

Bolham Community Primary School Governing Body

TEACHING AND LEARNING MINUTES – 25th November 2015

TEACHING & LEARNING COMMITTEE Part 1 Minutes				
Date/Time	25 th November 2015 4:10 pm	Location	Bolham Primary School	
Attendees	Initials		Attendees	Initials
Gill Beach	GB		Stephen Moakes	SM
Abi Dent	AD (Chair)		Vera Southcombe	VS
Steph Jeffs	SJ			

Apologies	Initials	Reason	Absent without Apologies	Initials
Denise Woodgate	DW	Recuperating		

In Attendance	Initials	Reason
Bruce Benton	BB	Clerk

Minutes to
Full Governing Body

Ref	Action or Decision	Owner/ Decision	Date Due
1.	Elect Chair & Vice Chair VS proposed AD for the Chair, GB seconded, all agreed. AD nominated VS for Vice-Chair, SM seconded, all agreed.		
2.	Apologies An apology was given for DW as she was recuperating. The committee sanctioned the apology.		
3.	Declaration of Business Interests None declared.		
4	Minutes of the last meeting of 15th July 2015 AD read out the Part 2 minutes from the previous meeting, after which, the committee approved the part 1 and part 2 minutes of the meeting and the documents were signed off as true and accurate records.		
5	Review the Terms of Reference The TOR for the committee had been circulated in advance of the meeting and were approved by everyone.		

Signed

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6	<p>Matters Arising:</p> <p>a) Standardisation in planning and expectation – outcome to be shared with the governors Carried forward.</p> <p>b) KS1 writing to be addressed Carried forward.</p> <p>c) Visitors comments to be recorded Carried forward.</p> <p>d) Curriculum & Learning Policy – review timings & appendices Carried forward.</p>	DW DW DW DW	ASAP ASAP ASAP ASAP
7	<p>Action Evaluation Committee The committee had already been updated at the FGB in October.</p>		
8	<p>Policies: All policies had been circulated to the committee members in advance of the meeting.</p> <p>a) Aims & Values SM advised that there was no need to change the existing policy and recommended its approval. All agreed and AD signed it off.</p> <p>b) Homework SM asked if we were due to issue another homework questionnaire. AD noted parent surveys could occasionally be problematic as they can miss the broad sweep of parents who are content and satisfied, as this is the group who do not return the survey. However, on the issue of homework, the most recently issued survey which uses the same format as the Ofsted survey, showed broad support for the current level and amount of homework across the school. AD proposed the policy was approved, all agreed and it was signed off.</p> <p>c) Medicines in School AD advised that there was no need to change the document apart from removing the reference to the 'agreed date' for the Grievance policy. All agreed and AD signed it off.</p> <p>d) Monitoring & Evaluation GB advised that there was no need to change the document apart from changing the reference from the 'Curriculum Committee' to the 'Teaching & Learning Committee. All agreed and AD signed it off.</p> <p>e) Planning & Assessment Carried forward.</p> <p>f) Child Protection & Safeguarding SM advised that an updated version had been issued and there needed to be a lot of amendments to the generic document. SM will meet with DW to define the school processes.</p>	VS SM	24/02/16 24/02/16

Signed

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	<p>VS updated the committee on a recently attended 'Prevent' training at the Tiverton High School (THS). The anti-terrorism arm of the government states that there is a duty on schools to be aware and guard against radicalisation. The training was arranged by TCLP and THS. 8 schools attended the training (13 governors and senior leaders) and they were given a Home Office presentation using video and case studies. There is a 'Prevent Duty' document available on the website https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/439598/prevent-duty-departmental-advice-v6.pdf</p> <p>It is recommended that a certificate of conformance is printed off to prove policies and procedures are in place. This is high on Ofsted checks.</p> <p>VS explained the key points to the committee. AD asked if it was relevant at primary school level. VS advised that it was necessary.</p> <p>SM proposed that the issue is discussed at the FGB and a working group created to produce a policy and train the staff.</p>		
	<p>g) SEN & Inclusion</p> <p>GB advised that the current document was still relevant and up to date. GB recommended the policy be approved and be taken to the FGB for ratification. All agreed.</p>	SM	02/12/15
9	<p>Equality & Diversity Statement</p> <p>It was agreed that GB would review the Equality Objectives, in section 2, in line with the latest School Development Plan</p>	GB	24/02/16
10	<p>Behaviour Principles Statement</p> <p>SM explained that the governing body sets the framework of the school's policy by providing a written statement of general principles relating to behaviour and discipline. GB advised that the existing document did not need any updating, all agreed, and it would be taken to the FGB for ratification.</p> <p style="text-align: center;"><u>At 4:37 the meeting moved to Part 2 minutes</u></p> <p style="text-align: center;"><u>At 4:46 the meeting returned to Part 1 minutes</u></p>	GB	02/12/15
12	<p>Assessment without levels – Parent evenings.</p> <p>AD stated that all sessions were well attended and those unable to attend have been offered 1:1 meetings with DW.</p>	DW	ASAP
13	<p>EYFS – Visit by Anne Hudson</p> <p>The documented outcome from the visit had been issued to the committee in advance of the meeting. Everyone agreed with the findings and future actions in the report.</p>		

Signed

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14	Transfer of data to Pupil Asset (with TCLP schools) VS explained that in the absence of national guidance on how to assess children, now that the assessment levels have been removed, the TCLP had met with local schools to agree on a common and consistent approach. Assessment is to be based on a more lateral approach and be a measure on the depth of knowledge. The TCLP group had looked at 2 or 3 packages and whilst THS preferred one solution and the primary schools another, THS suggested that it was preferable that the primary heads were comfortable with the solution.		
15	The date of the next meeting – 24 th February 2016 at 4pm The meeting was closed at 4:55 p.m.		



Signed

Date

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