



## Bowhill Primary School

### Teaching and Learning Committee Meeting

Date of meeting	13 <sup>th</sup> June 2017	Present	Name of Governor	Initials	Category	Name of Governor	Initials	Category
			Caren Brooks Head teacher	CB	STH	Matthew Giles Chair of T&L	MG	PAR
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>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 8<sup>th</sup> February 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</b></p> <p>Actions which were taken:</p> <ul style="list-style-type: none"> <li>➤ High Attainers Policy and the newly reviewed R.E. &amp; COLLECTIVE WORSHIP POLICY were uploaded to the school website;</li> <li>➤ The Policy Aim page of Medical Needs Policy was signed by the Chair and Headteacher and was filed by the Clerk;</li> <li>➤ SMSC visit by MG before the end of March 2017 was made;</li> <li>➤ SC and Nikki Denison set up a SNAG meeting date;</li> <li>➤ Mark provided a list of class trips/visits.</li> </ul> <p>Actions to be taken:</p> <p><b><u>Governors adopt Food Nutrition Policy and School Food Standards and Clerk will upload them to the school website.</u></b></p>	Clerk 14/06/17

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>No questions raised prior to the meeting</p>	
5	<p><b>British Values</b></p> <p>RO informed Governors that Chairs' committee is planning a food-related event across Exeter Learning Academy Trust (ELAT) schools to promote British Values. There might be a Cook Off competition among four teams which represent each school. Governors agreed to consider inviting some skills-related guests for this activity.</p>	
6	<p><b>Well-being – exploring how to look after everyone in our school community</b></p> <p>CB confirmed that the school provided a two-day health check-up for staff and parents.</p>	
7	<p><b>Review Terms of Reference for T&amp;L Committee and make recommendations for next year</b>  <b>Action: Clerk will send the present version of Terms of Reference for T&amp;L, Resources and the FGB to RO who will amend them based on the Scheme of Delegation and Policy Review grid.</b></p>	Clerk 14/06/17
8	<p><b>Monitor and evaluate progress of SMIP</b></p> <p>SMIP has been looked through across ELAT schools and the new SMIP format which ensures that the 'governor section' is included will be put into place next year.</p>	
9	<p><b>Monitor and evaluate progress of SEF</b>  <b>Governors agreed to keep the present version of SEF intact.</b></p>	
10	<p><b>Receive Safeguarding update from Headteacher</b></p> <p>Governors agreed to adopt Child Protection and Safeguarding Policy approved by ELAT.</p> <p>CB confirmed that Bowhill had sent a letter of concern regarding a family to Devon Social Services. Following that letter being received, a social worker carried out an unannounced visit to one of our families the following day. Also, Jess, Catherine Lawes and CB all attended Safeguarding training during May 2017.</p>	
11	<p><b>Children in Care</b></p> <p>CB confirmed that there are three children in care. A personal educational plan (PEP) was written and reviewed to fit in with each student's long-term needs. Class teachers go to PEP meetings and all paper work has been up to date.</p>	
12	<p><b>Review attendance data for the year &amp; Review exclusion procedure &amp; number of exclusions/reasons for exclusion</b></p> <p>CB informed Governors that the attendance figure as up to the end of last half term was 96.36%. Governors agreed with the exclusion procedure and were aware that there was one individual child being involved in exclusion.</p> <p><b>RO asked why the attainment of disadvantaged pupils appears comparatively low.</b></p> <p>CB confirmed that the low figure was related to an individual vulnerable child because of safeguarding concerns.</p>	
13	<p><b>Review planned induction process for next term's intake</b></p> <p>CB informed Governors that:</p> <ul style="list-style-type: none"> <li>➤ There was a drop in the admission number for Reception in 2017-18. Reception intake is 58. This reduced number is due to a lower number of children of statutory school age, across Exeter, but particularly this side of the Exe.'</li> <li>➤ There will be two classes set up for the new reception pupils and teaching staff for new pupils had been arranged. Since the intake number keeps changing based on a five-year cycle, the school could balance the budget for next year. CB attended 'Budget workshop'</li> </ul>	

