

Bolham Community Primary School Governing Body

TEACHING & LEARNING COMMITTEE MINUTES – 1ST March 2017

| Teaching & Learning Committee Minutes | | | | |
|---------------------------------------|----------|-----------------------|-----------------|----------|
| Date/Time | | Location | | |
| 1 st March 2017 at 16:15 | | Bolham Primary School | | |
| Attendees | Initials | | Attendees | Initials |
| Abi Dent | AD/Chair | | Sarah Flower | SF |
| Stephen Moakes | SM | | Denise Woodgate | DW |
| | | | | |

| Apologies | Initials | | Absent without Apologies | Initials |
|-----------------|----------|--|--------------------------|----------|
| Vera Southcombe | VS | | | |

| In Attendance | Initials | Reason |
|---------------|----------|--------|
| | | |

| Minutes to |
|---------------|
| All Governors |
| |

| Ref | Minute, Action or Decision | Owner | Date Due |
|-----|---|-------|--------------|
| 1 | Apologies: Apologies were received from Vera Southcombe due to family bereavement. | | |
| 2 | Declaration of Business Interests: None | | |
| 3 | Minutes of the previous meeting on the 10th November 2016: The minutes of the previous meeting had been circulated previously, these were reviewed and agreed as accurate by all those present. | | |
| 4 | Matters Arising: | | |
| a | AEG meeting to be arranged : The AEG meeting had taken place with the next one is arranged for 10 th May 2017 | | |
| b | EYFS to KS1 Measurement – Discuss with Brad Murray DW had not had an opportunity to discuss this with Brad Murray as yet- agreed to carry forward to next meeting | DW | ASAP |
| c | Update SEND report and publish on the Website DW & SF confirmed this had been done and was published on the website | | |
| d | Steven Leather to attend Spring Parents Evening : SL had confirmed his attendance. | | |
| e | Electronic Capture of New Pupil Data : AD needed to discuss this with Abbie Pilling in the School Office, it was agreed to carry forward to the next meeting | AD | Next meeting |
| f | Medicines in School Policy - Take to FGB - Check new guidelines: This action was now complete | | |
| g | Governors Written Statement of Behaviour Principles – | | |

Signed



Dated

21/6/17

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| | Take to FGB: This action was now complete | | |
| h | SEN & Inclusion Policy – Take to FGB: This action was now complete | | |
| 5 | Residential Visits – Monitor the Impact DW wished to clarify with the Clerk what information was required in relation to this. DW advised the committee that visits had been arranged for KS2 in the Summer term with Class 3 attending The Pinkery Centre and Class 4 attending Heatree House. DW advised she would monitor the numbers attending. SF advised that Residentials helped to increase confidence, self sufficiency and teamwork however she felt it was not totally measurable. SF highlighted that increased uptake for places had occurred since separating out the age groups. | | |
| 6 | Governor Visits : Steph Rolfe, Tracy Cullerne and Vera Southcombe had all carried out site visits and their reports had been received. AD advised that all visits were planned strategically with data as per AEG (Meeting 25th January item 6. | | |
| 7 | Review School Session Times: No requests had been received to alter school start and finish times and it was felt the current system worked well. | | |
| 8 | Agree/Review Parent Consultation arrangements: DW proposed that this should continue as per previous years in that 3x visits were planned per year in addition to a final written report. SF pointed out that in general an open door policy was adopted where possible however appointments could also be made on an individual basis if required. DW raised the parent survey with the committee and it was agreed by all present that the survey should go out to all parents in the next 2 weeks and to include the homework question “Does homework set support learning?”. SM pointed out that the survey was a standard Ofsted survey. AD asked if it was one survey per child or per family? It was agreed that every child would be sent a survey and covering letter. | | |
| 9 | More Able Pupils - Agree arrangements: DW reported on the recent Youth Speaks work and lunchtime support offered in preparing for this. SF highlighted that afterschool classes were being offered in both English and Maths. TCLP had offered some Maths, English and Sports events which Bolham had been able to access. SF discussed how grouping was being allowed where appropriate within the classes. DW stated that as a school they are always reviewing the wider curriculum and timetabling to enable all pupils to have the very best opportunities. | | |
| 10 | Support of Children with Medical Conditions: DW highlighted that a number of children had healthcare plans in place. This was also recorded on the SEN register. Photographs were posted in the school if required for emergency measures i.e. cardiac conditions. AD asked if | | |

