

Bolham Community Primary School Governing Body

TEACHING & LEARNING COMMITTEE MINUTES – 21ST June 2017

Teaching & Learning Committee Minutes – Part 1				
Date/Time		Location		
21 st June 2017 at 16:17		Bolham Primary School		
Attendees	Initials		Attendees	Initials
Chris Burgess	CB		Abi Dent	AD/Chair
Sarah Flower	SF		Stephen Moakes	SM
Denise Woodgate	DW			

Apologies	Initials		Absent without Apologies	Initials

In Attendance	Initials	Reason
Bruce Benton	BB	Clerk

Minutes to
All Governors

Ref	Minute, Action or Decision	Owner	Date Due
1	Apologies None		
2	Declaration of Business Interests None		
3	Minutes of the previous meeting on the 1 st March 2017 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	Electronic Capture of New Pupil Data AD had spoken with Mrs Pilling and reported that the data could not be captured electronically as the paperwork had to be forwarded to SCOMIS. Action complete.		
b	PSHE to take place PSHE (Personal, Social, Health and Economic) education was in progress on a rolling programme and would be completed in the Autumn Term.	DW	Dec 17
c	Check that the Attendance Policy is TCLP wide SM reported that he was waiting on a response to his emails to TCLP.	SM	Next meeting
d	Children in Care Policy to be made school specific The school specific policy had been circulated ahead of the meeting and everyone approved it. The policy would be taken to the FGB for ratification.	DW	12/07/17
e	E-Safety – TCLP wide parent meeting DW had discussed at the TCLP Headteacher's meeting and reported that each school was holding independent		

Signed

Dated

8/11/17

Bolham Community Primary School Governing Body

TEACHING & LEARNING COMMITTEE MINUTES – 21ST June 2017

	meetings. SM asked if schools had to pay for the sessions. DW advised that funds were available. AD asked if the sessions could be streamed for parents to view online. DW said that she thought this was not available. DW would arrange the session for Bolham School.	DW	ASAP
5	Review Committee Terms of Reference As a result of Vera Southcombe stepping down, a new Vice-chair and Lead Governor for Curriculum were required. SM was appointed as Vice-Chair and CB took on the role as Lead Governor for Curriculum.		
6	Schools and Settings Visit Note The report by Brad Murray (School Improvement Officer) had been circulated in advance of the meeting. SM said that overall the report was positive and proposed that the recommendations were factored into the School Development Plan. DW confirmed that this would happen. SF advised the recommendations were already being applied. AD asked whether the visit was a helpful process. DW said that the visit was useful and a productive meeting had taken place. SF added that it was an honest exercise as there was no advance information on what would be requested by Mr Murray. AD asked how the books for scrutiny had been selected. DW advised that all books had been available for Mr Murray to scrutinise. CB enquired how often Mr Murray visited the school. DW advised that Mr Murray would normally visit the school in the Autumn and Spring Terms and had also been part of her appraisal panel. AD asked if a different year group would be subjected to a visit next time. DW said that Devon County would identify the area to focus the visit on and that DW could also request a visit on any topic.		
7	Governor Visits - EYFS 25th April A report on the Early Years visit by Tracy Cullerne had been circulated in advance of the meeting. AD stated that it was a thorough report. AD would request the reports from the Lead Governor for Maths for the visits in the Autumn Term. DW spoke about an Early Years Profile Report that had recently been produced. AD asked whether the baseline for each pupil was set from pre-school information or was set by testing on joining the school. DW stated that even if the pre-school provided information the baseline would still be set on joining the school. DW reported that the number of children achieving a Good Level of Development at the end of EYFS was 76.4% and that last year's national average was 66%. The percentage of boys achieving GLD was 83% and 72.7% for girls. CB asked how the figures compared against previous years. DW said the figure was normally between 70% and 80% but had dipped last year. AD asked if the pupils with	AD	ASAP

Signed



Dated

8/11/17

Bolham Community Primary School Governing Body

TEACHING & LEARNING COMMITTEE MINUTES – 21ST June 2017

	<p>English as an alternative language had an impact of the girls rating. DW said it had been a factor. AD asked if the report identified any very good or poor areas. DW said that the report had just been issued and she needed time to review in detail. AD said that the result was positive and congratulated the staff.</p> <p>SM enquired about the results from the Phonics screening. DW advised this would not be available until the end of term.</p>		
8	<p>Staff Structures for September 2017</p> <p>DW reported that the staff would be remaining the same for the Autumn Term. There would be an increase in pupil numbers from 102 to 115, with 36 pupils in Class 3.</p> <p>CB asked if there was a limit on class size. DW said that there was not a limit at Key Stage 2.</p> <p>DW would be reviewing the use of the Teaching Assistants across the classes based on the 'best needs for the children'.</p> <p>AD asked if the extra curriculum teachers would be retained. DW advised that Mr Williams would continue with Pro-coaching, Mrs Fallows would continue with Art teaching as well as covering for Mr Dickinson's PPA time. FOBS were helping to fund Mr Boxer on a supply basis.</p>	DW	Sept 17
	The meeting moved to Part 2 minutes		
9	<p>Induction Process for 2017 Intake</p> <p>DW reported that Welcome letters and packs had been sent out to all of the new starters. Introduction afternoons along with Play & Stay dates in July had been organised. SM asked if DW went to the homes of new starters. DW stated that the practice had been stopped and advised that 17 of the 21 new starters currently attended Wooden House Pre-school and the pre-school staff had been speaking with the parents.</p> <p>DW informed the committee that for Sept 2018 intake a series of Open Days/Evening in October and November respectively would be held rather than showing families around the school on an individual basis as this was proving time consuming. AD asked if the children were invited along with their parents. DW advised that the children were invited along.</p>		
10	<p>Review Attendance Data</p> <p>DW reported that attendance was 96,71% that was slightly below target. Authorised absences were 2.88% and unauthorised absences were 0.4%. DW advised that the majority of unauthorised absences occurred when parents had booked holidays outside of term time. CB asked if all of the unauthorised absence was one case. DW said it was 3 cases around half-term.</p> <p>A discussion took place on whether all non-pupil days should be merged together and tagged onto a half-term. It was agreed that it was more beneficial for the teaching staff to leave the non-pupil days as at present but the decision ought to be made by the FGB.</p>		

