

# Bolham Community Primary School Governing Body

TEACHING AND LEARNING MINUTES – 30<sup>th</sup> June 2016

TEACHING & LEARNING COMMITTEE Minutes				
Date/Time	30 <sup>th</sup> June 2016 4:10 pm	Location	Bolham Primary School	
Attendees	Initials		Attendees	Initials
Gill Beach	GB		Vera Southcombe	VS (Chair)
Denise Woodgate	DW			

Apologies	Initials	Reason	Absent without Apologies	Initials
Stephanie Jeffs	SJ	Work commitments	Abi Dent	AD
Stephen Moakes	SM	Work commitments		

In Attendance	Initials	Reason
Bruce Benton	BB	Clerk

Minutes to
Full Governing Body

Ref	Action or Decision	Owner	Date Due
1.	<b>Apologies</b> Apologies had been received from SJ & SM who both had work commitments. In the absence of AD, VS chaired the meeting.		
2.	<b>Declaration of Business Interests</b> None declared.		
3.	<b>Minutes of the last meeting of 24<sup>th</sup> February 2016</b> DW proposed the minutes were signed off as true and accurate records. GB seconded.		
4	<b>Matters Arising:</b>		
a)	<b>KS1 writing to be addressed</b> A moderation exercise, led by Mrs Flower, Bolham Primary School staff member and Charlotte Hill, a lead from PAT (Primary Academy Trust) has taken place. VS asked how it worked. DW said that minutes are available. The results were in line with PAT expectation. DW is waiting for the national figures to be published. Action complete.		
b)	<b>Planning &amp; Assessment Policy - Update</b> The policy had been circulated to the committee to review in advance of the meeting. DW had updated the document and proposed it was approved. All agreed and the policy was signed off. Action Complete.		
c)	<b>Attendance Policy – take to FGB for ratification</b> GB confirmed that this was done. Action Complete.		
d)	<b>English Policy – Revise</b>		

Signed



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<p>e)</p>	<p>See item 5a <b>Acceptable Behaviour &amp; Discipline Policy – take to FGB for ratification</b></p>		
	<p>GB confirmed that this was done. Action Complete.</p>		
<p>f)</p>	<p><b>Data Protection Policy – take to FGB for ratification</b></p>		
	<p>BB confirmed that this was done. Action Complete.</p>		
<p>g)</p>	<p><b>AEG to look at ‘more able’ cohort</b></p>	<p>AD</p>	<p>Nov 16</p>
	<p>Carried forward to the next meeting</p>		
<p>h)</p>	<p><b>Homework Survey – discuss if required</b></p>	<p>AD</p>	<p>ASAP</p>
	<p>DW has provided AD with the previous survey information to review.</p>		
<p>5</p>	<p><b>Policies:</b> The policies had been circulated to the committee to review in advance of the meeting.</p>		
<p>a)</p>	<p><b>English Policy</b></p>		
	<p>DW had reviewed the 2014 policy with Mrs Flower and applied minor modifications. All approved the policy and it was signed off.</p>		
<p>b)</p>	<p><b>Home-School Agreement</b></p>	<p>AD</p>	<p>Nov 16</p>
	<p>Carried forward to the next meeting</p>		
<p>c)</p>	<p><b>Collective Worship</b></p>		
	<p>VS stated that the existing policy was still relevant and proposed it was signed off. All agreed.</p>		
<p>d)</p>	<p><b>Curriculum and Learning</b></p>		
	<p>VS stated that the existing policy was still relevant and proposed it was signed off. All agreed.</p>		
<p>e)</p>	<p><b>Outdoor Education, Visits and Off-Site Activities Health &amp; Safety Policy</b></p>		
	<p>GB advised that the Torbay/DCC policy was unchanged from last year and proposed it was signed off. All agreed.</p>		
<p>f)</p>	<p><b>Display Policy</b></p>		
	<p>DW advised that this new policy has been introduced to give guidance on the presentation of displays of children’s work. DW proposed it was signed off and everyone agreed.</p>		
<p>6</p>	<p><b>Staff Structures for September 2016</b></p>		
	<p>DW reported that the staff are in place for the start of next term. Miss Andrews is the new part-time teacher for class 2 working with DW. Miss Andrews will also cover for DW when she has to be out of school.</p>		
	<p>A teaching assistant will return from long term sick in September. Mrs Withers will remain on maternity leave until January and Mrs Jepps-Kilshaw will cover the maternity leave in her absence.</p>		
<p>7</p>	<p><b>Induction Process for 2016 Intake</b></p>		
	<p>DW reported than there will be 20 pupils starting the reception class in September. This is 4 more than PAN but can be accommodated as 4 light in the higher year. The children are invited to a ‘stay and ‘play’ day on Tuesday 5<sup>th</sup> July and another day in the following week. There is also a meeting planned for</p>		

Signed



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	parents with DW and Mrs Worthington, with an Ethnic Minority advisor in attendance to support the families. Mrs Worthington has visited Wooden House Nursery to discuss the transfer of 11 children.		
8	<b>Review Attendance Data</b> DW reported a current attendance rate of 96.61%. DW said that this was good, above average and above target. Authorised absence equated to 3.27% and unauthorised absence was 0.12%.		
9	<b>Central Record of Recruitment &amp; Vetting Checks</b> DW has checked the details for all staff, including volunteers, and they are up to date. There is currently a question mark on whether the details for those that have left the school should remain on file. DCC is being consulted for further guidance.	DW	ASAP
10	<b>The Date of the Next Meeting – TBA</b>  The meeting was closed at 4:40 p.m.		

Signed



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