

Bolham Community Primary School Governing Body

TEACHING & LEARNING COMMITTEE MINUTES – 7th November 2018

Teaching & Learning Committee Minutes – Part 1				
Date/Time		Location		
7 th November 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 commitment		
Bruce Benton	BB/Clerk	Holiday		

In Attendance	Initials	Reason

Minutes to
All Governors

Ref	Minute, Action or Decision	Owner	Date Due
1	Apologies Apologies were received from CB and BB.		
2	Declaration of Business Interests None		
3	Minutes of the previous meeting on the 13th June 2018 The minutes were signed off as a true and accurate record.		
4	Elect Chair & Vice-Chair AD resigned from Chair and proposed PC as Chair. This was seconded by SF and accepted.		
5	Matters Arising:		
a	Volunteer Policy to be updated and approved by the Resources Committee Action complete.		
b	A Health & Safety report to be produced for the Residential visit SM had produced a report for the Residential visit to Escott House Country Park in July and the report had been reviewed by the Resources Committee. This report was to be recirculated as some Governors had not yet seen it.	BB	ASAP
c	The Attendance Target of 98% to be agreed by the FGB Action complete.		
d	Curriculum, Teaching & Learning Policy to be reviewed by the FGB Action complete		

Signed 

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e	Child Protection & Safeguarding Policy to be approved by the FGB Action complete.		
f	Children in Care Policy to be ratified by the FGB Action complete.		
6	Agree Terms of Reference Agreed by the committee and signed off.		
7	<p>Governor Visits No timetable had been set as yet. The SDP was examined and a focus for each visit agreed.</p> <p>SEN Provision needed to be examined and a Governor to be appointed. PC volunteered to become the SEND Governor and look at Pupil Passports and the type of intervention and its suitability and success. Parent / Pupil voices may be another method of checking success. DW agreed to arrange a FGB meeting with the SENCO in the Spring Term and a governor visit before January was organised.</p> <p>The Maths Governor (CB) will focus on looking at pupils achieving greater depth in maths in EYFS and Key stage 1. In Key Stage 2, the focus will be on Years 4 and 6 achieving ARE and making progress from their starting point. This also to be completed before January.</p> <p>In English, the area for focus would be looking at the introduction of the phonics tracking model for GPS this term.</p> <p>The Governor for EYFS would examine the quality of curriculum provision using the outdoor area with particular focus on Maths and Phonics. This to be done before end of term.</p> <p>Two new areas of Governor visits were proposed - Quality and Value of PE provision and Foreign Languages.</p> <p>4.45 SM arrived.</p> <p>SM volunteered to take on the responsibility of Foreign Language Governor. SM also volunteered to take over as Vice Chair of this committee.</p> <p>Julia Slade was suggested as PE Governor. This would be decided at the FGB meeting.</p>	<p>DW PC</p> <p>CB</p> <p>PC</p> <p>TC</p> <p>PC</p>	<p>ASAP Jan 2019</p> <p>Jan 2019</p> <p>Dec 2018</p> <p>Dec 2018</p> <p>5/12/18</p>
8	School Performance Data –Review & Update DW shared the new Analysing School Performance Report headline data with the Committee. The Headline Data at KS2 indicated pupils being broadly in line with national attainment for individual subjects and progress from KS1 as average. The Reading, Writing and Maths combined score		

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	<p>this year was lower than expected. At KS1, the group were below average, but not unexpected given the level of SEN needs within the group. DW informed the meeting that individual progress for SEN pupils could be evidenced from their starting point.</p> <p>Year 1 phonics attainment was above a national average as was the number of pupils in EYFS achieving a good level of development.</p> <p>The committee requested that at the next AEG meeting that a comparison is made between the start and end of term to ensure that pupils were on track to achieve at or above ARE and make good progress through the year.</p>		
9	<p>Agree & Set Pupil Targets</p> <p>The following targets were agreed based upon current assessment data</p> <p>KS2- set at 75 % for all subjects</p> <p>KS1 targets had been set overall at 78% -</p> <p>Phonics - 87%</p> <p>EYFS - 72%.</p>		
10	<p>Pupil Premium & PE Pupil Premium – 18/19</p> <p>The reports had been circulated in advance of the meeting.</p>		
11	<p>Safeguarding Audit Update</p> <p>There would be an Audit by November 28th. This would be sent to CB.</p>	DW	ASAP
12	<p>Parents Evening</p> <p>These took place before half term and there was a good attendance.</p>		
13	<p>Admissions Policy 2020/21 – Consultation</p> <p>A PAN of 16 for admissions was agreed.</p>		
14	<p>Review Term Dates</p> <p>It was suggested that the school should liaise and consult with the High School on dates. DW agreed to e-mail and discuss this.</p>	DW	ASAP
15	<p>Pupil Record Keeping & Data Protection</p> <p>This needs to be clarified before further action is taken.</p>	AD	ASAP
16	<p>SEN Report</p> <p>There would be a new report going onto the school website. Funding had changed since last year and there was now less money available. Staffing levels would have to be examined. It was suggested that Andrew Laithwell be consulted on fund raising activities. Year 3 in particular was in need of extra help. This would be proposed at the next FGB meeting. AD asked if FOBS could help in this matter. It was agreed to approach the Chair of FOBS.</p> <p>At this point the Committee went to Part 2.</p>	DW	05/12/18
17	<p>Policies:</p> <p>All policies had been circulated in advance of the meeting.</p>		
a	<p>Aims & Values Policy</p> <p>All governors approved the unchanged policy and it was signed off.</p>		
b	<p>Collective Worship Policy</p>		

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	All governors approved the unchanged policy and it was signed off.		
c	Homework Policy All governors approved the unchanged policy and it was signed off.		
d	Monitoring & Evaluation Policy SF had reviewed the policy and had removed a paragraph regarding progress walls that was no longer used. All governors approved the updated policy and it was signed off.		
e	Planning & Assessment Policy All governors approved the unchanged policy and it was signed off.		
f	SEND Policy This was approved by the committee and would be taken to the FGB.	SF	05/12/18
19	Date of Next Meeting – Wednesday 27th February at 4:15 The meeting closed at 17:30		

Signed



Dated

27/2/19