

BOWHILL PRIMARY SCHOOL

A meeting of the Teaching and Learning Committee held at

6.00 p.m. on Tuesday 17th April 2018 at

Bowhill Primary School

Minutes

Chair: Jo Radford/Natalie Miles, Present: Ruth O’Neale, Charlotte Bird, Caren Brooks.

Item	Description	Led by	Notes	Time
1	1.1 Welcome & Apologies 1.2 Attendance & Business Interest Register 1.3 Fire Alarm	JR/NM	Apologies from Stephen Cousely and Dominic Bradsell Agreed apologies are to be sanctioned	
2	Approval of Minutes from the T&L committee meeting held February 2018	JR/NM	Minutes approved.	
3	To discuss matters arising from the minutes Actions which were taken: ➤ SRE policy was agreed	JR/NM	Redhills update. Meeting still to be held with the Executive head but no urgency. Expected September PAN still high so still need extra teacher.	
4	Questions to the Headteacher Questions related to the SMIP (specifically teaching and learning) before approval of the SMIP	CB	Question were submitted to the Head ahead of the meeting. JR enquired if there are any planned ELAT joint activities for staff/ children. Teachers and TAs got together across all four schools on 16/4. CB fed back that the speaker Shonette Basson-Wood was really inspirational. Cross MAT Staff meetings will be May and July, agendas to be confirmed at heads’ meetings. Sports day for all year 6s across the MAT in May and all of years 4 and 5 in July. Pupil Premium event (years 3 and 4) for across the MAT –is being held at Bowhill, being lead by P Ward (22/23 May). Simon Hunt is the external speaker. JR queried CPOMs usage. CB has reviewed stats on this. Safeguarding reviewer had suggested we look for	

			<p>patterns of usage i.e. if we had one class teacher not using it. 1212 entries since Sept (can have multiple entries about one 'incident' per child). This figure includes all aspects of behaviour that staff have felt necessary to include in order to build up a profile- such as withdrawn behaviours. CB clarified incidents could be meetings with external agencies as well as new safeguarding concerns. 69 contacts with social care. 390 behaviour incidents. Data needs to be understood in context i.e. SEN. Data is on c200 children.</p> <p>ACTION: JR to review the user statistics.</p>	
5	Community Values and Wellbeing	CB	<p>Date for proposed joint school cooking event has been discussed but not confirmed. Venue will be West Exe.</p> <p>ACTION: CB will progress with West Exe.</p> <p>ACTION: Kerry to add this combined agenda item to all future T&L agendas.</p> <p>Focus of inset day 16/4 was on staff well being and "self care". CB confirmed it was a very positive session.</p>	
6	Well being – exploring how to look after everyone in our school community	ALL		
7	Monitor and evaluate progress of SMIP. Consider items for next phase of SMIP	JR/NM/ CB	<p>The SMIP and SIP have been uploaded to the shared "cloud" storage for the Bowhill Governor Outlook group.</p>	
8	Monitor and evaluate progress of SEF	JR/NM/ CB	<p>No specific queries raised by governors and no updates from CB as these documents were last updated prior to FGB.</p>	
9	Receive Safeguarding update from Headteacher. Monitor procedures and report to FGB	CB	<p>New PSA covering maternity- Louise Phillips started this week. Louise is doing three days a week. Helen Eustace and Sammi Lester are supporting. Safeguarding is the focus but some of the parent courses etc are likely to be less frequent as Louise is doing fewer</p>	