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| | <p>school trips made it clear who is responsible for medical emergencies. SF advised that the online risk assessment database 'Evolve' had it recorded on for every trip and covered all First Aid. SM confirmed that he had been on residential trips, Exmoor Challenge and had seen this happen in practice. SF confirmed that the teacher and teaching assistant always knew on trips who had a health issue or was unwell. AD asked about staff informing parents if incident occurred or medication was given. SM stated that a chart was maintained on residential visits to record such matters. DW stated that a verbal handover was given to parents following daytrips but agreed to introduce a form similar to the head injury form. DW said it should also be entered into the school log.</p> | | |
| 11 | <p>Road Safety Review : DW had put a number of articles in the Bolham Bullet and had not had any recent complaints from local residents. A new Police Community Support Officer had been appointed and had already met with DW, he was concerned about the speed on the main road outside the school.</p> | | |
| 12 | <p>Equality & Diversity Statement: DW confirmed this was in place and part of the School Development Plan</p> | | |
| 13 | <p>AEG Report: AD advised this meeting had taken place and she was awaiting the minutes.</p> | AD/ BB | ASAP |
| 14 | <p>Policies:</p> | | |
| a | <p>Exclusion Policy: SM had reviewed this policy. SM asked about Behaviour outside of school. DW and SF felt this was not a school responsibility but a parent one. DW highlighted that if it was a Child Protection matter then that would be a school issue but would need to clarify the position if this occurred. DW couldn't think of a situation when would be an issue. The Policy was accepted and approved.</p> | | |
| b | <p>Food & Nutrition Policy: AD had reviewed this and recommended it was adopted, this was agreed.</p> | | |
| c | <p>Governor Visits Policy: SM had reviewed this and recommended it was adopted, this was agreed.</p> | | |
| d | <p>Marking for Learning Policy: SF had reviewed this policy and recommended it was adopted. AD asked if it actually happened in practice in the way the policy described. SF as 'Lead' ensures consistently applied. SF explained the difference between KS1 and KS2 to clarify. It was agreed to adopt this policy.</p> | | |
| e | <p>Primary Mathematics Calculation Policy: DW had reviewed this policy and advised it was the same and not altered, it is a TCLP policy and DW recommended it was adopted, this was agreed.</p> | | |
| f | <p>Sex and Relationships Policy: SM had reviewed this policy. A discussion took place about the Government announcement about this area of Education. DW agreed a review of current school practice and PSE needed to take</p> | DW | ASAP |

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| | place as this was essentially a fundamental child protection issue. SM recommended that the policy was adopted, this was agreed. | | |
| g | Attendance Policy: SM had reviewed this policy: SM asked if it was still TCLP wide? SM agreed to clarify at next TCLP. Point 4 was discussed about removal of children during term time in light of recent legal challenge to this. DCC are not currently enforcing this and are awaiting the outcome of a high court ruling on the issue. AD asked about attendance data and has this been reviewed/ reported. DW advised that it is part of the HT report submitted to FGB every 6 weeks and that the EWO also reviewed it annually, looking at patterns etc. This is then discussed with parents if necessary. SF advised that teachers would highlight any patterns to DW i.e. Fridays/ Mondays etc. It was agreed to adopt this policy as it stands. | SM | Next TCLP |
| h | 2018-19 Admissions Policy: DW had reviewed this policy and explained it was a standard DCC policy. It was clarified what part time meant. This had previously been agreed at FGB whereby 5x mornings in Reception if child under age 5. It was agreed to adopt this policy. | | |
| i | Children in Care Policy: DW had reviewed this policy and advised it needed amending with school specifics before going to FGB for ratification. The TOR would be required for Designated Governor for Children in Care and this could be the SEN Governor. DW explained that full PPE meetings took place with Social Workers for children in care, daily absence monitoring was carried out and a termly report sent to DCC on progress of children in care. SM highlighted how with relatively small numbers at Bolham School it was important that minimal detail was provided to the FGB to ensure confidentiality of any children in care. | DW | ASAP |
| j | E-Safety Policy: SF had reviewed this policy and confirmed it was current. It was recommended that this was adopted, all present agreed. DW suggested that a TCLP wide parent meeting be offered to allow a County Advisor specialising in this subject to talk to all parents about E-Safety issues. It was agreed the TCLP would be approached to see if this was possible. | DW/ SM | Next TCLP meeting |
| 15 | Date of Next Meeting – Wednesday 21st June at 4:15pm The meeting closed at 17:50 | | |