



## Bowhill Primary School

### Teaching and Learning Committee Meeting

Date of meeting	10 <sup>th</sup> January 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	Stephen Cousley Deputy Chair	SC	COO
			Debra Ward	DW	STAFF			
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><b>The Governing Board congratulated the school for being judged as GOOD in all categories by Ofsted in December 2016.</b></p> <p><b>On behalf of the Governing Board, RO, the chair of governors, expressed Governors' immense thanks and appreciation to all staff for their efforts. Staff have Governors' full support and gratitude. The Governing Board agreed that this was a fair assessment and reflected the huge efforts staff have all put in and continue to put in to improve Bowhill and ensure the best outcomes for the school's children.</b></p> <p><b>The Governing Board was fully aware that this was a really great achievement for the school and a recognition of all the hard work the teachers, leadership team and governors had done to improve Bowhill. RO especially sent a huge thank you to CB and MB (Deputy Headteacher) who along with many other of the teachers worked very long hours leading up to and during the inspection. RO would also like to thank Caroline Havard and Karen Cronin, former Governors, as without their efforts Governors wouldn't have improved so much as a governing board.</b></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>	<b>Approval of Minutes from the T&amp;L committee meeting held on Tuesday 8<sup>th</sup> November 2016</b>	

	<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>	
3	<p><b>To discuss matters arising from the last meeting (held on 8<sup>th</sup> November 2016)</b></p> <p><b>The following actions were taken by Governors:</b></p> <ul style="list-style-type: none"> <li>➤ Nikki Denison started to work with SC to take responsibility for School Lunches;</li> <li>➤ CB circulated detailed actions to address the weaknesses which were illustrated in SEF;</li> <li>➤ JR and EW met with Jacqueline Nicolle and provided feedback at the FGB;</li> <li>➤ BEHAVIOUR AND DISCIPLINE POLICY and ANTI-BULLYING POLICY were updated by CB&amp;MB. The revised policies were uploaded to the school website.</li> </ul>	
4	<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>SC asked:</b></p> <p><b>1) will the same SEF or SMIP formats be used among the four schools (Alphington Primary School, Bowhill Primary School, Ide Primary School and St Thomas Primary School)?</b></p> <p><b>2) will the directors inform each school what Governors should be doing in the future?</b></p> <p>CB confirmed that the four schools are utilising similar SEF formats and it will take some time for the MAT to unify the relevant working procedures. Some policies, such as Admissions Policies, will be approved by the directors first and then all four schools will adopt unified formats.</p> <p>CB confirmed that her team arranged an information morning for all governors last term, focusing on Pupil Premium at Bowhill and this was led by the Pupil Premium lead. They are arranging something along the same lines this term. The morning will be organised by CB and Katherine Richards (English lead). CB had a meeting with Katherine about arranging a governor information morning focusing on writing. The meeting will take place Tuesday 14th March 2017.</p> <p>All governors are very welcome to attend. They do hope that as many of the Governors as possible will be able to attend and use the opportunity to gain first-hand knowledge of English teaching at Bowhill.</p> <p><u>Action: An information morning for all governors, focusing on Aspirations will be arranged next term.</u></p>	
5	<p><b>British Values</b></p> <ul style="list-style-type: none"> <li>➤ <u>Governors agreed that SC will contact Nikki Denison to set up a SNAG meeting date with new class representatives and to collate material from SNAG discussions to prepare a short assembly;</u></li> <li>➤ <u>MG, as the organising lead, is working on drafting a plan of a food-related wider school community event in the spring term further to promote British Values and he will circulate the plan accordingly;</u></li> <li>➤ <u>MG &amp; SC will have 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.</u></li> <li>➤ <u>MG will arrange another SMSC activity visit after half term.</u></li> </ul>	<p>SC 01/17</p> <p>MG/ALL accordingly</p> <p>SC/MG 02/03/17</p> <p>MG 03/17</p>