Signed



Dated

8/11/17

3

Bolham Community Primary School Governing Body

TEACHING & LEARNING COMMITTEE MINUTES – 21ST June 2017

11	<p>Central Record of Recruitment & Vetting checks DW had discussed with Mrs Pilling and the only outstanding action (as identified in the recent Audit) was to complete the 'Right to Work' check. DW advised that on the non-pupil day in September all staff would be asked to bring along their relevant documents. CB asked if there was any risk in waiting until September. DW stated that the school would be responding to the audit recommendation in a timely manner.</p>		
12	<p>Evaluate the results of the Parent Consultation and make recommendations DW advised that the recommendations from the results of the parent's survey would be incorporated in the School Development Plan (SDP). SM proposed that parents be informed when the recommendations had been included in the SDP</p>	DW	Next meeting
13	<p>AEG Report AD advised that governors should read the minutes from the recent AEG meeting when available. SM asked if there were any concerns raised at the meeting. AD reported that data indicated the results were good. There were flaws in the current reporting system that made it difficult to identify the progress children were making. DW was consulting Pupil Asset trainers and was awaiting advice.</p>	DW	ASAP
14	<p>Policies: All policies had been circulated in advance of the meeting.</p>		
a	<p>Collective Worship Policy AD asked DW whether children were told to pray or invited to pray. DW advised that she said the following when inviting children to pray, "we are going to pray so put your hands together and close you eyes. If you do not wish to pray then please sit quietly". AD suggested that such practical information be included in the policy. DW agreed to revise the policy. AD asked if children were told why they were invited to pray. DW advised that this was covered by Religious Education lessons.</p>	DW	Next meeting
b	<p>Curriculum & Learning Policy CB advised that he had recently visited the school to check out the policy in action. CB asked how the Monitoring & Evaluation of Leadership and Management was achieved. AD advised that this was incorporated into the AEG committee responsibilities when reviewing attainment and progress. This was achieved by viewing the leaders on such activities as governor visits, scrutinising books and attending assemblies. SM added that school visits by governors were important to achieve monitoring of staff. CB enquired on the frequency of visits. AD said that visit were organised strategically to focus on specific topics. DW advised that</p>		

Signed



Dated

8/11/17

4

Bolham Community Primary School Governing Body

TEACHING & LEARNING COMMITTEE MINUTES – 21ST June 2017

	<p>'Key questions' for school leaders were contained in the SDP and updates were provided to the FGB.</p> <p>CB asked if the Time Allocations, in the policy, were adhered to. SF explained that teaching staff were all experienced and over the term the balance across the subjects was achieved.</p> <p>Subject to the terminology Literacy and Numeracy being changed to English and Mathematics, the policy was approved and signed off.</p>		
c	<p>Display Policy</p> <p>DW had revised the policy by removing the references to a timetable and advised the policy would be put into effect from September. CB asked about the reviewing and updating of the website. DW replied by saying that the work on the new website had been concentrated on the key, statutory information required. AD asked for clarification of reference to stereotypes within the comment on Equal Opportunities, " Teachers will endeavour to ensure displays promote equal opportunities and take account of stereotypes and gender balances". AD agreed to clarify by amending the sentence. Subject to this amendment the policy was approved and signed off.</p>	AD	ASAP
d	<p>English Policy</p> <p>SF had reviewed the policy and had made a few minor modifications to words. The policy was approved and signed off.</p>		
e	<p>Outdoor Education Visits & Off Site Activities Health & Safety Policy</p> <p>DW had reviewed the policy which was a school specific document based on the previously used Torbay version of the policy.</p> <p>DW explained that the school adopted Standard Operational Procedures for all off-site visits and undertook Enhanced Risk Assessment for major visits. AD asked if the Risk Assessment provided by venues was used. DW said that venues were asked for their SOE5 (risk assessment that met county standards) and this was used in conjunction with the schools own policy and procedures.</p> <p>DW asked the committee to complete section 13 of the policy, on how the governing body would monitor the application of the policy in operational practice. After a discussion it was agreed that the governors would</p> <ul style="list-style-type: none"> • review the "Evolve" system (where all risk assessments are logged) in the Spring Term • review the Headteacher's Report on visits and issues that were highlighted • write a report when attending an off-site visit <p>DW would update section 13 in the policy accordingly and subject to this the policy was approved and signed off.</p>	DW	ASAP
f	<p>Planning & Assessment Policy</p> <p>DW advised that she needed to discuss with Brad Murray</p>	DW	Next

Signed



Dated

8/11/17

5

Bolham Community Primary School Governing Body

TEACHING & LEARNING COMMITTEE MINUTES – 21ST June 2017

	and review with the staff prior to revising the policy.		meeting
15	2017-2018 meetings - Agree Day/time It was agreed to hold meetings on Wednesdays at 4:15		
15	Date of Next Meeting – Wednesday 8th November at 4:15 The meeting closed at 17:52		

Signed



Dated

8/11/17