

Bolham Community Primary School Governing Body

TEACHING & LEARNING COMMITTEE MINUTES – 26th February 2020

Teaching & Learning Committee Minutes – Part 1				
Date/Time		Location		
26 th February 2020 at 16:15		Bolham Primary School		
Attendees	Initials		Attendees	Initials
Pam Chapman	PCh		Pam Cook	PC/Chair
Abi Dent	AD		Juliet Hillier	JH
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, all governors were in attendance.		
2	Declaration of Business Interests None		
3	Minutes of the previous meeting on 30th October 2019 The minutes were agreed by all and signed off as a true and accurate record.		
4	Matters Arising:		
a	Staff training for supporting children with Asthma - Online training package to be reviewed - Training to take place in January SM advised that the package had been reviewed and DW confirmed that the training had taken place. Actions complete.		
b	The TCLP Primary Maths Calculation Policy – Agree continued use with Mr Dickinson DW advised that Mr Dickinson had agreed that the policy should be followed. Action complete.		
c	New School Uniform Supplier Price List to be provided for the Parent Pack SM said that the price list was available and would be included in the Parent Pack. Action complete.		
d	Produce a Governor letter on the importance of attendance and ramifications of missing school time AD agreed to produce a letter for review at the next meeting, possibly incorporating into the Home-School Agreement.	AD	Jun 20

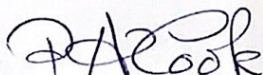
Signed 

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e	2019-20 Pupil Premium & PE Pupil Premium to be put on the Website Action complete.		
f	Pupil Record Keeping & Data Protection AD advised that she would meet with DW to review the information.	AD	ASAP
g	Term Dates for 2020-21 to be added to Website Action complete.		
5	Governor Visits PC had reported on 2 visits for English. PC had met with Samantha Roberts, the SENCO, and a report would be produced. DW advised that Stephanie Rolfe had been in school twice to report on Maths and the reports were to be produced. SM stated that he was arranging a date to report on EYFS with Mrs Worthington. PC agreed to meet with DW to discuss Pupil Premium.	PC SM PC	Mar 20 Mar 20 Mar 20
6	Action Evaluation Group – Governance Review recommendations After a discussion it was agreed that PC would produce the Terms of Reference for the Action Evaluation Group. SM proposed that all governors referenced the DfE School Comparison Site https://www.compare-school-performance.service.gov.uk/find-a-school-in-england in order to be in a position to confidently discuss the contents when parents ask questions about the information.	PC ALL	May 20 ASAP
7	Ofsted Inspection Report – Data Summary Report The report had been circulated ahead of the meeting and SM stated he welcomed the findings and that there were no concerns raised.		
8	Monitor impact of Educational & Residential visits DW advised that all offsite visits had a positive impact on the children. JH added that the visit to Knightshayes resulted in the pupils having lots of ideas that were translated into their written work. DW said that the visit to Torquay Museum provided a hook into the history of ancient Egyptians and focussed their learning. SM advised that the residential visits nurtured social and emotional skills along with team building. DW stated that offsite visits were arranged for all classes, with more trips for Key Stage 2 children, in order to provide real focus on the relevant subjects and all staff were encouraged to organised trips. A trip to Bristol Science Museum was planned to take place shortly. DW added that the visits were inclusive and voluntary contributions from parents/carers were requested. A monthly repayment plan was in place for the residential to PLG for July. PCh asked how much this cost and what was provided. DW advised that the cost for 3 days with a 2-night overnight stay was £170 for the accommodation and food. The school could not charge for any activities that were		

