

# BOWHILL PRIMARY SCHOOL

**Minutes of the Teaching and Learning Committee will be held at  
6.00 p.m. on Tuesday 16<sup>th</sup> January 2018 at  
Bowhill Primary School**

**Present: Caren Brooks, Matt Giles, Natalie Mills, Jo Radford, Debra Ward, Ruth O’Neale**  
**Apologies: Stephen Cousley, Kerrie Gracie**

Item	Description	Led by	Notes	Time
1	<p><b>1.1 Welcome &amp; Apologies</b></p> <p><b>1.2 Attendance &amp; Business Interest Register</b></p> <p><b>1.3 Fire Alarm</b></p>	MG	MG welcomed all present.	6:05
2	<b>Approval of Minutes from the T&amp;L committee meeting held on Tuesday 7<sup>th</sup> November 2017</b>	MG	Minutes accepted.	6:10
3	<p><b>To discuss matters arising from the minutes</b></p> <p><b>Actions which were taken:</b></p> <ul style="list-style-type: none"> <li>➤ CB discussed Cook Off event with other heads. MG chased ‘celebrity judge’.</li> <li>➤ BEHAVIOUR AND DISCIPLINE POLICY were updated to reflect a change of terminology (detention &gt; ‘reflection time’)</li> <li>➤ CB forwarded School Improvement Plan. RON forwarded SEN report.</li> <li>➤ SEF removed as a regular T&amp;L item and allocated as an item for annual review.</li> </ul>		<p><b>Actions to be taken/confirmed:</b></p> <ul style="list-style-type: none"> <li>➤ CB to circulate Intimate Care Policy. Minor changes- appendices. To go to FGB in March for sign off.</li> <li>➤ MG in touch with contacts regarding a ‘celebrity judge’ and a Cook Off event. This will be in the Summer term, date tbc.</li> <li>➤ NM to confirm role as sex ed lead. NM confirmed she is happy to do this.</li> <li>➤ Tues 13<sup>th</sup> March as governor day- SEN focus, RON will email all governors.</li> </ul>	6:15
4	<p><b>Questions to the Headteacher</b></p> <p>Questions related to the SMIP (specifically teaching and learning) before approval of the SMIP</p>	MG	<p>No questions posed to Caren ahead of the meeting.</p> <p>In the meeting RON asked CB about subject and phase leads working with their peers across the MAT. EYFS leads are discussing definitions of good level of development.</p> <p>Two teachers from Bowhill went to</p>	6:25

			<p>Alphington wb 7/1 (supported by Rebecca Cosgrave) to discuss teaching sequences.</p> <p>Cross team moderation due to happen in next few weeks (year 1).</p> <p>CB's new role on disadvantaged across the MAT, has visited all the schools with Justin and Debbie, with a PP focus. Numbers very different, Ide has 1 PP child. CB shared Bowhill PP case studies as an example of good practice. PP, PP/SEN all analysed.</p>	
5	<b>Values</b>	MG	<p>Community values not British values now. Includes wellbeing now.</p> <p>CB updated on lessons observations in spring. Teachers' targets include the C.A.R.E values and they will be asked how they are implicitly and explicitly including these in their teaching and lessons.</p> <p>Noted MG will do a visit/learning walk on community values. CB suggested including the academy ambassadors.</p> <p>Aspiration visit from Christian Howell recently; former pupil who is a primatologist. Teachers related this back to C.A.R.E.</p>	6:35
6	<b>Well-being – exploring how to look after everyone in our school community</b>	MG	<p>MG asked about well being. 5/6 team working well in particular. Quite a lot of sickness but morale good.</p>	
7	<b>A high attainers update - allocated to Lizzie and Ruth</b>	RO	<p>RON corrected this as LC and DP are the leads for this. To remind LC and DP at the FGB that a visit needs to be scheduled this academic year.</p>	6:40
8	<b>Monitor and evaluate progress of SMIP, consider evidence from governor visits, adviser reports, data analysis and report back to FGB</b>	MG	<p>Please read Terms of Reference, SMIP and SEF and submit questions via the clerk in advance.</p> <p>CB data update: From SPTO-</p> <p>All schools in the MAT sharing their</p>	6:50

