

Bolham Community Primary School Governing Body

TEACHING & LEARNING COMMITTEE MINUTES – 8th June 2022

Teaching & Learning Committee Minutes – Part 1				
Date/Time			Location	
8 th June 2022 at 17:00			Video Conference	
Attendees	Initials		Attendees	Initials
Abi Dent	AD/Chair		Juliet Hillier	JH
Nicola Holmes	NH		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 All governors were present.		
2	Declaration of Business Interests There were no additional declarations of interests.		
3	Minutes of the Previous meeting on 3rd November 2021 The minutes were agreed by all as a true and accurate record. Signing of the minutes will take place at the earliest opportunity by the Chair.		
4	Matters Arising: DW asked for 2 items to be added to the agenda to keep governors updated on their progress. <u>Land Transfer</u> DW had spoken with Laura Partridge (PHP Law), and they had met with the Dfe. The Co-operative land transfer had never been finalised and the TCLP trustees need to agree (via a Board meeting) that PHP Law act for them to ensure the transfer is completed before the conversion to the Ventrus Academy. There will be no cost to the TCLP. DW had contacted Sammy Crook and John Cleaver and a TCLP meeting is convened for Wednesday 15 th June at 4:30pm to get sign off by the 20 th June otherwise the conversion will be delayed. AD asked if there is any reason that the TCLP will not approve the request. It was understood that if the meeting does not take place that the agreement can be approved via email and that two trustees need to sign it off.		

Signed

Dated


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	<u>Teachers Laptops</u> DW had received an email from Lynn Hyland (Ventrus Finance Operations Manager) advising on work to be performed by TME (IT support and solutions) for Ventrus. A wireless upgrade is planned with a replacement of the server before the end of term. During conversations with Tiverton High School and the TME team, the purchase of 5 new laptops for the teachers (agreed at the FGB) was discussed and it became apparent that this has been put on hold. A strategy meeting is planned for Monday 13 th June with the CEO of the Ventrus Trust, the Director of School Improvement and Sarah Milne to discuss the strategic planning actions for the remainder of the term. JH asked what work is being done on the server and would it improve the broadband. DW stated the server needs replacing as identified in the recent review of the Bolham IT but it would not improve the broadband. DW added that the date for the replacement would be discussed at the strategy meeting as the school needs to be operational to the end of term.		
5	Staff Structures for September 2022 The meeting went to Part 2 minutes.		
6	Induction Process for 2022 Intake DW advised that two stay and play days will be offered to parents of the new intake on 29 th June and 13 th July. Sarah Milne will be present on the 29 th June. AD asked if the admissions are up to the PAN of 16. DW said that there are 16 plus a waiting list.		
7	Attendance – Update DW reported that the attendance had improved to 94.32% from the 94% reported at the FGB on the 25 th May.		
8	Policies to be approved by the Committee All policies had been circulated in advance of the meeting.		
a	Relationships and Sex Education (RSE) Policy AD had reviewed the policy and recommended it was approved. All governors approved the unchanged policy. Signing off will take place at the earliest opportunity by the Chair.		
b	Curriculum, Teaching & Learning Policy AD had reviewed the policy and recommended it was approved. All governors approved the unchanged policy. Signing off will take place at the earliest opportunity by the Chair.		
c	English Policy JH had updated the policy and recommended it was approved. All governors approved the policy. Signing off will take place at the earliest opportunity by the Chair.		
d	Data Retention Policy AD had reviewed the policy and recommended it was approved. All governors approved the unchanged policy.		

Signed



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	Signing off will take place at the earliest opportunity by the Chair.		
e	Data Breach Policy AD had reviewed the policy and recommended it was approved. All governors approved the unchanged policy. Signing off will take place at the earliest opportunity by the Chair.		
f	Data Protection Policy AD had reviewed the policy and recommended it was approved. All governors approved the unchanged policy. Signing off will take place at the earliest opportunity by the Chair.		
g	Data Subject Rights Statement AD had reviewed the policy and recommended it was approved. All governors approved the unchanged policy. Signing off will take place at the earliest opportunity by the Chair.		
h	Information Security Policy AD had reviewed the policy and recommended it was approved. All governors approved the unchanged policy. Signing off will take place at the earliest opportunity by the Chair.		
i	Special Categories of Personal Data Policy AD had reviewed the policy and recommended it was approved. All governors approved the unchanged policy. Signing off will take place at the earliest opportunity by the Chair.		
9	Policies to be recommended for approval by the FGB The policies had been circulated in advance of the meeting.		
a	Governors Written Statement of Behaviour Principles NH had reviewed the unchanged policy and recommended it is taken to FGB for approval.		
b	Children in Care Policy NH had reviewed the unchanged policy and recommended it is taken to FGB for approval.		
10	Date of Next Meeting – TBA The meeting closed at 17:25		

Signed



Dated

6/7/22