



## Bowhill Primary School

### Teaching and Learning Committee Meeting

Date of meeting	28 <sup>th</sup> February 2017	Present	Name of Governor	Initials	Category	Name of Governor	Initials	Category
			Caren Brooks Head teacher	CB	STH			
Time of meeting	6:00 p.m.	Apologies	Ruth O'Neale Chair	RO	PAR	Debra Ward	DW	STAFF
			Stephen Cousley Deputy Chair	SC	COO			
Room	Year 6/2	In Attendance	Li Wang	LW	Clerk			

	Minutes	Actions
<b>1</b>	<p><b>1.1 Welcome &amp; Apologies</b></p> <p>MG welcomed all Governors who attended the meeting.</p> <p>Apologies were received as above and sanctioned.</p> <p><b>1.2 Attendance &amp; Business Interest Register</b></p> <p>Governors were reminded that they must declare any conflict of interest which becomes apparent during the meeting. None declared.</p> <p><b>1.3 Fire Alarm</b></p> <p>There was no fire test today. Fire exits were outlined by MG. If the alarm were to sound then everyone should make their way quickly and safely to the playground.</p>	
<b>2</b>	<p><b>Approval of Minutes from the T&amp;L committee meeting held on Tuesday 10<sup>th</sup> January 2017</b></p> <p>Governors were reminded to forward any errors, inaccuracies or queries about the Minutes to the Clerk no later than 24 hours before the meeting.</p> <p>Minutes were approved as an accurate record of the meeting and were signed by MG.</p>	
<b>3</b>	<p><b>To discuss matters arising from the last meeting (held on 10<sup>th</sup> January 2017)</b></p> <p><b>The following actions were taken by Governors:</b></p> <ul style="list-style-type: none"> <li>➤ RO reminded all Governors and CB informed all parents/carers of the change to school session times;</li> <li>➤ Clerk updated the review date at the bottom of the EXTRA CURRICULAR ACTIVITY POLICY.</li> </ul>	
<b>4</b>	<p><b>Questions to the Head teacher</b></p> <p>Governors were reminded to send questions out related to the SMIP (especially teaching and learning) to the Head teacher or the Clerk before the meeting.</p> <p><b>RO raised some questions and CB replied prior to the meeting.</b></p> <p><b>1. (a) Can you have an update for T&amp;L on year 3? And (b) the progress "concern" Rod Ruffle and</b></p>	

RO picked up on their recent PP visit which was further supported by the external adviser and (c) who did the recent review? Basically given that they were below national average at the end of year 2 and they don't seem to be making the same pace of progress (d) how are we addressing this?

CB replied:

3 [15 children]	+1.1	+0.9 [15 pupils]	Writing	+1.1 [15 pupils]	+1.3 [15 pupils]
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Concerns were around less progress being made for year 3 PP children in writing.

Not meeting ARE has been identified as most frequently owing to spelling and handwriting. This is being addressed with greater emphasis on more consistent and regular marking of key spellings in addition to marking key objectives. Additionally, children not meeting expected standards in phonics by end of year 2 are now continuing to receive specific phonics sessions covering phase 5 with Nicky White. Hand writing has been discussed at English focus group - Katherine is going to look at handwriting in other schools before we make any decisions about changing anything. She also has sessions planned this month to look closely at planning in science and humanities (alongside subject leads) to look at where additional opportunities for extended writing can be included.

Additionally, three Governors - SC, David Pryke and Nikki Denison - can access Pupil Tracker online to look through all the school's data, information and assessment details to spot gaps in pupil learning. Teachers can explore pupil learning so that they can see who is on track for End of Key Stage 1 and End of Key Stage 2 Standards and who is falling behind and needs extra support. Besides, with regard to Depth of Learning activities, School Pupil Tracker allows the school to record, target the most able pupils to ensure children maintain and improve on their application and independence skills over time.

Governors were happy with Caren's responses.

**5 British Values**

MG & SC had a Learning Walk on Thursday 2<sup>nd</sup> March 2017 to observe what the school currently offers in the way of music, sports and extracurricular activities and foundation subjects.

- SC and Nikki Denison will set up a SNAG meeting date;
- MG is working on drafting a plan for a food-related wider school community event in the spring term further to promote British Values and he will circulate the plan accordingly;
- MG will arrange another SMSC activity visit before the end of March 2017.

CB informed Governors that the first print of the poster/banner which shows the school's values – CARE (Community, Aspiration, Responsibility and Environment) will be demonstrated soon. People can see it through the front door. Teachers also had a conversation at a staff meeting about the values which, they agreed, should be presented in all aspects all over the school.

In addition, there will be a key event - the Paralympics at school from 9.00 a.m. to 11:30 a.m. on Tuesday 7 March 2017 to promote positive attitudes towards disabled people and to help ensure that disabled pupils are represented and encouraged to participate in different activities.