			<p>data.</p> <p>Cluster tool being used too. Can see all of the data across the MAT.</p> <p>19/1 heads reviewing all data across the MAT.</p> <p>ASP governor logins- CB will chase up. RON will check whether she or DP has a login for FFT.</p> <p>Comparasion to other schools: lower for attainment but higher for progress. KS1 writing attainment. Writing still a focus, also middle attainers. Definiiton of a middle attaine seems to be those who were previously L2 in KS1, 2c and above.</p> <p>ASP dashboard and their definition of middle attainers doesn't match the same as school (we have them as lower attainers).</p> <p>ARE less meaningful for younger children as can have a whole year's difference in what they can do.</p> <p>Useful for governors to do as we need to understand the mapping between DfE categories and our data.</p>	
9	<b>Receive Safeguarding update from Headteacher</b>	CB	<p>Safeguarding audit is 18/1. Safeguarding newsletter went out to all parents and carers last week. Safeguarding leaflet produced. JR is attending the safeguarding audit.</p> <p>Operation Encompass- some extra contacts have been <b>phoned</b> through which are new concerns to the school.</p>	7:00

10	<b>Children in Care</b>	CB	2 in care, same as last meeting. RON asked about social services and how responsive they are. Jess Crabtree still having to chase a lot. Chasing up a strategy meeting for a family and when it occurred school weren't informed or invited. School still lodging complaints. Turnover of social workers still high so not chasing the same person. Discrepancies between social worker and social care over lead practitioner role sometimes which delays things.	
11	<b>Receive English Report from English Lead and Maths Report from Maths Lead</b>	MG/CB	Maths report received from Mark Burnard. This report also included an update on writing.	7:05
12	<b>Receive Pupil Premium Report from PP lead</b>	RO	This was circulated to all T&L governors. Middle attainers key theme and also progress of girls. EYFS, writing, PP and boys – new project called "Lighting up Learning". Focus is on writing of the disadvantaged (especially boys). PP visit being arranged with Pash, will be a tues or beginning/end of day.	
13	<b>Receive annual report from designated teacher for looked after children</b>	MG	CB gave an update- should be combined in the Children in Care update for future T&L agendas.	7:20
14	<b>Review website including statutory information on pupil premium updated figures and SEND</b>	MG/CB	Allison reviewed all school websites before she left and any gaps were filled. Having a named person is DfE requirement for the website so this has been updated for Bowhill. Sports funding. KG to check that the school update on the use of this funding is on the website as this is now as DfE requirement. School had a dance teacher in on the 12/1.	
15	<b>Benchmarking standards and attainment (national data on SATs etc.)</b>	MG/CB	Covered already under data item. Benchmarking across the MAT. No new national data now. Move this to first T&L meeting of autumn term. KG to note.	
16	<b>Review school session times</b>	MG/CB	No changes so no action. This should be on spring T&L agenda to allow time for parental consultation. KG to note.	
17	<b>Review the quality of teaching, continuing professional development, induction of new staff and NQTS</b>	MG/CB	No NQTS. New staff are going on any training they may have missed i.e. teaching sequences. <b>Helen Edginton</b> trained on "no nonsense maths". 15-30m daily. TAs targets follow on from year group teachers.	

18	<p>Review <b>EXTRA CURRICULAR ACTIVITY POLICY</b> (due Jan 2018)</p> <p>Review <b>SEX AND RELATIONSHIPS POLICY</b></p>	<p>MG</p> <p>CB</p>	<p>Governors have reviewed. Recommend to FGB that this policy is reviewed every two years. Governors accepted the policy without changes. MG will email the policy with the new date to KG. KG to update the adoption date and liaise with AW to put this onto the school website.</p> <p>CB explained this needed to be updated. Model policy will be used and amended with Bowhill content. This will go to SLT/staff. It was noted there have been some curriculum changes. <b>There is also a DfE consultation about PSHE currently. School intention is to keep PSHE and SRE policies separate for now. School is auditing how these are taught now.</b> NM will review the policy on behalf of governors.</p>	
19	<b>Governors' Reports</b>	MG	<p>DP visited school 16/1.</p> <p>NM meeting Stella 31/3 in her science lead role.</p> <p>JR safeguarding audit 18/1.</p> <p>Reports to be emailed to RON and KG thereafter.</p>	
	<b>Items brought forward by the Chair</b>	MG	<p>Any items must be notified to the Chair (Clerk) at least 24 hours in advance of the FGB meeting. However, it may not always be possible to include such items and they will then be carried forward to the next meeting.</p>	7:25
20	<b>Dates &amp; Time of next T&amp;L meetings</b>	All	<p>6.00 p.m. on</p> <p>27<sup>th</sup> February 2018    17<sup>th</sup> April 2018</p> <p>26<sup>th</sup> June 2018</p>	

**Attachments:**

1. SMIP 2. Maths and English reports 3. Extra Curricular Activity Policy (due Jan 2018)