

Bolham Community Primary School Governing Body

TEACHING & LEARNING COMMITTEE MINUTES – 8th November 2017

Teaching & Learning Committee Minutes – Part 1				
Date/Time		Location		
8 th November 2017 at 16:15		Bolham Primary School		
Attendees	Initials		Attendees	Initials
Pam Cook	PC		Abi Dent	AD/Chair
Sarah Flower	SF		Stephen Moakes	SM
Denise Woodgate	DW			

Apologies	Initials		Absent without Apologies	Initials
Bruce Benton	BB	Clerk		
Chris Burgess	CB			

In Attendance	Initials	Reason

Minutes to
All Governors

Ref	Minute, Action or Decision	Owner	Date Due
1	Apologies CB had sent apologies due to a work commitment. BB had sent apologies due to a family emergency. AD apologised, as she had to leave the meeting at 16:45. SM chaired the meeting.		
2	Declaration of Business Interests None		
3	Elect Chair & Vice-Chair The committee unanimously elected AD as Chair and SM as Vice-Chair.		
4	Minutes (Parts 1 & 2) of the previous meeting on the 21st June 2017 The Part 1 minutes of the previous meeting were reviewed and agreed as accurate by all those present. The Part 2 minutes were read out by AD and agreed as accurate by all those present.		
4	Matters Arising:		
a	PSHE to be completed during Autumn term 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
b	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
c	Children in Care Policy to be taken to FGB for ratification		

Signed



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	Action complete.		
d	E-Safety – Parent meetings to be arranged Action complete.		
e	Removed from the agenda		
f	Review Teaching Assistant usage Action complete.		
g	Parents Consultation – Include recommendations in the School Development Plan and advise parents accordingly SM advised that the consultations went well and kept to time. Parents spoke with the governors present but no recommendations were recorded. More information was needed before discussions about the school development plan with parents could take place.	DW	ASAP
h	Pupil Asset – Consult trainers on how to identify the progress of children Action complete.		
i	Collective Worship Policy – Revise the policy to include practical information The revised policy was circulated ahead of the meeting. The Policy was agreed by all and signed off. Action complete.		
j	Display Policy – Clarify the reference to stereotypes AD had clarified the references to stereotypes. Action complete.		
k	Outdoor Education Visits H&S Policy – Update the policy with agreed changes The changes agreed at the previous meeting had been applied to the policy. Action complete.		
l	Planning & Assessment Policy – see item 17f		
6	Agree Terms of Reference The TOR had been circulated ahead of the meeting. The committee agreed the TOR.		
7	Governor Visits PC (Lead governor in English) had visited class 3. DW proposed that dates for the AEG (Action Evaluation Group) were set and then the Governor visits would then be agreed. The dates for the AEG meetings were agreed for: 29 th November 4pm 10 th January 4pm 25 th April 4pm		
8	School Performance Data –Review & Update The data had been circulated in advance of the meeting. DW and SF explained the data and commented on the writing data for year 2. Year 2 had been identified as a year group requiring support due to cohort needs and some pupils having special educational needs. In reading, year 6 pupils were making good progress and guided reading for year 3 children was helping their progress. PC asked how often the children were heard to read at school and it was suggested		

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	that parents, governors and/or grandparents could be asked to help listen to children read on a one to one basis in school. In maths, there were good results. The new curriculum, which began last year, was now more familiar to all teachers and the results had indicated this.		
9	Agree & Set Pupil Targets DW issued the latest figures and these were examined by the committee and agreed.		
10	SEN Report The report had been circulated prior to the meeting. DW advised that the school data in the tables had been miscalculated and would be reissued. There were two children that have been diagnosed with autism and one more child pending diagnosis. DW felt that employing a SEN professional was good value for money and very effective.	DW	ASAP
11	Pupil Premium & PE Pupil Premium – 17/18 DW reported that the school must justify the spending and that there had been a good impact from the plans so far and they would be continued. DW was considering options with extra PE funding available and was waiting for advice and recommendations from Dfe.		
12	Safeguarding Audit Update DW advised that the audit was on-going and that she needed to liaise with the safeguarding governor.	DW	Dec 17
13	Parents Evening & Governor reporting arrangements DW reported that this was currently in progress.		
14	Review Term Dates The documents were reviewed by the committee and agreed.		
15	Pupil Record Keeping & Data Protection DW reported that SF had attended training courses on the new Data Protection rules to be implemented from May 2018. DW recommended a Data Protection audit needed to be conducted in the Spring term to ensure full compliance in May. The cost would be £458. The governors agreed the cost. DW also informed governors of the need for a Data Protection Officer. The possibility of this being covered by a member of the TCLP was discussed and DW will raise the issue at the next TCLP meeting in December. Another option would be to ask another headteacher to be the outside officer and to make reciprocal arrangements.	DW	Dec 17
16	AEG Discussed in item 7.		
17	Policies: All policies had been circulated in advance of the meeting.		
a	Aims & Values Policy SM had reviewed the unchanged policy and proposed it was approved. All agreed and it was signed off.		

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b	Homework Policy AD had reviewed the unchanged policy and proposed it was approved. All agreed and it was signed off.		
c	Medicines in School Policy AD had reviewed the unchanged policy and proposed it was approved. All agreed and the policy would be taken to the FGB to ratify.	AD	6/12/17
d	Monitoring & Evaluation Policy SF had reviewed the unchanged policy and proposed it was approved. All agreed and it was signed off.		
e	SEN & Inclusion Policy SF had reviewed the unchanged policy and proposed it was approved, subject to the amendment to the SEN report as discussed in item 10. All agreed and the policy would be taken to the FGB to ratify.	SF	06/12/17
f	Planning & Assessment Policy DW had updated the policy to reflect the school ethos and proposed it was approved. All agreed and it was signed off.		
18	Date of Next Meeting – Wednesday 28th February at 4:15 The meeting closed at 17:25		

Signed



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28/2/18