

# Bolham Community Primary School Governing Body

TEACHING & LEARNING COMMITTEE MINUTES – 13<sup>th</sup> June 2018

Teaching & Learning Committee Minutes – Part 1				
Date/Time	Location			
13 <sup>th</sup> June 2018 at 16:22	Bolham Primary School			
Attendees	Initials	Attendees	Initials	
Chris Burgess	CB	Pam Cook	PC/ Chair	
Sarah Flower	SF	Stephen Moakes	SM	
Denise Woodgate	DW			

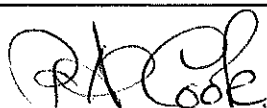
Apologies	Initials		Absent without Apologies	Initials
Abi Dent	AD	Work commitment		

In Attendance	Initials	Reason
Bruce Benton	BB	Clerk

Minutes to
All Governors

Ref	Minute, Action or Decision	Owner	Date Due
1	<b>Apologies</b> AD had sent apologies due to a work commitment.		
2	<b>Declaration of Business Interests</b> None		
3	<b>Minutes of the previous meeting on the 28<sup>th</sup> February 2018</b> The minutes of the meeting on the 28 <sup>th</sup> February were signed off as a true and accurate record.		
4	<b>Matters Arising:</b>		
a	<b>New staff to be added to Central records regarding Keeping Children Safe in Education</b> Action complete.		
b	<b>Latest DCC Safeguarding Guides to be displayed in the staff room</b> DW reported that the 'one minute' guides had initially been issued electronically but it had not proved an effective method of ensuring the staff confirmed they had read the safeguarding guides. By displaying the guides in the staff room it was hoped that it would prove a more effective solution. DW advised that it had improved the response from staff but the issue would be discussed further with the senior leaders in September. Action complete.		
c	<b>Volunteer Policy to be updated with regard to use of Personal Electronic devices and Information &amp; Communication Technology</b>		

Signed



Dated

21/11/18

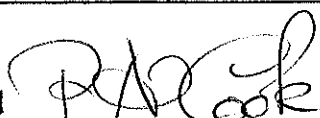
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	DW proposed that the Volunteer policy be amended to include the E-safety Policy and the ICT Policy as documents to be provided and signed off on the Volunteer Agreement form. The Volunteer Policy would be updated and approved by the Resources Committee.	DW	27/06/18
<b>d</b>	<b>Medicines in School Policy to be ratified by the FGB</b> Action complete.		
<b>e</b>	<b>Home-School Agreement (incorporating School Uniform Policy) to be added to the Website</b> - Details on closure of registers added Action complete.		
<b>f</b>	<b>Attendance Policy to be ratified by the FGB</b> Action complete.		
<b>g</b>	<b>General Data Protection Regulations (GDPR) action plan update to Resources Committee</b> GDPR plan was presented to the FGB on the 16 <sup>th</sup> May. Action complete.		
<b>h</b>	<b>E-Safety Policy to be ratified by the FGB</b> Action complete.		
<b>5</b>	<p><b>Governor Visits</b> Three reports on governor visits had been circulated ahead of the meeting.</p> <p><u>Maths</u> - CB had visited the school on 10<sup>th</sup> May to review the Improvement in Maths attainment and progress with specific focus on year group progress.</p> <p><u>English</u> – PC had visited the school on 27<sup>th</sup> April to monitor progress and continued improvement in Phonics and Reading in Key Stage 1 and also to monitor progress in literacy skills at Key Stage 2.</p> <p><u>Parents Evening</u> – PC visited the School on the 6<sup>th</sup> March to speak with Parents about communication both from and to the school</p> <p><b>CB asked if there were any other areas that Governors should consider for a visit.</b> DW suggested that SEN and Foreign Language next year. DW added that the Senior Leaders would be reviewing the headline data from recent assessments and feed any focus areas back into the School Development Plan.</p> <p>It was agreed that it was important for all governors to spend time in school and visits should be encouraged.</p> <p>It had previously been agreed that the monitoring of Outdoor Educational Visit Health &amp; Safety would be via a report from a Governor in attendance on the visit. SM was asked to produce a report from the upcoming Residential.</p>	SM	Jul 18
<b>6</b>	<b>Staff Structures for September 2018</b> DW reported that the existing staff structure would be the same from September 2018.		

Signed



Dated

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7	<p><b>Induction Process for 2018 Intake</b></p> <p>DW advised that letters had been sent out to all EYFS children that had been offered a place. One family had requested that their child entry be deferred for a year and this had been granted. Another child had now filled this place.</p> <p>20 Children would be starting in Reception class although the PAN was set at 16.</p> <p><b>SM asked if the school would be advised if a child was subsequently not taking its place.</b> DW stated that the Admissions Department would pass any information it received on to the school.</p> <p><b>SM asked what were the implications of a child not taking up the offer of a place.</b> DW explained that there were financial implications and protection of jobs to be considered.</p> <p>DW added that Stay and Play days were planned for the incoming EYFS children. Transition visits were planned for those pupils moving onto Secondary education.</p> <p>Mrs Worthington would be visiting Wooden House nursery for a transition meeting for those children moving to Bolham. <b>PC asked if Wooden House provided Baseline assessments for the pupils.</b> DW advised that assessment information was provided, however, the school would produce their own assessments within a month of joining.</p>		
8	<p><b>Attendance Data</b></p> <p><b>- Review Current Data and Procedures</b></p> <p><b>- Set Targets</b></p> <p>DW reported that the current level of attendance was 96.47% with unauthorised attendance being 0.71%.</p> <p>All classes were roughly in line at 96% but Class 2 attendance was 94.41%. DW said that class 2 children were maybe at a vulnerable age for illness and SM backed this up by advising that the age group was between immunisations.</p> <p>DW reported that some EYFS children, being technically aged 4 and not legally required to be in school, were being taken out of school for unauthorised absence. DW said that the children were on the school roll and, in future, would advise the parents of children joining Reception Class that they should abide to the school policy on attendance.</p> <p>DW advised that patterns of absence were being constantly reviewed and letters had recently been sent to 4 families requesting that medical evidence for non-attendance was provided by a doctor's note or the application of medication.</p> <p>DW proposed that the target for attendance for next school year was set at 98% and all governors agreed it. The recommendation would be taken to the FGB to ratify the recommendation.</p> <p><b>CB asked if the recommendation was out of kilter with other local schools.</b> DW said that she did not know the other school's targets.</p>	DW	11/07/18

Signed

*PA Cook*

Dated

*21/11/18*

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9	<p><b>Local Authority Writing Moderation Visit – Update</b>            DW advised that it was the duty of the Local Authority to moderate the judgement of children’s writing every 4 years as it was a statutory requirement from the Dfe.            The moderation would take place in week commencing 18<sup>th</sup> June and it was intended to ensure the Bolham teachers judgements were accurate. DW added that the teachers had undertaken training on marking and that a moderation exercise had taken place within the TCLP.</p>		
10	<p><b>Phonics KS1 &amp; KS2 Statutory Assessments – Update</b>            DW reported that KS1 and KS2 assessments had taken place and that Phonics testing was currently taking place.            DW advised that an initially review of results would be presented to the FGB in July.</p>		
11	<p><b>Action Evaluation Group (AEG)</b>            PC reported that an AEG meeting had taken place in April and the minutes had been circulated.            It was agreed that an AEG should be scheduled for early September to review the data from the assessments.</p>		
12	<p><b>Policies:</b>            All policies had been circulated in advance of the meeting.</p>		
a	<p><b>Curriculum, Teaching &amp; Learning Policy</b>            The governors agreed that this policy should be reviewed at the FGB in July.</p>	AD	11/07/18
b	<p><b>Display Policy</b>            DW had reviewed the policy and recommended that it was approved. All governors approved the unchanged policy and it was signed off.</p>		
c	<p><b>English Policy</b>            SF had reviewed the policy and recommended that it was approved. All governors approved the unchanged policy and it was signed off.</p>		
d	<p><b>Child Protection &amp; Safeguarding Policy</b>            CB had reviewed the policy and recommended that it was approved. All governors approved the policy, that had been updated to replace Neal Davey as Safeguarding Governor with CB, and the policy would be taken to the FGB for ratification.</p>	CB	11/07/18
e	<p><b>Children in Care Policy</b>            SF had reviewed the model DCC policy and recommended that it was approved. All governors approved the unchanged policy and the policy would be taken to the FGB for ratification.</p>	SF	11/07/18
13	<p><b>Date of Next Meeting – Wednesday 31<sup>st</sup> October at 4:15</b>            The meeting closed at 17:10</p>		

Signed



Dated

21/11/18

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