

Bolham Community Primary School Governing Body

TEACHING & LEARNING COMMITTEE MINUTES – 27th February 2019

Teaching & Learning Committee Minutes – Part 1				
Date/Time		Location		
27 th February 2019 at 16:15		Bolham Primary School		
Attendees	Initials		Attendees	Initials
Pam Cook	PC/Chair		Abi Dent	AD
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 There were no apologies.		
2	Declaration of Business Interests None		
3	Minutes (Parts 1 & 2) of the previous meeting on 7th November 2018 The part 1 minutes were agreed by all and signed off as a true and accurate record. PC read out the part 2 minutes and they were signed off as a true and accurate record.		
4	Matters Arising:		
a	A Health & Safety report for the Residential visit to be circulated to all governors Action complete.		
b	Arrange for SENDCo to speak to Governors Pam Roberts attended the AEG meeting in January. Action complete		
c	Governor Visits to take place in Autumn Term -SEN (PC), Maths (CB), English (PC). EYFS (TC) - (discuss results in item 8) Action complete.		
d	Agree JS as Lead Governor for P.E. at FGB Action complete		
e	Safeguarding Audit to be sent to Safeguarding Lead Governor Action complete.		

Signed



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f	Consult High School on 2019-20 Term Dates Action complete.		
g	Clarify requirements for Pupil Record Keeping & Data Protection DW explained about the various records kept for each of the pupils. <ul style="list-style-type: none"> On entry to the school, parents provide contact details etc. Pupil data is kept electronically. Paperwork for each SEN pupil is kept in the office and is retained until the individual reaches 25 years of age. A register of children with medical conditions is kept and relevant details kept in class registers with the child's photograph. Relevant dietary details are kept in the kitchen. End of year reports are kept electronically and backed up as no paper copies are retained. Data is shared with schools when children move to secondary education or transfer schools. If a child leaves the school and no new school is advised the details are sent to the Dfe. Any data transferred to a new school is sent electronically in a secure CTF file. Child protection information is sent onto the next school, however, minutes from meetings are destroyed and not sent in accordance with DCC guidelines The details for children that leave the school for home teaching are sent to DCC. 		
h	Approach FOBS for additional funding for SEN DW advised that she would speak with Friends of Bolham School (FOBS) after the end of year budget had been produced.	DW	ASAP
i	Approve SEND policy at FGB Action complete.		
5	Strategic Forward Planning AD joined the meeting The meeting went to part 2 minutes		
6	SEND Statutory Duty & Report DW reported that the SEND report had been agreed by the FGB and was on the school website. DW added that the SEND Policy was in place, a SENDCo was employed and Ofsted had reviewed the procedures. DW stated that Babcock had produced a new format for the SEND report and DW would work with Pam Roberts to produce a report following the revised guidance.	DW	ASAP
7	School Uniform Supplier DW said that the current Tiverton supplier for the school uniform, Tony Pryce, was closing down in June and suggested that Thomas Moore in Exeter could be approached. SM advised that, for the High School, Tesco offered the service online with collection from the Tiverton store.		

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PA Cook

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	SM offered to review the options and gain approval from the FGB. AD proposed that the font on the uniform was changed to the same font as the school website.	SM	03/04/19
8	Governor Visits The governor visits agreed at the November meeting were still to take place. It was agreed that BB would ask the lead governors to undertake the visits and produce reports for review at the FGB in April.	BB	ASAP
9	Review School Session Times It was agreed that the existing school session times were continued.		
10	Agree/Review Parent Consultation arrangements DW advised that parents' evenings took place in Autumn and Spring terms. The meetings with class 1 parents had to be cancelled recently due to illness in the school and had been rearranged.		
11	More Able Pupils - Agree arrangements 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). Some pupils had also been invited to attend Exeter University gifted and talented programmes.		
12	Support of Children with Medical Conditions DW advised that parents provided information on their child on starting the school and the information was reviewed annually. The school liaises with the parents of children with specific conditions with external nursing help if necessary. Photographs with remedial actions are displayed for those children with serious conditions. A register of children with allergies is maintained with photographs of the pupils and replicated in the kitchen. When a pupil is hospitalised, the educational services work with the school to try to ensure the child continues with the progress taking place in school.		
13	Road Safety Review DW reported that Franny Armstrong had consulted the local MP and was working with the council to provide a safer walking/cycling route into Tiverton. The council are to be asked to conduct a feasibility study. SM added that the council had recently been clearing back the existing pathway to ensure maximum width.		
14	Action Evaluation Group AD reported that an Action Evaluation Group meeting had taken place in January, minutes circulated, and the plans in place were progressing well.		
15	Equality & Diversity Statement DW had updated the equality objectives for 2018-19. The		