Actions: Clerk was requested to inform all Governors that they are welcome to join this event and to get involved in some sporty exercise such as Spotty Dogs.

SC/ND  
MG/ALL  
accordingly  
MG 03/17

Clerk  
01/03/2017

6	<p><b>Well-being – exploring how to look after everyone in our school community</b></p> <ul style="list-style-type: none"> <li>➤ CB’s team continues to research activities such as relaxing projects for the staff to get involved in. Yoga and outside activities are under consideration;</li> <li>➤ CB met with a person who works in the community and was arranging a health check for staff.</li> </ul> <p><b>Action: CB is waiting for the confirmed date from this person and her team.</b></p>	CB accordingly
7	<p><b>Monitor and evaluate progress of SMIP; Begin to prepare new SMIP</b></p> <p>RO drafted some governor actions for the SMIP by adding section 4.5 to the leadership and management and suggesting 5 actions.</p> <p><b>Governors agreed to adopt the revised SMIP which is to be ratified by the next FGB.</b></p> <p><b>Under the MAT, Governors were agreeable to some actions being undertaken and to be taken across all four schools:</b></p> <ul style="list-style-type: none"> <li>➤ Admissions arrangements (including over - subscription) has been looked at in all schools and reviewed so they are in line and will be approved at the next trustees meeting;</li> <li>➤ MAT business manager, Allison Grant, will keep working through the policies with Headteachers – when these have been approved- it should lessen the workload on each individual Governing Board as some policies can be taken off the calendar. She is reviewing all policies across schools;</li> <li>➤ Allison is planning a performance event which is data-focused for all Governors and she will create data dashboards for MAT directors, such as IE termly data, Starters/Leavers, etc.;</li> <li>➤ Appeals committee could be held across schools.</li> </ul>	
8	<p><b>Monitor and evaluate progress of SEF</b></p> <p>Following the Ofsted inspection, CB drafted an action plan and amended SEF. English focus group looked at the question marked areas in their meeting on 30<sup>th</sup> January 2017 after which teachers finalised the attached plan and introduced anything new during the staff meeting on 7<sup>th</sup> February 2017.</p> <p>CB confirmed that teachers are in a strong position to ensure that the school is on track to be good. Teaching staff have a clearer picture of where they were starting from, where they are now and where they are going.</p> <p><b>Governors agreed to adopt SEF and Post-Ofsted Action Plan, especially, thanks to teaching staff’s recent review.</b></p>	
9	<p><b>Receive Safeguarding update from Headteacher</b></p> <p>CB informed Governors that CPOM training for teaching staff including TAs took place this afternoon. Social care support/involvement is needed for children – if needs meet the level of CiN or CP, social /emotional/counselling 1-1 support is required. When their needs are not recognised as meeting the threshold for children’s social care, writing a DAF is often outcome – when the DAF is social need, it is completed by J.C. If the needs are academic or physical, Jacqueline Nicolle, SENCO is the lead professional. There were new children coming along, the school wrote to social care to confirm the decision which promised children safer management.</p>	
10	<p><b>Children in Care</b></p> <p>CB confirmed that there is one child in care now and the pupil is making progress without concerns. There are 14 children who are subject to special guardianship.</p>	
11&12	<p><b>Review school performance from data dashboard (if available) &amp; Receipt of English Report from English Lead and Maths Report from Maths Lead</b></p> <p>Katherine Richards, English Head, circulated a current English Action Plan and any data she had generated which includes:</p>	

