#### TEACHING & LEARNING COMMITTEE MINUTES – 28th February 2018

<b>Teaching &amp; Learn</b>	ning Com	mittee M	inutes – Part 1			
Date/Time		Location				
28 <sup>th</sup> February 2018 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
Chris Burgess	СВ	Work committment		

In Attendance	Initials	Reason
Bruce Benton	BB	Clerk

Minutes to	
All Governors	

Ref	Minute, Action or Decision	Owner	Date Due
1	Apologies		
	CB had sent apologies due to a work commitment.		
2	Declaration of Business Interests		
	None		
3	Minutes of the previous meeting on the 8 <sup>th</sup> November 2017		
	The minutes of the previous meeting were reviewed and		
	agreed as accurate by all those present.		
4	Matters Arising:		
a	Personal, Social and Health Education (PSHE) to be completed during Autumn term		
	DW advised that this was achieved.		
	Action complete.		
	Action complete.		
	DW added that there was a whole school focus on 'saying		
	NO' via assemblies and specific PSHE classes. The "Say	1	
	No" focused on personal safety including e-safety and the	1	
	NSPCC 'Stay Safe" programme.	1	
	The whole school would be attending a NSPCC road show		
	on the 21 <sup>st</sup> March.		
b	Check that the Attendance Policy is Tiverton Co-		
	operative Learning Partnership (TCLP) wide		
	It was agreed that all schools in the TCLP followed the		
	policy.		



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	Action complete		T
	Action complete.		
С	Parents Consultation – Include recommendations in the		
	School Development Plan and advise parents		
	accordingly		İ
	Action complete.		
d	SEN report tables to be recalculated and report re-		1
	issued		
	Action complete.		
e	Safeguarding Audit Update		
	DW reported that the audit was completed on the 23 <sup>rd</sup>		
	November and delivered to Devon County Council (DCC)		
	by the required date in December.		
	~ -		
	An action plan from the audit was being addressed. The		
	actions were -		
	Keeping Children Safe in Education to be included		
	on the Central Record as part of best practice – Staff		
	already added in February 2018, New staff to be		
	added.	DW	Mar 18
	Ensure genograms were in place for all new Child	DI	IVIUI 10
	Protection (CP) files. DW advised there, currently, were no CP issues.		
	AND CONTROL OF STATE		
	Arrange Peer-to-Peer abuse prevention training for		
	staff. DW stated that minute guides were being		
	issued and that the DCC Safeguarding team had		
	advised her that a new guide would be available in	DW	7 1 10
	the Summer Term and would be displayed in the	DW	Jul 18
	staff room.		
	<ul> <li>Amend Volunteer Policy to include use of Personal</li> </ul>		
	Electronic devices and Information and	tana sanatro	100 D 100 D
	Communication Technology. Policy under review	DW	Mar 18
	by Resources Committee in March.		
	<ul> <li>Prepare for changes to Relationships Education with</li> </ul>		
	Staff.		
	SM asked if the Safeguarding Governor had agreed the		
	audit report. DW said that the governor had been sent a		
	copy.		
f	SEN & Inclusion Policy to be ratified by FGB		
	Action complete.		
5	Governor Visits		<del> </del>
J	Two reports on governor visits had been circulated ahead of		
	the meeting.		1
	English – PC had visited the school on 23 <sup>rd</sup> February to		
	monitor progress and continued improvement in Phonics		
	and Reading in Key Stage 1 and also to monitor progress in		
	literacy skills at Key Stage 2.		
	Early Years – Tracy Cullerne had visited the school on 30 <sup>th</sup>		
	January to look at progress in Phonics in the early years.		
	AD asked if there were any questions. Governors agreed		

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	that the reports years along and provided weeful yadates		
	that the reports very clear and provided useful updates.		
	AD thanked school staff for accommodating the governors on their visits.		
6	Review School Session Times		
8	Governors agreed to retain the existing school session times.		
7	Agree/Review Parent Consultation arrangements DW advised that parents met with teachers in both the		
	Autumn and Spring terms. A written report was provided in		
	Autumn and Spring terms. A written report was provided in		
	the Summer Term and invitations were offered to parents		
	needing to discuss anything. DW added that the school operated an Open-Door policy whenever parents needed to		
	speak with staff.  AD proposed that parents were asked if enough information		
	was provided on the progress of their child and were there		
	any ideas on how to improve the communication.		
	SM suggested that parents were asked if the communication		
	was adequate (text, website, bullet)? Did parents understand		
	what were the responsibilities of the governors?		
	Governors would attend Parents Evening on the 5 <sup>th</sup>		
	(Claudette Harrower (CH)) & 6 <sup>th</sup> March (PC). PC was asked		
	to produce a few questions (What were the positives? Where		
	can improvements be made?) for discussing at both		
	evenings.		
	Governors were pleased with the parents evening		
	arrangements, understanding it was a significant task to		
	produce the mini-reports for the 10 minute slots for each set		
	of parents. SF added that any concerns would be discussed		
	with parents as they occurred rather than waiting for parents		
	evening.	10	
	AD asked whether all parents attended the parents		
	evening. DW said that there was normally 95% take up.		
	AD asked what the school did to encourage disengaged		
	parents to attend. DW said that appointment times were		
	sent out to parents to encourage attendance or parents were		
	contacted to offer alternative times outside of the normal		
	parents evening slots.		
8	More Able Pupils - Agree arrangements		
	DW advised that having mixed aged classes positively		
	helped the more able pupils by working with children above		
	their age group. Year 6 pupils were invited to workshops, on		
	key subjects, by Tiverton High School to work with like-		
	minded children as part of the THS early identification		
	program.		
	The more able pupils were given the best opportunity to		
	widen their education by being involved in the extra		
	curriculum activities (Youth Speaks, Jaguar Project, Exmoor		
	Challenge, Sporting Competitions, Music Performances		
	etc). For specific subjects the more able pupils could move		
	up a class, however this required to be managed to balance		
	social needs.		
	AD asked what percentage of pupils were expected to be		
	categorised as more able. DW said about 1% and added		