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	within the curriculum remit. AD asked, that with the recent concerns over non-contribution to swimming lessons, were there any problems with non-payments by parents for offsite visits. DW said that there were no issues as the parents viewed the off-site visits differently to the swimming, adding that there was 98% contribution to the payments. Pupil Premium children were funded from the allocation.		
9	Review School Session Times It was agreed that the current session times were retained.		
10	More Able Pupils - Agree arrangements DW advised that the school funded the attendance at the Exeter University Enrichment Programme, designed for Key Stage 2 pupils, when deemed beneficial sessions were available. Parents currently were content to transport their children to Exeter for the all-day courses when necessary. JH added that Pupil Premium children were included for free although it was agreed that this should only be progressed if the session was providing enrichment to the pupil. DW proposed that a paper was produced, in conjunction with the staff, on the handling of More Able pupils (How to identify, what options are available for enrichment etc) also considering on the impact on attendance.	DW	ASAP
11	Support of Children with Medical Conditions DW advised that at the start of each year every parent/carer are asked for a health care plan, whether or not there is an issue. Conditions covered dietary and/or medical issues and are addressed accordingly to the problem. For dietary issues such as celiac, dairy free etc information with photographs are noted in both the register and the kitchen. Children with toileting problems are closely monitored and 2 members of staff would attend children visits to the toilet. Life threatening conditions for any child would only be privy to the staff and any concerns would result in a 999 call. SM added that when on residential visits and the Exmoor Challenge the staff and all helpers would be confidentially briefed on each child's medical history and what was needed when a medical issue arose. All medications dispensed were logged and copies handed to parents on return. Pch asked if children were proactive when they had a problem. DW said that children are quick to inform the staff & helpers when they have a issue.		
12	Safeguarding Audit Update DW reported that the audit was complete and she would be meeting with Claudette Harrower(CH) shortly to provide a report for the FGB.		
13	Agree/Review Parent Consultation arrangements The governors agreed that CH should attend the parents evening scheduled for the following week.		
14	Admissions Policy 2021/22		

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	DW reported that Andrew Brent had confirmed that the policy had gone to the DCC Cabinet Meeting and would be available for the FGB meeting.		
15	Road Safety Review DW reported that the pathway to Tiverton, used by the older children when going swimming, was uneven and DW agreed to discuss with CH. SM added that previous discussions on a cycle path and a road crossing had resulted in no changes.	DW	ASAP
16	Home-School Communications Policy – Is one required? After a discussion, it was agreed that all governors would review the model policy and guidance notes for consideration at the next meeting.	ALL	ASAP
17	Equality & Diversity Statement After a discussion about the wording of the first of the nine principles it was agreed that SM would review the whole document for review at the next meeting.	SM	Jun 20
18	Policies: All policies had been circulated in advance of the meeting.		
a	Exclusion Policy All governors approved the unchanged policy and it was signed off.		
b	Home-School Agreement All governors approved the unchanged policy and it was signed off.		
c	Marking for Learning Policy Carried forward to the next meeting giving JH time to review.	JH	Jun 20
d	Primary Maths Calculation Policy (TCLP) All governors approved the unchanged policy and it was signed off.		
e	Attendance Policy (From TCLP) This was approved by the committee and would be taken to the FGB subject to the TCLP policy being badged as a Bolham policy.		
f	E-Safety Policy JH highlighted that the policy referred to an ex-governor. AD agreed to review the document ahead of the next meeting.	AD	Jun 20
g	Freedom of Information Act Policy This was approved by the committee and would be taken to the FGB.		
h	Medicines in School Policy This was approved by the committee and would be taken to the FGB. SM agreed to meet with Mrs Batten to check on the status of the medicines.	SM	ASAP
i	Sex and Relationships Policy All governors approved the unchanged policy and it was signed off.		
17	Date of Next Meeting – Wednesday 10th June 2020 at 4:15 P.M.		

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	AB asked what advice was being given to staff, parents and children on Covid-19. DW explained that regular Public Health publications were being communicated to staff and parents were being advised via the Bolham Bullet, text and information on the school website. Children were being encouraged to wash their hands more regularly without alarming them about the issue.		
	The meeting closed at 17:45		

Signed



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