

# Bolham Community Primary School Governing Body

TEACHING & LEARNING COMMITTEE MINUTES – 30<sup>th</sup> October 2019


Teaching & Learning Committee Minutes – Part 1				
Date/Time		Location		
30 <sup>th</sup> October 2019 at 15:40		Bolham Primary School		
Attendees	Initials		Attendees	Initials
Pam Cook	PC/Chair		Abi Dent	AD
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 12<sup>th</sup> June 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>Elect Chair &amp; Vice-Chair</b> Chair – PC (Nominated by AD, seconded by DW) Vice-Chair – SM (Nominated by PC, seconded by AD)		
5	<b>Matters Arising:</b>		
a	<b>Produce SEND Report following revised guidance</b> The report was approved subject to the updating of the funding figure for 2018-19.		
b	<b>Administration of non-prescription medicines – Policy/form to be reviewed.</b> SM advised that the review had been completed. SM showed the documentation currently in place for the pupils. Action complete.		
c	<b>Staff training for supporting children with Asthma</b> - Online training to be reviewed - Do Castle Surgery provide training?		

Signed 

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	The school nurse had identified an online training program for DW to use. SM offered to review the package. Castle surgery would not be contacted unless the online training package was unsuitable. DW advised that training would be scheduled for January.	SM DW	ASAP Jan 20
d	<b>The TCLP Primary Maths Calculation Policy – Agree continued use with Mr Dickinson</b> Carried forward to the next meeting.	DW	Feb 20
e	<b>New School Uniform Supplier details to be provided for the Parent Pack</b> SM agreed to contact the new supplier to obtain a pricelist for inclusion in the parent pack.	SM	ASAP
f	<b>Attendance data by class report</b> DW circulated attendance reports by Year Group for 2018/19. <b>AD asked if there were any patterns in the analysis of unauthorised attendance.</b> DW stated that there were no patterns but there were some families that consistently allowed their children to take unauthorised absence and these that been reported to the Education Welfare Officer. DW added that authorised absence figures for the earlier years had been higher than normal due to the outbreak of Scarlet Fever. AD reminded governors that the grouping of the non-pupil days and occasional days to provide an extra week to be tagged onto existing holidays to overcome the absences at the start of the Autumn term or at the end of the Summer Term had been discussed previously and it had been agreed it wasn't in the best interests for the school for a number of reasons. Action complete.		
G	<b>Produce a Governor letter on the importance of attendance and ramifications of missing school time</b> Carried forward	AD	ASAP
h	<b>Children in Care Policy to be approved by FGB</b> Action complete.		
6	<b>Agree Terms of Reference (TOR)</b> The TOR were agreed.		
7	<b>Governor Visits</b> Three reports (French, Exmoor Challenge and P.E.) had been circulated ahead of the meeting and there were no questions on their content. Visits had been agreed at the Action Evaluation Group (AEG) meeting in September and these were due to be completed before the end of the Autumn Term.		
8	<b>School Performance Data –Review &amp; Update</b> DW advised that the most up-to-date data had already been reviewed at the AEG meeting in September.		
9	<b>Agree &amp; Set Pupil Targets</b> The following targets were agreed based upon current assessment data <b>KS2-</b> set at 78% for all subjects		

Signed

*PA Cook*

Dated

*26/02/2020*



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	KS1 targets had been set overall at 77% Phonics – 75% EYFS – 81%		
10	<b>Pupil Premium &amp; PE Pupil Premium – 19/20</b> The reports had been discussed at FGB. The reports would be loaded onto the website.	BB	ASAP
11	<b>Safeguarding Audit Update</b> Carried forward.	DW	ASAP
12	<b>Parents Evening &amp; Governor reporting arrangements</b> The governors were represented by Claudette Harrower (CH) at the Parents Evening. DW reported that a parent had told her that it was good to see a governor getting involved in the process and the parent felt valued as a result. CH had put the parent at ease and showed a genuine interest in the children.		
13	<b>Admissions Policy 2021/22 – Consultation</b> The consultation document had been reviewed and DCC would be advised that there were no issues.		
14	<b>Review Term Dates</b> DW proposed the allocation of the Occasional and Non-Pupil days as Occasional Days – 3 <sup>rd</sup> and 4 <sup>th</sup> of September 2020 Non-Pupil Days – 7 <sup>th</sup> and 8 <sup>th</sup> of September 2020, 4 <sup>th</sup> January 2021, 26 <sup>th</sup> and 27 <sup>th</sup> July 2021. The school year would start on Wednesday 9 <sup>th</sup> September 2020 and end on 23 <sup>rd</sup> July 2021. The proposal was agreed by everyone and the dates would be loaded onto the school website.	DW	ASAP
15	<b>Pupil Record Keeping &amp; Data Protection</b> AD to review ahead of the next meeting	AD	ASAP
16	<b>Policies:</b> All policies had been circulated in advance of the meeting.		
a	<b>Equality Policy</b> This was approved by the committee and would be taken to the FGB.		
b	<b>Aims &amp; Values Policy</b> All governors approved the unchanged policy and it was signed off.		
c	<b>Collective Worship Policy</b> All governors approved the unchanged policy and it was signed off.		
d	<b>Homework Policy</b> All governors approved the unchanged policy and it was signed off.		
e	<b>Monitoring &amp; Evaluation Policy</b> All governors approved the unchanged policy and it was signed off.		
f	<b>Planning &amp; Assessment Policy</b> All governors approved the unchanged policy and it was signed off.		
g	<b>SEND Policy</b>		

Signed

*PA Cook*

Dated

*26/02/2020*

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	This was approved by the committee and would be taken to the FGB.		
h	<b>Governors Written Statement of Behaviour Principles</b> This was approved by the committee and would be taken to the FGB.		
17	<b>Date of Next Meeting – Wednesday 26<sup>th</sup> February 2020 at 4:15 P.M</b> The meeting closed at 16:20		

Signed



Dated

26/02/2020