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	Statement was approved by all governors and signed off.		
16	Policies: All policies (except a) had been circulated in advance of the meeting.		
a	Acceptable Behaviour and Discipline Policy SF advised that the policy had been updated to reflect the changes to school practise for behaviour and reward. After reviewing with DW it was agreed that more updates were required and agreed with staff before presenting to the committee.	SF	June 19
b	Attendance Policy (From TCLP) The TCLP had not released an updated policy to the existing 2017-18 version. All governors approved the unchanged policy which would be taken to the FGB for ratification. DW would confirm with the TCLP that a new version had not been released.	DW	03/04/19
c	E-Safety Policy All governors approved the unchanged policy which would be taken to the FGB for ratification.	SF	03/04/19
d	Exclusion Policy All governors approved the unchanged policy and it was signed off.		
e	Food & Nutrition Policy All governors approved the unchanged policy and it was signed off.		
f	Freedom of Information Act Policy All governors approved the unchanged policy which would be taken to the FGB for ratification. AD asked if the school had received any request from the general public or parents. DW stated that no such requests have been made. DW added that occasional 'spurious' requests were received from companies and the school was allowed to reject these.	AD	03/04/19
g	Governor Visits All governors approved the unchanged policy and it was signed off.		
h	Marking for Learning Policy All governors approved the unchanged policy and it was signed off.		
i	Medicines in School Policy SM proposed some slight modifications to the policy. <ul style="list-style-type: none"> Item 4 – add that SM was Chair of Governors. Items 8/9 – add that Val Batten (VB) had attended Medicine Management training. DW to confirm the training course attended. Item 19 – the final word of the paragraph should read administered (rather than prescribed) Item 21 – the second sentence does not apply to Bolham and could be removed. SM asked how governors could check that the procedures were followed when supporting children with Asthma. SF	DW	ASAP

Signed



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	<p>stated that the records could be scrutinised. DW added that all staff undertook the necessary training.</p> <p>DW agreed to review the training needs and find a resource to perform the training.</p> <p>Referring to items 8&9, AD asked what happened when VB was absent. DW stated that the responsibilities were not day-to-day activities and did not impinge on the pupils' welfare.</p> <p>All governors, subject to the agreed changes, approved the policy which would be taken to the FGB for ratification.</p>	DW	ASAP
		SM	03/04/19
j	<p>Primary Maths Calculation Policy (TCLP)</p> <p>All governors approved the unchanged policy and it was signed off.</p> <p>DW would confirm that TCLP had not revised the policy.</p>	DW	ASAP
k	<p>Admissions Policy 2020-21</p> <p>DW advised that she had liaised with DCC and the policy would be finalised shortly.</p>	DW	ASAP
l	<p>Schools Complaints Procedure</p> <p>All governors approved the unchanged policy and it was signed off.</p> <p>It was agreed that the model letters produced by Babcock would be utilised but not included in the policy document.</p>		
17	<p>Date of Next Meeting – Wednesday 12th June at 4:15</p> <p>The meeting closed at 17:35</p>		

Signed

PA Cook

Dated

12th June 19.

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