		<p>hours. Jess will be back in two terms. Sammi helps with parent events like their couch to 5K running club.</p> <p>A website review was suggested by the safeguarding reviewer so we can be sure parents can access essential information.</p> <p>ACTION: To request volunteer parents to get involved (CB can suggest some). JR and CB to fix a date for this after May half term.</p> <p>The Safeguarding reviewer also suggested we add a Safeguarding question for governor visits? For example governors to ask a child “what would you do if you saw an adult with a mobile phone?” to a member of staff “what would you do if you had a concern about a child?”</p> <p>ACTION: Governors to remember to do this. JR to raise at FGB as an action for all governors.</p> <p>Discussed the summer term “Governor day”. Agreed that instead of having a theme we should ask all governors to ensure they have done a visit for their area of responsibility between now and by FGB.</p> <p>ACTION: RON to email all governors and to mention this question.</p> <p>CB to prepare a visit template for governors.</p> <p>NM keen to do a STEM careers discussion with children (next academic year). This year will do a class session and will include two MedTeach colleagues. This could be a first aid</p>
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			session. ACTION: NM and CB to confirm format and timing of the session.
10	Children in Care	CB	CB confirmed same two children in care. One of these children is educated off site. Two meetings 18/4 to discuss plans for provision for this child. This child had been excluded prior to the off site provision. This child will not be returning to school as alternative provision is being sought to better meet his needs. Discussed the paucity of provision for primary age children with some complex SEN needs. RON noted this had been a concern shared at a recent Babcock's chairs' update meeting. RON raised with the Chair of Devon Assoc Of Governors as he meets regularly with the Director of Education.
11	Review website including statutory info	JR/NM/ CB	Pupil Premium statement ACTION- RON to email P Ward re good templates from the other MAT school. RON thinks impact bit needs to be strengthened. PE funding breakdown. CB confirmed this is drafted but not yet on the website. GDPR point of contact. Mark and Adam are the point of contact. All staff had an update session on the 16/4 inset. Any absentees will be trained by Adam shortly. ACTION: CB to make sure the point of contact is on the website. RON will also raise with Liam regarding what is on the ELAT website.
12	Receive English Report from English Lead and Maths Report from Maths Lead	JR/NM /CB	JR confirmed that we had reports recently. CB will check whether Katherine and David have spoken regarding the latter taking on Governor lead for English.
13	Receive Pupil Premium Report from PP lead	RO	Discussed year 3 and 4's use of rainforest theme for their learning today (including Maths!). Update on data received from Mark. 2 points progress expected by Easter.

			ACTION: RON to book a session with P Ward to get PP update. JR to book an update meeting with Mark for Maths.
14	Ensure statutory requirements for Curriculum and assessment are being met	JR/NM/ CB	<p>Upcoming DfE changes (baseline assessment). Not sure what DfE plans here, timing to be confirmed.</p> <p>Multiplication tables check 2019-2020. JR checking readiness for this. CB said will wait for new Maths lead and decide on best approach. Trialling Doodle Maths starting next week in 3,4. Already have My Maths and might use Doodle instead. Various options being considered.</p> <p>Foundation stage are being moderated this year. Early years advisory service coming in next week.</p>
15	Evaluate results of online Parentview survey & make recommendations to FGB for action points	CB	<p>Not many responses last time we asked. No survey results to review currently.</p>
16	Confirm staffing structure – recommend staffing structures directly linked to the delivery of the curriculum & propose these to Resources Committee for consideration at next meeting	RO /CB	<p>Various interviews scheduled. Phase leader 5, 6 not all of KS2 Maths unlikely to be with Deputy</p> <p>Reception teacher interviews 19/4, Lizzie is helping. May hire two.</p> <p>English lead 1st May</p> <p>Deputy interviews. 2 and 3rd May CB stressed definitely need governors for those. CB has been having someone to ones with prospective candidates. CB to discuss approach for 2nd (activities with children) with RON. NM can attend on the afternoon of the 2nd.</p> <p>Maths and KS2 teachers, 9, 10th May.</p> <p>CB confirmed Charlotte can be involved in interviews as represents teachers' interests on the governing board.</p> <p>Additional staff news. Sue Cashmore is retiring. Adam Roddy is leaving end of this year. Iris Browning is leaving end of this year.</p> <p>ACTION: RON to send reminder to all governors re interview dates. CB keen governors attend the Deputy presentations on Thursday 3rd May even if governors would prefer not to be on the formal panel.</p> <p>MAT update – Sharon Tarr has been appointed as the head at Alphington and starts in Sept.</p>

			Updates about Mark and Carol will go into the newsletter.
17	Benchmarking – staffing levels	RO/CB	Compared to other schools in the MAT our staffing levels were one of the highest. CB confirmed we are not replacing all TAs who leave and new staff are likely to be on slightly lower salaries than existing long standing staff.
18	Review ADMISSIONS POLICY	RO/CB	No update. ACTION: RON will check with Liam Montgomery and Ann Boyde if their schools are updating their policies.
19	Governors' Reports	ALL	NM had circulated her science visit report. Science trip; NM raised possibility of trip to We the Curious in Bristol. NM discussed a possible STEM careers day with Stella. Founders for Schools or other organisations may be able to assist. NM will look over summer and update in autumn term. CB has arranged for a journalist to visit next week as part of the school arranging for inspirational talks for the children.
	Items brought forward by the Chair	JR/NM	None raised. Meeting ended 8pm.
20	Dates & Time of next T&L meetings	All	6.00 p.m

Attachments:

