

# Bolham Community Primary School Governing Body

## TEACHING & LEARNING COMMITTEE MINUTES – 5<sup>th</sup> November 2020

Teaching & Learning Committee Minutes – Part 1				
Date/Time	Location			
5 <sup>th</sup> November 2020 at 16:30	Video Conference			
Attendees	Initials		Attendees	Initials
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
<b>1</b>	<b>Apologies</b> There were no apologies as all members of the committee were in attendance.		
<b>2</b>	<b>Declaration of Business Interests</b> There were no additional declarations of interests.		
<b>3</b>	<b>Minutes (Parts 1 &amp; 2) of the previous meeting on 10<sup>th</sup> June 2020</b> PC read out the Part 2 minutes after which both the Part 1 & Part 2 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.		
<b>4</b>	<b>Elect Chair &amp; Vice-Chair</b> All present agreed that AD would become the Chair of the Committee with SM continuing as Vice-Chair.		
<b>5</b>	<b>Matters Arising:</b>		
<b>a</b>	<b>Produce a Governor letter on the importance of attendance and ramifications of missing school time</b> It was agreed that this item could be removed from the agenda until attendance becomes an issue in the future. Action complete.		
<b>b</b>	<b>Review Pupil Record Keeping &amp; Data Protection – Report</b> Due to the current restrictions, the review will be delayed until school visits are allowed.	AD	ASAP
<b>c</b>	<b>Governor Visit reports -Review - Maths (S Rolfe),</b>		

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	<p>- EYFS (SM) - Pupil Premium (PC) DW advised that the report by the Governor Maths Lead had been produced. Governor visits will be re-instigated once the Covid-19 restrictions have been removed and the topics to be assessed have been determined by the Action Evaluation Group. Action complete.</p>		
<b>d</b>	<p><b>Opportunities for More Able Pupils – Review report</b> DW asked that the report be deferred to the next meeting.</p>	DW	ASAP
<b>e</b>	<p><b>Pathway to Tiverton discussion with C Harrower – Update</b> DW asked that the update be deferred to the next meeting.</p>	DW	ASAP
<b>f</b>	<p><b>Medicines in School – check status of medicines with Mrs Batten</b> The Covid-19 restrictions had prevented SM from checking the medicines. SM advised that brand new first aid boxes had been supplied for individual classes. AD suggested SM undertake a videoconferencing tour of the medicines in schools to check all up to date. Using technology to ensure governor responsibilities can still be carried out despite Covid compliance restrictions. DW and SM agreed to the suggestion and to report back at the next meeting. DW stated that the Asthma medications and pupils medical notes had been rechecked at the start of term.</p>	SM	ASAP
<b>6</b>	<p><b>Agree &amp; Set Pupil Targets</b> The targets had been circulated to governors ahead of the meeting. DW stated that they would be submitted to Brad Murray. The disruption from Covid-19, has been taken into account when setting the targets for 2020-21. DW advised that the Year 4 Multiplication Test was new and there is no benchmark information to compare against. The target set had been discussed and agreed with Mr. Botham and Miss Crang. Two sets of targets (inclusive/disapplied) were presented for the Year 6 SATS as DW anticipates that one child will be unable to take the tests and would seek governor support to confirm this once the government regulations are available in the new year. <b>AD asked if there was an opportunity for the child not sitting the SATS to undertake an alternative test in preparation for the move to Secondary school.</b> DW stated that this would not be required. <b>AD asked how the child would be occupied in school when the others were taking the SATS test.</b> DW advised the child would participate in lessons alongside year 5 classmates in class 4. <b>SM asked if the targets could be benchmarked against other schools in the area, TCLP and nationally.</b> DW agreed to ask Brad Murray. JH informed the Committee that prior to March, the phonics group data check indicated that national average of 78% had already been achieved and on a recent check it had increased to 82%.</p>	DW	ASAP

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7	<p><b>Pupil Premium &amp; PE Pupil Premium – 19/20 &amp; 20/21</b> The reports had been circulated to governors ahead of the meeting and there were no questions from the governors.</p>		
8	<p><b>Safeguarding Audit Update</b> DW reported that the audit needs to be submitted to DCC by the 18<sup>th</sup> December and that it was in progress. Claudette Harrower would review the report.</p>		
9	<p><b>Parents Evening &amp; Governor reporting arrangements</b> Due to Covid-19, Face to Face meetings with parents as in a normal parents evening cannot take place. DW advised that parents would be sent a mid-term report that contained information on how their child had settled back into school, with updates on attendance, behaviour and progress on their work. Teacher assessments would be included to confirm the pupil is on target for ARE by the end of the year and what support is required if currently below ARE. Parents would be given the option of speaking with the teacher directly or setting up a discussing by emailing the school. DW added that some necessary meetings had already taken place with parents. <b>AD asked if the meetings had been online or face to face.</b> DW stated that the meetings had been in school after the school day following Covid-19 guidelines.</p>		
10	<p><b>Admissions Policy 2022/23 – Consultation</b> DW advised that the policy would be put to consultation with parents as there had been some changes including Children-in-Care.</p>		
11	<p><b>Review Term Dates 2021-2022</b> DW had proposed the following Non-pupil days</p> <ul style="list-style-type: none"> <li>• 6<sup>th</sup> &amp; 7<sup>th</sup> September 2021 so the Autumn term would commence on Wednesday 8<sup>th</sup> September 2021</li> <li>• 4<sup>th</sup> January</li> <li>• 25<sup>th</sup> &amp; 26<sup>th</sup> July 2022</li> </ul> <p>Occasional days were proposed for 27<sup>th</sup> &amp; 28<sup>th</sup> July 2022 so the Summer Term would end on Friday 22<sup>nd</sup> July 2022. <b>AD asked if the dates were in line with other local schools.</b> DW stated that all schools determined their own dates. Governors agreed to the proposals.</p>		
12	<p><b>Relationships and Sex Education (RSE) – Update</b> DW reported that the new curriculum for RSE can now be delayed until the start of Summer term 2021. DW added that parents need to be consulted ahead of agreeing the policy, however, face to face meeting are currently not allowed so a letter will be sent to all parents. The Jigsaw leaflet to parents and LGBTQ leaflet would be put on the school website along with the draft policy. <b>SM asked why the Jigsaw products were chosen.</b> AD advised that the product had been recommended by Babcock and JH added that the teachers had visited Heathcoat school to view the product and they all liked it as it is a whole school product and</p>		