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 will meet with a person who works in the community on 13<sup>th</sup> January 2017 about planning to have a health check for staff.</li> </ul> <p><b>MG asked if other three schools in the MAT have considered similar arrangements in relation to well-being.</b></p> <p>CB confirmed that Bowhill is taking a lead role in exploring how to look after everyone in the school community. Health checks are being provided for eligible staff this term.</p>	<p>CB 01/17</p> <p>CB accordingly</p>
7	<p><b>A high attainers update allocated to Lizzie Clough and RO</b></p> <p>RO confirmed that she and Lizzie Clough are working on the relevant policy related to high attainers and will finalise the policy before the next T&amp;L meeting for adoption. David Pryke, new Governor, will be responsible for High Attainers, working with Lizzie and his visit to the school will be arranged in the near future.</p>	<p>RO 28/02/17</p>
8	<p><b>Monitor and evaluate progress of SMIP, consider evidence from governor visits, adviser reports, data analysis and report back to FGB</b></p> <p>Governors have continued monitoring and evaluating the progress of SMIP and SEF.</p> <p>CB informed Governors that she had added a Post-Ofsted Action plan to the SMIP to improve the quality of teaching of writing and to strengthen leadership of the school.</p> <p><b>RO analysed that</b> Bowhill aims to provide the best education for all students in our area by working together with other schools to provide a personalised education for all, as well as promoting community cohesion. The Governing Board of Bowhill is accountable for our school. Governors, working as a team, will continue take their specific and individual roles efficiently to serve the school.</p>	
9	<p><b>Monitor and evaluate progress of SEF</b></p> <p>SEF was newly updated by CB in January 2017 and the Post Ofsted Action Plan were circulated to Governors prior to the meeting.</p> <p><b>CB pointed out that, in the latest SEF, all key issues highlighted in the Previous Inspection have been addressed.</b> The school continues to improve outcomes for all pupils with clear priorities. 2016 data were in line with national average and while writing results over time have varied, improvement areas have been clearly identified and are being addressed.</p> <p>CB informed teachers that, based on the latest SEF and the Action Plan, the English- focus group will look at the marked areas in their next meeting on 30<sup>th</sup> January 2017, after which they can finalise the attached document and introduce anything new during the staff meeting the following week (on 7th February 2017).</p>	
10	<p><b>Receive Safeguarding update from Headteacher</b></p> <p>Termly Safeguarding Data Collection, sent by Jess Crabtree (Parent Support Adviser), was circulated prior to the meeting. The blanks for the Spring Term will be filled with detailed data during the next meeting.</p> <p>Governors referred to the data to have a discussion with CB about the different categories of safeguarding issues and actions. MASH provides information sharing across all organisations involved in safeguarding. Essentially the hub will analyse information that is already known within separate organisations in a coherent format to inform all safeguarding decisions. Some multi-</p>	

	<p>agency threshold descriptors have been developed to help people determine levels of need when making their own assessment.</p> <p><b>RO asked who, in particular, are responsible for providing different levels of help when it comes to MASH (Multi-Agency Safeguarding Hub) enquiries.</b></p> <p>CB confirmed that 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.</p>	
11& 14	<p><b>Children in Care &amp; Receive annual report from designated teacher for looked after children</b></p> <p><b>CB confirmed that there is one child in care who is in Foundation Stage and CB or the class teacher goes to meetings about the child. A personal educational plan (PEP) was written and reviewed to fit in with the student’s long-term needs.</b></p>	
12	<p><b>Receipt of English Report from English Lead and Maths Report from Maths Lead</b></p> <p><b>Mark Burnard, Maths Lead, circulated the following documents to Governors prior to the meeting:</b></p> <ul style="list-style-type: none"> <li>➤ <b>2016-17</b> Year Groups: Progress in each Year Group at Autumn Half Term / End of Term</li> <li>➤ <b>Maths Report</b></li> <li>➤ <b>Based on the data of End of Term, Governors asked what caused the difference/gaps especially in Reading and Writing in Y1.</b></li> </ul> <p>CB replied that the main reason was that two assessment systems (end of EYFS and KS1) do not correlate. .</p> <p><b>SC asked: Is the percentage of KS2 students meeting ARE, especially in writing, likely to be higher this year?</b></p> <p>CB confirmed that those pupils have made some progress which is greater than the average expected.</p>	
13	<p><b>Receive Pupil Premium Report from PP lead</b></p> <p><b>RO confirmed that Rod Ruffle (Pupil Premium Governor) will pay a visit to the school on 13<sup>th</sup> January 2017 focusing on diminishing the difference.</b></p> <p><b>Governors requested CB to confirm with T&amp;L after Easter who will be the PP lead owing to Mrs Ward’s sick leave. CB is taking the PP Lead role temporarily.</b></p>	Rod 13/01/17
15	<p><b>Review website including statutory information on pupil premium updated figures and SEND</b></p> <p>CB informed of Governors that website information is up to date and confirmed that the website page of ‘Contact Details’ has been rewritten by adding the names of contact persons who are Mrs Karin Gordon or Mrs Carolyn Stone (office administrators).</p>	
16	<p><b>Benchmarking standards and attainment (national data on SATs etc.)</b></p> <p><b>RO encouraged Governors to pay attention accordingly to ‘Statistics at DfE’ where the data of ‘Compare school and college performance’ can be found.</b> The latest statistical releases include ‘Primary school performance tables: 2016’ which was published on 15 December 2016. It is an efficient way to obtain the comparative data between the four MAT schools.</p> <p>Governors were fully aware that teachers will continue to focus on English &amp; Maths, especially working on reading &amp; writing and individual children.</p>	
17	<p><b>Review school session times</b></p> <p>CB informed Governors that the local authority is requiring the school to be used as a polling</p>	