	<p>last week and received sufficient information about balancing the budget.</p> <ul style="list-style-type: none"> <li>➤ Two children’s places are delayed. The school received transition information for a pupil from Foundation to KS1. Although a child joins the school at the first opportunity for admission to the Year Group, there is still a gap between the first and second round of admissions.</li> <li>➤ With regard to the induction process of reception intake visits, it aims to develop a relationship of trust with parents, and a familiarity with the school for the child. We welcome visits to Bowhill - open mornings and tours for parents and carers of prospective pupils can be arranged. Arrangements are flexible rather than fixed, to ensure every child’s needs are met and parents can feel confident that their child will settle happily. There was one visit from one reception intake today. More parents’ visits will take place next week and the week after from Foundation to KS1 and KS2.</li> </ul>	
14	<p><b>Review website including statutory info</b></p> <p><b>Policy Review grid which was approved by ELAT was adopted by Governors.</b></p> <p><b><u>Action: After looking through Policy Review grid, Governors requested Clerk to make some inquiries to ELAT business manager about the details of certain polices:</u></b></p> <ul style="list-style-type: none"> <li>➤ <b>How do we present MAT policies on our school website?</b> <b>When it comes to duplicate policies such as Admissions Policy, Child Protection and Safeguarding Policy, Complaints Procedure, SEN Policy , which should be published on ELAT’s website and Bowhill’s webpage, should Bowhill put those policies produced and approved by ELAT directly on the school website or establish a link to the ELAT website to find policies mentioned above?</b></li> <li>➤ <b>Shouldn’t Education of Children in Care Policy be MAT policy as it is related to safeguarding?</b></li> <li>➤ <b>Does SEN information report refer to the local offer? The updated ‘School Offer for children with Special Educational Needs or Disabilities (SEND)’ can be found on our website.</b></li> <li>➤ <b>One policy covers the content of two documents which are on the Policy Review grid: Our present version of DCC ‘Equality Policy and Guidance for Schools’ includes equality information and policy and equality objectives, do we need to separate this policy into two individual documents which are Equality Information and Policy (to comply with Public Sector Equality Duty) and Equality Objectives?</b></li> </ul> <p><b><u>Action: Clerk was requested to confirm with Adam about Privacy Notice and to make sure relevant documents are published online.</u></b></p>	<p>Clerk 15/06/17</p> <p>Clerk 15/06/17</p>
15	<p><b>Receive English Report from English Lead and Maths Report from Maths Lead</b></p> <p>English and Maths reports were circulated prior to the meeting. The relevant documents include:</p> <ul style="list-style-type: none"> <li>➤ A draft proposed monitoring schedule for next year (English related)</li> <li>➤ An updated and still draft newer Action Plan(English related)</li> <li>➤ Data from the Spring term(English related)</li> <li>➤ Two sets of figures: one is the figures produced for Debby Buckingham re the MAT (Reading, Writing and Maths related)</li> <li>➤ 2016-17 Year Groups: ALL Progress in each Year Group at Spring End of Term (Reading, Writing and Maths related)</li> </ul> <p>Governors looked through the documents provided by English and Maths leads prior to the meeting and were fully aware that maths is on the track. All groups mostly around 2.0 or above points progress.</p>	

The following table shows that efficient progress has been made to diminish the difference.

**Gap between OTHERS and PP**

2015 to 2016	2016 to 2017 Estimated ambitious	Gap
Reading 16%	Reading 10%	Decreasing 6%
Maths 20%	Maths 12% above PP	Decreasing 32%
Writing 10%	Writing 8%	Decreasing 2%
RWM combined %	RWM combined 1% above PP	No figures

Massive improvement in % of progress in current Year 3's writing which focuses on spelling has been made as the

Data are shown below:

Current Year 3 making progress	Non SEN (44 pupils)	ALL SEN codes (22 pupils) Nearly half of pupils have SEN code!	Notes
End of Year 1	62.8%	14.3%	
End of Year 2	95.3%	59.1%	Massive improvement in % of progress made
End of Autumn Year 3	88.4%	66.7%	
End of Spring Year 3	84.1%	60%	
End of Summer Year 3			

Governors Open Day 'English Day' will be held on 23<sup>rd</sup> June 2017.

**16 Receive Pupil Premium Report from PP lead & Monitor Impact of Pupil Premium, Children in Care funding etc., and report to FGB**

RO confirmed that Pupil Premium information published on our school website meets the requirements which are:

'Identifying barriers faced by eligible pupils; strategy to address these barriers and the rationale for that strategy; amount of PP allocation it will receive, is intending to spend, what was spent in the previous year and impact on education attainment. Date of next review.'

PP report (strategy) will be updated annually.

**Action: RO and Mark will have a meeting to reflect PP attainment at the last week of this term.**

RO  
07/17

**17 Ensure statutory requirements for Curriculum and Assessment are being met**

CB confirmed that statutory requirements for Curriculum and Assessment are being met. CB informed Governors that KS1 will be moderated by the LA next week and that statutory moderation requirements are organised and managed by Babcock LDP on behalf of Devon local authority and all schools subject to KS1 moderation requirements are visited by members of the KS1 Moderation Panel.