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	<p>provided good ideas for lessons. AD added that the product is also inclusive for all.</p> <p>DW recommended that a 2-week consultation period with parents commenced on the 13<sup>th</sup> November. All governors agreed.</p> <p><a href="https://www.jigsawpshe.com">https://www.jigsawpshe.com</a></p>		
<b>13</b>	<p><b>Pupil Attendance Data</b></p> <p>DW had provided the attendance data up to half-term ahead of the meeting. <b>AD asked about the 0.62% unauthorised absence.</b> DW advised that the absence was the results of holidays being taken in term in Class 1.</p>		
<b>14</b>	<p><b>Policies:</b></p> <p>All policies had been circulated in advance of the meeting.</p>		
<b>a</b>	<p><b>Marking for Learning Policy</b></p> <p>JH advised that, as proposed previously, all staff would be consulted on the policy and time has not allowed this to happen. DW proposed that the policy is discussed at the staff meeting in January when the new member of staff would be attending and the policy being available to review at the next T&amp;L meeting.</p> <p><b>AD asked if there was a shared approach across the school to marking homework set online through teams.</b> JH said she would investigate. <b>AD asked how parents can view marking and comments from the teacher on online homework.</b> JH said she was writing comments on her classes work and would investigate with fellow teachers. DW added that the school had concentrated on ensuring that passwords and emails were in place for every pupil, access was available and communication with the teacher could take place. <b>AD asked how this was progressing.</b> DW reported that only one child did not currently have access.</p>	JH	ASAP
<b>b</b>	<p><b>Aims &amp; Values Policy</b></p> <p>SM stated that the policy reflected what is taking place in the school and recommended the policy was approved. All governors approved the unchanged policy. Signing off will take place at the earliest opportunity by the Chair.</p>		
<b>c</b>	<p><b>Collective Worship Policy</b></p> <p>SM advised that the policy reflected the family values and togetherness in school, incorporating all types of religious belief whilst ensure it includes all legal requirements and recommending the policy was approved. All governors approved the unchanged policy. Signing off will take place at the earliest opportunity by the Chair.</p> <p>DW advised that assemblies had gone online with a whole school assembly every Monday and a celebratory assembly every Friday. Additional Jigsaw assemblies had taken place and JH added that a class assembly to celebrate Harvest festival had taken place.</p> <p>Both SM and PC had witnessed celebratory assemblies prior to the March lockdown.</p>		
<b>d</b>	<p><b>Homework Policy</b></p>		

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	<p>AD proposed some updates to the policy</p> <ul style="list-style-type: none"> <li>• Homework set will be a mixture of paper-based homework books sent home in bags, and some work set online via Teams. This reflects the current situation of how homework is actually set, and the IT expectations required of families.</li> <li>• A change to the following line - under Guidelines, the 5th bullet point. At present it reads <i>'Parents are asked to show interest but not to cause stress to the child'...</i> AD recommended it is changed to <i>'Parents/Care-givers are requested to show interest and support, but there is no pressure from the school for the child to complete the homework if they encounter difficulties of any nature.'</i></li> </ul> <p>The governors agreed to the changes and the policy will be updated.</p> <p>All governors approved the policy subject to the updates being applied. Signing off will take place at the earliest opportunity by the Chair.</p>	AD	ASAP
e	<p><b>Monitoring &amp; Evaluation Policy</b> SM 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.</p>		
f	<p><b>Planning &amp; Assessment Policy</b> SM had reviewed the policy and recommended it was approved asking for clarification that it reflected what the teaching staff actually performed. JH confirmed that there were lots of methods in place for planning and assessment. All governors approved the unchanged policy. Signing off will take place at the earliest opportunity by the Chair.</p>		
g	<p><b>Outdoor Education Policy</b> The new model DCC policy based on the currently used Torbay Council policy had been updated with the Bolham School details by DW who recommended it was approved. All governors approved the new model DCC policy. Signing off will take place at the earliest opportunity by the Chair.</p>		
h	<p><b>SEND Policy</b> PC had reviewed the policy and recommended the inclusion of the following information resulting from the implications of Covid-19</p> <ul style="list-style-type: none"> <li>• supporting and understanding the anxiety of children returning to school due to the long Covid induced break and whether this is initially a barrier to learning.</li> <li>• Recognising the possible abuse of children in the home during the long Covid break which could have resulted in poor behaviour and/or a barrier to learning.</li> </ul>		

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	Governors agreed with PC's recommendations and DW agreed to produce Covid-19 Annex for the document and subject to this all governors approved the policy. The policy will be taken to the FGB for final approval.	DW	ASAP
17	<b>Date of Next Meeting – Thursday 4<sup>th</sup> March 2021 at 4:30 P.M</b> The meeting closed at 17:27		