

Bolham Community Primary School Governing Body

TEACHING & LEARNING COMMITTEE MINUTES – 28th February 2018

Teaching & Learning Committee Minutes – Part 1				
Date/Time		Location		
28 th 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	CB	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 8th 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. DW added that there was a whole school focus on 'saying NO' via assemblies and specific PSHE classes. The "Say No" focused on personal safety including e-safety and the NSPCC 'Stay Safe' programme. The whole school would be attending a NSPCC road show on the 21 st 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.		

Signed

JAC

Dated

18/6/18

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Signed

Dated

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	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 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 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 th (Claudette Harrower (CH)) & 6 th 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. 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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	that 3 children had achieved top end scores in Key Stage 2 and that they had earlier been identified in the previous years. AD asked if there was evidence of progress of higher learners. DW stated that examples of evidence were available from age 7 through to 11 for such pupils.		
9	<p>Support of Children with Medical Conditions DW advised that all pupils completed a form for DCC on entry to the school to register all medical conditions. Bolham also had its own documentation on the conditions and how they were managed. The school followed the approved Medication Policy. Children were identified in the school register with photographs. Pupils with food allergies were identifiable by photographs displayed in the kitchen. The school liaised with parents over hospital visits and any on-going treatments. When children were hospitalised for long-term the school would liaise with the hospital to ensure the continued education of the child. The Education Welfare Officer would be consulted to discuss persistent absence.</p> <p>AD asked if all First Aiders training was up-to-date. DW said it was up-to-date and there were 5 first aiders in the school. Some training on handling asthmatics was to be progressed.</p> <p>AD asked if drills were undertaken. SF stated that no major drills were performed, however, minor incidents were a regular occurrence and all staff were well versed and very effective at handling incidents. AD said she was reassured by the response.</p>		
10	<p>Road Safety Review DW reported that a PCSO had attended school to discuss parking arrangements.</p>		
11	<p>Action Evaluation Group (AEG) AD reported that an AEG meeting had taken place in January and the minutes circulated.</p>		
12	<p>Equality & Diversity Statement DW had updated the Equality objectives in line with the School Development Plan for this year and circulated the document ahead of the meeting. Governors all approved the statement and it was signed off.</p>		
13	<p>Policies: All policies had been circulated in advance of the meeting.</p>		
a	<p>Medicines in School Policy DW had updated the policy with the suggestions made by CH at the Full Governing Body (FGB) meeting in January. Governors approved the policy and it would be taken to the FGB in March.</p>	DW	21 March
b	<p>Home-School Agreement (to include School Uniform Policy) SM had revised the Agreement to make reference to the School Uniform Statement. Governors approved the revised Agreement and Uniform Statement. The documents to be</p>		

Signed



Dated

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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 ratified at the FGB meeting in March. It was agreed to amend the Home-School Agreement to add a note that the school day started at 08:55 and registers would be closed at 09:25.	SM BB	21 March ASAP
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 agreed at the Resources Committee meeting in March.	DW	7 March
f	E-safety Policy Governors approved the unchanged policy and it would be ratified at the FGB meeting in March.	SF	21 March
g	Exclusion Policy 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		