The best way for a school to prepare for an external moderation visit is to have robust internal assessment processes, based on teachers' understanding of the interim TA frameworks and collaboration with other schools. The school will give examples to inform good practice and to provide an opportunity for senior leaders to raise queries with the moderation managers.

The RECORD OF MODERATION FORM for writing includes teacher judgement before in-school moderation, school judgement after in-school moderation and external judgement.

**Action: Governors will check the external moderation result to ensure more accurate moderation and internal assessment processes.**

T&L  
accordingly

**18 Evaluate results of online Parentview survey & make recommendations to FGB for action points**

RO asked why Parentview survey did not show any feedback from parents.

CB replied that after Bowhill was converted into an academy, it is a new school now so that the

	historical record has been deleted online. <b>Action: The school will, through the next Newsletter, encourage parents to provide more feedback online.</b>	CB 07/17
19	<b>Confirm staffing structure – recommend staffing structures directly linked to the delivery of the curriculum &amp; propose these to Resources Committee for consideration at next meeting</b> CB confirmed that staffing structure remains the same. The rest of the discussion belongs to Part II Minutes.	
20	<b>Benchmarking – staffing levels</b> CB confirmed that the school is on the upper end of benchmarking of staffing levels. The number of support staff will be kept at the same level because there are enough supply teachers to cover all areas.	
21	<b>Review ADMISSIONS POLICY</b> Admissions Arrangements which were approved by the ELAT at the trustees meeting can be seen on the ELAT policy webpage <a href="http://www.exeterlearningacademytrust.co.uk/policies/">http://www.exeterlearningacademytrust.co.uk/policies/</a> <b>Governors agreed to adopt this policy.</b>	
22	<b>Review HOMEWORK &amp; UNIFORM POLICY (due June 2017)</b> Homework Policy together with Reception/Key Stage 1/draft Year 3/4 Homework Guidance were attached. <b>Governors agreed to adopt this policy.</b>	
23	<b>Prepare and agree CURRICULUM POLICY &amp; statement (due June 2017)</b> <b>Governors agreed to adopt Aim and Curriculum Statement.</b>	
24	<b>Review HOME-SCHOOL AGREEMENT (due June 2017)</b> <b>Governors agreed to adopt this policy.</b>	
25	<b>Review DATA PROTECTION POLICY (2 years) (due June 2017)</b> Data Protection policy is a Trust policy and our relevant school policy covers us until a Trust Policy is adopted. <b>Governors agreed to adopt the school's policy.</b> <b>Action: Clerk will update the review dates at the end of each adopted policy mentioned above.</b>	Clerk 16/06/17
26	<b>26.1 Draft programme of Governor visits linked to SMIP/Responsibilities (for AGM approval)</b> Governors agreed that this item will be removed to the next FGB meeting for a discussion. <b>26.2 Review process for recruitment of new governors &amp; their induction and make recommendation for AGM</b> <b>26.3 Review new governors pack, induction and training needs for the GB and clerk</b> Governors agreed that Nikki Denison (Training Governor) will give a brief update on item 26.2 and 26.3 at the next FGB meeting. <b>Action: Clerk will contact Nikki about the updates and liaise with ELAT manager to confirm the date of Governor data evening.</b>	Clerk 16/06/17
27	<b>Items brought forward by the Chair</b>	

	<p>27.1 Governors were reminded to go into the new building for meetings from the side door and not the canteen entrance so that pupils' after-class activities would not be interrupted. Clerk will leave the door ajar for Governors.</p> <p>27.2 Governors were invited to Year 6 performance on 10<sup>th</sup> and 11<sup>th</sup> July 2017.</p>	
28	<p><b>Dates &amp; Time of next T&amp;L Committee meetings at 6.00 p.m. on</b></p> <p><b><u>Action: Clerk was requested to make an inquiry to the ELAT manager about MAT's meeting dates so that the LGB (Local Governing Body) will be able to arrange the FGB meeting dates before the MAT's meetings, therefore, questions from the LGB to the MAT could be prepared.</u></b></p>	Clerk 15/06/17

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 7.15 p.m.

**Attachments:**

- 1. SEF 2. SMIP 3. Maths and English reports 4. Admissions Policy 5. Class Trips/ Visits 2015/2016 6. HOMEWORK & UNIFORM POLICY 7. CURRICULUM POLICY & statement 8. HOME-SCHOOL AGREEMENT 9. DATA PROTECTION POLICY 10. Safeguarding Policy 11. Policy Review grid 12. Terms of Reference for T&L Committee**

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