	<p>station on 4<sup>th</sup> May 2017.</p> <p><b>Action: CB will confirm and inform all parents/carers of the fact. The current plan is to have children return from Easter holiday one day early on the 18<sup>th</sup> April 2017 and to change the non-school day from that day to May 4<sup>th</sup> May 2017.</b></p> <p><b>Action: RO will email all Governors about the change to the session times to give them advance notice.</b></p>	<p>CB 02/17</p> <p>RO 12/01/17</p>								
18	<p><b>Review the quality of teaching, continuing professional development, induction of new staff and NQTs</b></p> <p>CB stated: Post-Ofsted Action Plan January 2017, which was circulated prior to the meeting, aims to:</p> <ul style="list-style-type: none"> <li>➤ <b>improve the quality of teaching of writing</b> - to support whole school improvements in spelling and the spoken word;</li> <li>➤ <b>to strengthen leadership of the school</b> – further develop new members of the leadership team</li> </ul> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Strengthen leadership</th> <th style="width: 30%;">Timed Actions</th> <th style="width: 30%;">Success criteria</th> <th style="width: 20%;">Monitoring</th> </tr> </thead> <tbody> <tr> <td>Ensure that less experienced members of the SLT/NLG receive ongoing training</td> <td>Through performance management/appraisal process, ensure that suitable opportunities are put in place for professional development for more recent members of the leadership team</td> <td>Suitable opportunities for professional development are taken, either in-school, across the MAT, or through more formalised professional development (as appropriate)</td> <td>Head &amp; Deputy head</td> </tr> </tbody> </table> <p><b>Governors agreed that the Aspiration Day will cover ‘Review the quality of teaching, continuing professional development, induction of new staff and NQTs’.</b></p>	Strengthen leadership	Timed Actions	Success criteria	Monitoring	Ensure that less experienced members of the SLT/NLG receive ongoing training	Through performance management/appraisal process, ensure that suitable opportunities are put in place for professional development for more recent members of the leadership team	Suitable opportunities for professional development are taken, either in-school, across the MAT, or through more formalised professional development (as appropriate)	Head & Deputy head	
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19	<p>Review <b>EXTRA CURRICULAR ACTIVITY POLICY</b> (due Jan 2017)</p> <p><b>Governors agreed to adopt the policy.</b></p> <p><b>Action: Clerk will update the review date at the bottom of the policy.</b></p>	<p>Clerk 12/01/17</p>								
20	<p><b>Governors Report</b></p> <p>9<sup>th</sup> November 2016      Governor engagement day focusing on Pupil Premium  <b>RO visited</b> KS2 breakfast club (part)/Ms Bates KS1 interventions/EYFS interventions/Learning walk into KS1 classrooms</p>									
21	<p><b>Items brought forward by the Chair</b></p> <p><b>21.1 Conversion / Academisation Update</b></p> <p>The school received DfE paperwork confirming academisation as of 1<sup>st</sup> January 2017. RO informed Governors that there will be a significant change and opportunity for Bowhill and the other three schools and the school must do the utmost to support them in order to be a success. Bowhill will be working closely with the other schools and their governing bodies will be part of this process.</p> <p>RO confirmed that the school adjudicator had come back with many questions for the school and DCC on the school house so the school should get a decision between now and half term. CB did a landlord visit before Christmas. The new business manager had started now and will be based in</p>									

	<p>three of the four schools during her working week. RO also asked CB to suggest to Justin Stone (CEO of MAT) that Governors meet with the other school governing boards so they can start a network of governors between the schools and share good practice and support each other.</p> <p><b>21.2 Admissions Policy</b></p> <p>Policy and Strategy Officer (Education) circulated the Admissions Policies which include the 2016-17 and 2017-18 determined policies and also the proposed admissions policies for each school. The 2018-19 policies are the responsibility of the Trust formally to determine by the end of February at a minuted meeting. Schools must then confirm the final version by 15 March 2017.</p> <p>Governors agreed to adopt the proposed 2018-19 Admissions Policies which will be reviewed and approved by the directors of Exeter Learning Academy Trust.</p> <p><b>21.3 CB would like to inform parents that they are not encouraged to celebrate their children's birthdays at school. If parents insist on their children sharing some food with other pupils, CB strongly recommends fruits instead of sweets based on the WHOLE SCHOOL FOOD AND NUTRITIONAL POLICY.</b></p> <p><b>Whole School Food Mission Statement :</b>  'To influence and improve the health of the whole school community by providing pupils and their families with ways to establish and maintain lifelong healthy eating habits that benefit both themselves and the environment.  This will be accomplished by providing high quality food education and ensuring we deliver a consistent message with regard to food and a healthy lifestyle throughout the school day.'</p>	
26	<p><b>Dates &amp; Time of next T&amp;L Committee meetings</b></p> <p>at 6.00 p.m. on</p> <p><b>28<sup>th</sup> February 2017      18<sup>th</sup> April 2017      13<sup>th</sup> June 2017</b></p>	

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 7.20 p.m.

**Attachments:**

- 1. SEF 2. SMIP 3. Maths reports 4. **EXTRA CURRICULAR ACTIVITY POLICY** (due Jan 2017) 5. Termly Safeguarding Data Collection

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