on the topic and could be from 2 weeks up to 6 or 7 weeks. AD asked what checks were in place to ensure what had been planned was actually carried out. DW said that the Middle Leadership team undertook planning checks as part of their Leadership Monitoring Cycle. AD asked if the planning document was a resource that could be also used by		

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	<p>supply teaching staff to identify the day's activities, weekly aims, etc. DW explained that if the supply staff were only teaching for a day or so then the planning would have been done already for them. If a longer-term replacement then the supply teachers would perform the planning themselves. AD asked whether the staff were finding the planning process useful. DW said that the senior leaders reported that everyone was using the formalised approach to co-ordinated planning and it was workable. Action complete.</p>		
b)	<p>KS1 writing to be addressed The AEG committee had seen the reports, however, DW would review again.</p>	DW	ASAP
c)	<p>Visitors comments to be recorded DW explained that she had many verbal compliments from parents and she would encourage them to put them into writing or email. Action complete.</p>		
d)	<p>Curriculum & Learning Policy – review timings & appendices DW reported that this had been done. VS had identified a few 'typo's' that needed to be corrected by BB before filing. Action complete</p>		
e)	<p>Assessment without levels –Parents evenings – extra sessions DW reported that she had undertaken the extra session for those that had missed the originally planned presentations. DW added that she was also doing a one to one with a family who missed the extra session. Action complete.</p>		
5	Policies:		
a)	<p>Planning & Assessment Policy VS had reviewed the document and advised on changing the reference to the Foundation Stage School Pupil Target Tracker to the Pupil Asset Tracker. DW was to update the section "Statutory obligations - End of key stage assessments until 2015" and bring to the next meeting for approval.</p>	DW	June
b)	<p>Attendance Policy VS stated that the TCLP had recently updated the policy to amend the trigger point on absence, from 85% to 90%, before liaising with parents on absence. Some address details had also changed. The new version to be taken to the FGB for ratification.</p>	GB	16/03/16
c)	<p>Counting to Calculation Policy Nothing had changed in this TCLP policy. It was noted that the title should be Primary Mathematics Calculation Policy. The policy was approved.</p>		
d)	<p>English Policy DW stated that the policy needed to be revised and tabled at the next meeting.</p>	DW	ASAP
e)	<p>Exclusion Policy There were no changes to the existing policy. The policy was signed off.</p>		

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f)	Marking for Learning Policy DW had made a couple of minor changes. The policy was signed off.		
g)	Acceptable Behaviour & Discipline Policy There were no changes to the existing policy and it would be taken to the FGB for ratification.	GB	16/03/16
h)	Data Protection Policy A model HR DCC policy adopted by the school. AD asked whether contractors and supply staff etc. were considered 'employed' by DCC or by their external commercial provider? If they were employed through an external commercial company, how did the data protections issues within the DCC policy cover them as it referred to DCC staff exclusively? DW explained that supply staff were employed by the agency, however, they would have no access to personal data. Supply staff would ask the administration team for pupil details if they were required. DW explained that only the administration team had access to personal data. The policy was to be taken to the FGB for sign off.	AD	16/03/16
6	Equality & Diversity Statement DW stated that she had revised the equality objectives in line with the latest School Development Plan. The policy was signed off.		
7	Staff Recruitment & Update DW reported that there had not been any recruitment. Mrs Withers would be going on maternity leave and cover was to be arranged. Parents would be advised in the Bolham Bullet.	DW	ASAP
8	Young Voices Weekend – Monitor the impact DW explained that the event had been a fantastic experience for 33 older children, joining with 7,500 children to perform in front of 12,500 people at the O2. The children also had the experience of sitting in a West End theatre when they saw Matilda at the Cambridge and followed this with a visit to the Tower of London to see the Crown Jewels. The children behaved very well, mixing with the other cultures from schools across the country. The event also proved beneficial in improving the gender balance in the school as it had seen an increase in the number of boys getting involved in singing and it clearly demonstrated to parents the opportunities provided by a small school. DW had received good feedback for engaging the community, with FOBS and educational grants allowing parents to travel to London for 3 nights for £100. DW thanked Mrs Flower for putting on a concert for 80 parents and family who could not attend the O2. The year 3 children were included in the performance. AD suggested that the children could produce an article on the experience from the child's view and it could be included in the bullet. It was agreed this was a good topic for the blog section of		

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	the new website when available.		
9	Gifted & Talented Pupils – Agree arrangements A brief discussion took place. The term Gifted & Talented was now referred to as 'more able'. VS stated that every teacher recognised when a child was more able in day-to-day planning and would push them to attain their potential. The AEG group would be looking at the More Able cohort, amongst others, as part of our forthcoming visits by governor subject leads.	AD	20/04/16
10	Agree/Review Parent Consultation Arrangements DW advised that she met with parents in the Autumn and Spring Terms and wrote to them in the Summer Term and had a discussion with them if they requested it. DW informed the committee that her 'door was always open' and parents could see her anytime. Homework surveys and Parent surveys take place every 2 years. The time for a Homework survey was approaching. The group discussed the usefulness of the survey. DW offered to send the Homework survey to AD to review before deciding how to progress. AD asked what the teachers would find useful to identify from a survey and said that staff should be consulted if a further homework survey was to be issued to ensure its usefulness. GB noted that the teachers knew the children well as it was a small school and they had no issues.	SM	24/02/16
		DW/AD	06/07/16
11	SEN Report DW had published the report in advance of the meeting. AD noted that the SEN report detailed that early identification of SEN pupils were made through home visits, stay and play sessions and transition documents. AD asked what structure the home visits took and did staff have a checklist of factors to look for, and the same for the stay and play sessions. DW said both the visits and stay and play visits were structured with staff looking for any potential issues. AD asked if there were any surprises with SEN children not being picked up through early identification. DW stated that it was likely the issue would only arise with children joining from another school. AD asked if the school communicated with pre-schools. DW said that a transition document was produced and Bolham teachers visited the pre-school. AD asked if Bolham staff met with pre-school staff and pupils as well. DW said this was the case.		
12	Support of Children with Medical Conditions DW explained that a healthcare plan was sent to families to identify any medical issues. A register was kept for every child with a photo and medical problem and this was available for all staff including supply staff. DW stated that parents were informed of any accidents or asthma attacks when the child went home. In certain cases the classroom conditions were tailored to cater for the child e.g. children could leave the class		



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	to visit the toilet without a disruption to the others. AD asked if incidents were recorded. DW said that there was an Asthma log and also an Accident Log and she included the incidents in her report to the FGB. The log was also useful for monitoring any underlying conditions. GB added that the registers were also used for sporting activities to ensure any inhalers were available.		
13	Review School Session Times DW stated that the school bell went at 8:55 and lessons started promptly at 9:00 giving 15 minutes of valuable learning time before assembly at 9:15. DW proposed that there was no need to change. All agreed. AD asked if the times for lunch were acceptable. DW said they were, with younger children taking an hour and a quarter while the older children had one hour.		
14	The Date of the Next Meeting – 6th July 2016 at 4pm The meeting was closed at 5:30 p.m.		

Signed Van Santh combb. Date 30.6.16

