

# Bolham Community Primary School Governing Body

## TEACHING & LEARNING COMMITTEE MINUTES – 12<sup>th</sup> June 2019

Teaching & Learning Committee Minutes – Part 1				
Date/Time			Location	
12 <sup>th</sup> June 2019 at 17:00			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	<b>Apologies</b> There were no apologies.		
2	<b>Declaration of Business Interests</b> None		
3	<b>Minutes (Parts 1 &amp; 2) of the previous meeting on 27<sup>th</sup> February 2019</b> 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	<b>Matters Arising:</b>		
a	<b>Approach FOBS for additional funding for SEN</b> DW advised that FOBS had agreed the funding but due to the surplus in the 2018-19 budget it had been unnecessary to use it for additional SEN time. Action complete.		
b	<b>Produce SEND Report following revised guidance</b> Carried forward to the next meeting.	DW	Sept 19
c	<b>School Uniform Supplier – Agree new supplier with FGB</b> Action complete.		
d	<b>Confirm with TCLP that the 2017-18 Attendance Policy is the latest version and gain approval from FGB.</b> Action complete		
e	<b>E-Safety Policy to be ratified by FGB</b> Action complete.		

Signed 

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f	<b>Freedom of Information Act Policy to be ratified by FGB</b> Action complete.		
g	<b>Confirm that Val Batten (VB) had attended Medicine Management Training and gain approval from the FGB for the Medicines in School Policy</b> DW to check that VB had undertaken the relevant training as this was stated in the policy. DW advised that she had produced a policy/form for the administration of non-prescription medicines. SM agreed to review the document.	DW  DW/SM	ASAP  ASAP
h	<b>Identify staff training needs for supporting children with Asthma</b> Lucy Barry (School nurse) had been approached to provide training but she said it was no longer available and an online product could be used. SM agreed to review the online product. SM asked if the Castle Surgery still provided training and DW agreed to follow this up.	SM  DW	ASAP  ASAP
i	<b>Confirm with TCLP that the Primary Maths Calculation Policy is the latest version and gain approval from FGB.</b> DW reported that several of the TCLP schools no longer used the policy since they federated with other schools. DW would ask Mr Dickinson whether the school should still use the policy.	DW	ASAP
j	<b>Admissions Policy 2020-21 to be ratified by FGB</b> Action complete.		
5	<b>Governor Visits</b> PC had issued a report on her SEN visit ahead of the meeting. PC advised that she had been pleased with the input from the teaching assistants and the monitoring they performed.  PC requested that Governor visits should take place during the Spring Term if possible.		
6	<b>Staff Structures for September 2019</b> DW reported that Christopher Botham (CB) would take up the class 3 teacher position from September. CB would be on-site on the 11 <sup>th</sup> July to meet pupils, parents and governors. Lucy Crang, who had been providing SEN support to class 2, would be leaving at the end of term as she was undertaking a teacher training course. DW would review the structure of class 2 resources due to the SEN challenges and speak with David Dominee. AD asked if Mr Williams (Sports coach) would be retained next term. DW confirmed that he would. DW added that Tiverton High School (THS) had offered to provide a teaching resource for French. AD asked if another resource could drive the minibus when transporting pupils so that Val Batten could be utilised for teaching. DW stated that due to new rules it would cost £800 to train up an additional driver.		ASAP

Signed  P. A. Cook.


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	<p>AD asked why parents had not been requested to pay for swimming lessons when previously providing lessons for the school had resulted in a several hundred pound deficit. DW advised that swimming could now be funded from the P.E. Pupil Premium funding.</p> <p><b>The meeting went to Part 2 minutes</b></p> <p>DW added that the gymnastics coach would be retained and a dance teacher had been offered by THS,  <b>AD asked if the Meal Time Assistants would be retained.</b>  DW confirmed that they would be retained.  DW advised that Juliet Hillier would become full-time and also take on the Senior English Lead role.  <b>AD asked if the administration team was now in place.</b>  DW stated that the office was now fully staffed and working well.</p>		
7	<p><b>Induction Process for 2019 Intake</b>  Stay and Play days were planned for the 4<sup>th</sup> and 11<sup>th</sup> July. Parents were invited to stay on the first day and they would be given an introductory talk from DW and Clair Worthington. On the second visit parents would only stay if really necessary.  On the two days all classes would move up to their next class or to their secondary school if year 6 pupils.  SM agreed to provide details of the new school uniform supplier for the parent pack.</p>	SM	ASAP
8	<p><b>Attendance Data</b>  - Review Current Data and Procedures  - Set Targets  DW advised that she had no new figures since the last set provided in her headteacher report, but on reviewing individual pupil data it had identified some pupils were below the 90% recommended level of attendance. Several letters had been received requesting holidays in term time and these had been classed as unauthorised absence. Those families taking unauthorised holidays would be passed to DCC for a fixed term penalty notice.  DW proposed that from September she would provide a breakdown of attendance by class. Governors were asked to support the monitoring of attendance and sending of letters to DCC for those with a less than 90% figure. AD offered to produce a letter from governors to highlight the importance of pupils to attend school and the ramifications of missing school time.  SF added that the children returning late from holiday were finding it stressful having to catch up.  <b>AD asked how the attendance of long-term sickness of pupils was reported.</b> DW advised that sickness was classed as authorised.</p>	AD	ASAP
9	<p><b>Phonics KS1 &amp; KS2 Statutory Assessments – Update</b>  SF reported that Phonics testing was currently taking place.</p>		


Signed 

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	DW advised that the Key Stage 1 tests had been completed and the outcome would be reported alongside EYFS tests by the end of June. The local authority will be visiting the school on the 17 <sup>th</sup> June to moderate Key Stage 1 teacher assessment. DW added that the Key Stage 2 tests had been taken and Stephanie Rolfe had invigilated the process to ensure it was in accordance with regulations. The results would be available on the 7 <sup>th</sup> July.		
10	<b>Policies:</b> All policies had been circulated in advance of the meeting.		
a	<b>Curriculum, Teaching &amp; Learning Policy</b> AD had reviewed the policy and it was approved by all governors and signed off.		
b	<b>Display Policy</b> DW requested that the policy be revised and would be produced for review at the next meeting.	DW	Sept 19
c	<b>English Policy</b> SF had reviewed the unchanged policy and it was approved by all governors and signed off.		
d	<b>School Uniform Statement</b> SM had reviewed the policy, updated to reflect the change in supplier of the uniform, and it was approved by all governors and signed off.		
e	<b>Children in Care Policy</b> SF had reviewed the unchanged policy and it was approved by all governors and would be taken to the FGB.	SF	10/07/19
11	<b>Date of Next Meeting – Wednesday 30<sup>th</sup> October 2019 at 4:15 P.M</b> AD asked how the PSHE (Personal, Social, Health & Economic) education was performed. SF advised that one teaching session was used where all content was presented to all pupils after which boys and girls were split into groups for a Q&A session with Mr Dickinson and SF respectively as this was found to work well.  The meeting closed at 17:50		

Signed 

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