	<ul style="list-style-type: none"> <li>➤ Autumn 2016 English Development Plan based on Ofsted Inspection</li> <li>➤ Updating version of Post-Ofsted Action Plan January 2017</li> <li>➤ Writing RAG sheet Autumn 2016</li> <li>➤ Key Data Cheat Sheet</li> </ul> <p>The Data Dashboard is closing down on 30 September 2016 to be replaced by a new comparison tool which is 'Compare school and college performance'. "It can be used to compare performance data across schools, and to check individual schools, using a similar graphical presentation to the data dashboard."</p> <p>Mark Burnard, Maths Lead, circulated the following analysis figures prior to the meeting:</p> <ul style="list-style-type: none"> <li>➤ Predictions re Year 2</li> <li>➤ KS1 Predictions DFE</li> <li>➤ Year 6 2017 Devon Primary Predictions 10 January 2017 DFE</li> <li>➤ RAG Maths 2016 to 2017</li> <li>➤ Maths Subject Action Plan 2016/17</li> </ul> <p>Governors looked through those figures before the meeting and there were no questions raised.</p>	
13	<p><b>Receive Pupil Premium Report from PP lead</b></p> <p>RO and Rod Ruffle (Pupil Premium Governor) paid a visit to the school on 13<sup>th</sup> January 2017 focusing on diminishing the difference. Ruth's PP report was circulated prior to the meeting and there were no particular concerns.</p> <p>CB confirmed that PP training will be booked.</p>	
14	<p><b>Monitor impact of educational visits and residential</b></p> <p>CB confirmed that educational visits include trips about artwork, theatre, music, etc.</p> <p>DW informed Governors of a library visit which did not cost anything and suggested that more such trips could be arranged.</p> <p>Governors were aware of the difficulty in measuring the impact of the visits. RO suggested that Governors review the visits once a year, in particular, pay attention to the funded ones, to see if the activities are beneficial.</p> <p><b>RO asked how these visits are funded.</b></p> <p><b>CB replied</b> that some money from PP is used to pay for organising the trips.</p> <p><b><u>Action: Clerk was requested to email Iris and Mark for a list of trips to clarify whether they are funded or not.</u></b></p>	Clerk 02/03/2017
15	<p><b>Agree arrangements for Gifted and Talented pupils</b></p> <p>RO, Lizzie Clough and David Pryke drafted a High Attainers Policy and Matt Smout (Year 3/4 Teacher) made some alterations to the policy which was circulated prior to the meeting.</p> <p>CB confirmed that Bowhill Primary School aims to involve all children in a wide range of both curriculum and extra-curriculum experiences that provide many diverse opportunities for children to discover latent abilities and talents. This should include the time and space to explore stimulating ideas and have fun with their developing intellects.</p> <p>'High attainers' should be working at greater depth within the subject and have extended breadth and depth of opportunities. This will be ensured by quality questioning, the quality and complexity of the pupil's activity, the removal of unnecessary repetitive practice and the provision of inspiring resources.</p> <p><b>Governors agreed to adopt this policy which will be reviewed annually.</b></p> <p><b><u>Action: Clerk will upload this policy to the school's policy website.</u></b></p>	Clerk 02/03/2017

16	<b>Review parent consultation arrangements</b> The school will continue to use the on-line Parent View tool as the main source for collecting feedback. CB confirmed that the school had received positive feedback from parents. There are also opportunities for more informal feedback at e.g. drop in Café for Parents/Carers which is held in the canteen on Friday mornings. We also receive written support and, where this is appropriate, parents may be asked for permission to quote from their letters on the school website.	
17	<b>Monitor SEND inclusion arrangements, ensure statutory duties are being met &amp; report to FGB</b> CB confirmed that: <ul style="list-style-type: none"> <li>➤ Jacqueline Nicolle (Inclusion &amp; Intervention Manager / SENCO) circulated SEND Report to Governors;</li> <li>➤ One candidate out of four people would like to start working, as SENCO, from September 2017 and CB is waiting for the paper work to be sent back from the candidate. The school is arranging the summer terms cover for SENCO's duty;</li> <li>➤ Termly Safeguarding Data Collection, prepared by Jess Crabtree (Parent Support Adviser), will be circulated prior to every FGB meeting.</li> </ul>	
18	<b>Mid-year review of training needs for the FGB and clerk</b> Governors agreed to defer this item because Nikki Denison will give an update on Governors training at the next FGB to clarify what gaps could be closed by more Governors training. <b>Action: Clerk was requested to add this item to the next FGB meeting agenda.</b>	Clerk 02/03/2017
19	<b>Review R.E. &amp; COLLECTIVE WORSHIP POLICY</b> due Feb 2017(3-yearly) This policy was reviewed in March 2016 and Governors agreed to have it reviewed every three years and the next review date will be in February 2019. <b>Action: Clerk was requested to update the review date at the bottom of the policy and upload the revised version to the school's policy website.</b>	Clerk 02/03/2017
20	<b>Review SUPPORTING STUDENTS WITH MEDICAL CONDITIONS POLICY (MEDICAL NEEDS POLICY)</b> due Feb 2017 Governors agreed to adopt this policy. <b>Action: Clerk was requested to print out Policy Aim page where the Chair and Headteacher need to sign.</b>	Clerk 02/03/2017
21	<b>Governors Reports</b> 9 <sup>th</sup> November 2016 Governor engagement day focusing on Pupil Premium RO visited KS2 breakfast club (part)/Ms Bates KS1 interventions/EYFS interventions/Learning walk into KS1 classrooms <b>Action : Clerk was requested to remind Governors who attended PP Day to submit their visit reports.</b>	Clerk 02/03/2017
22	<b>Dates &amp; Time of next T&amp;L Committee meetings at 6.00 p.m. on</b>  18 <sup>th</sup> April 2017                      13 <sup>th</sup> June 2017	

All related policies and documents related to the items were circulated prior to the meeting.

There being no further items to discuss the meeting closed at 7.00 p.m.

**Attachments:**

1. SEF 2. SMIP 3. Maths and English reports 4. High Attainers Policy 5. R.E. & COLLECTIVE WORSHIP POLICY due Feb 2017(3-yearly) 6. Review R.E. & COLLECTIVE WORSHIP POLICY due Feb 2017(3-yearly)

Signed ..... Dated.....