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	School Uniform Statement. Governors approved the revised Agreement and Uniform Statement. The documents to be		
	SM had revised the Agreement to make reference to the		
	Policy)		
b	FGB in March.  Home-School Agreement (to include School Uniform	DW	21 March
	Governors approved the policy and it would be taken to the	DM	21 Manak
	CH at the Full Governing Body (FGB) meeting in January.		
	DW had updated the policy with the suggestions made by		
a	Medicines in School Policy		
10	All policies had been circulated in advance of the meeting.		
13	Policies:		
	statement and it was signed off.		
	School Development Plan for this year and circulated the document ahead of the meeting. Governors all approved the		
	DW had updated the Equality objectives in line with the		
12	Equality & Diversity Statement		
	January and the minutes circulated.		
	AD reported that an AEG meeting had taken place in		
11	Action Evaluation Group (AEG)		
	parking arrangements.		
10	Road Safety Review  DW reported that a PCSO had attended school to discuss		
10	by the response.		
	effective at handling incidents. AD said she was reassured		
	a regular occurrence and all staff were well versed and very	1	
	major drills were performed, however, minor incidents were		
	AD asked if drills were undertaken. SF stated that no		
	progressed.		
	school. Some training on handling asthmatics was to be		
	said it was up-to-date and there were 5 first aiders in the		
	AD asked if all First Aiders training was up-to-date. DW		
	Welfare Officer would be consulted to discuss persistent absence.		
	ensure the continued education of the child. The Education		
	long-term the school would liaise with the hospital to		
	on-going treatments. When children were hospitalised for		
	The school liaised with parents over hospital visits and any		
	were identifiable by photographs displayed in the kitchen.		
	school register with photographs. Pupils with food allergies		
	approved Medication Policy. Children were identified in the		
	and how they were managed. The school followed the		
	entry to the school to register all medical conditions.  Bolham also had its own documentation on the conditions		
	DW advised that all pupils completed a form for DCC on		
9	Support of Children with Medical Conditions		
	available from age 7 through to 11 for such pupils.		
	higher learners. DW stated that examples of evidence were		
	years. AD asked if there was evidence of progress of		
	and that they had earlier been identified in the previous		
	that 3 children had achieved top end scores in Key Stage 2		

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	added to the school website.	BB	ASAP
c	2019-20 Admissions Policy		
	The policy had not yet been produced by DCC. Review		
	carried forward.		
d	Attendance Policy		
	The policy had been revised by the TCLP, regarding		
	registration. Governors approved the policy and it would be	SM	21 March
	ratified at the FGB meeting in March. It was agreed to		1
	amend the Home-School Agreement to add a note that the		
	school day started at 08:55 and registers would be closed at	BB	ASAP
	09:25.		
e	Data Protection Policy		
	The existing policy contained email addresses and website		
	links that were unobtainable, however, it was agreed to		
	continue with the policy as the procedures themselves were		
	acceptable. The policy would be taken to the FGB for		
	ratification.		
	DW reported that an audit for the new General Data		
	Protection Regulations (GDPR) had identified some actions		
	to address before May. A working party and plan would be	DW	734-1
f	agreed at the Resources Committee meeting in March.  E-safety Policy	DW	7 March
1	Governors approved the unchanged policy and it would be		
	ratified at the FGB meeting in March.	SF	21 March
~	Exclusion Policy	SF	21 March
g	SM had reviewed the unchanged policy and proposed it was		
	approved. All agreed and it was signed off.		
h	Marking for Learning Policy		
	SF had reviewed the unchanged policy and proposed it was		
	approved. All agreed and the policy was signed off.		
i	Primary Maths Calculation Policy		
	DW had reviewed the unchanged TCLP policy and		
	proposed it was approved. All agreed and the policy was		
	signed off.		
18	Date of Next Meeting - Wednesday 13th June at 4:15		
	The meeting closed at 17:20		

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Dated 3/6/8