



**Governing Body of Bowhill Primary School**

**T&L Committee Meeting**

Date of meeting	26 June 2018	Present	Name of Governor	Initials	Category	Name of Governor	Initials	Category
Time of meeting	6:00 p.m.		Jo Radford Chair of T&L	JR		Charlotte Bird	CB	
			Ruth O'Neale	RON				
			Caren Brooks Head teacher	CB	STH			
Room	Year 6/2	Apologies	Natalie Miles (NM)			Dominic Brendell		
		In Attendance	Kerry Gracie	KG	Clerk			

	Minutes	Actions
1	<p><b>1.1 Welcome &amp; Apologies</b> The Chairman welcomed everyone to the meeting.</p> <p>Apologies were received from NM. RON reported that Stephen had tendered his resignation with immediate effect.</p> <p><b>1.2 Attendance &amp; Business Interest Register</b> There were no declarations of interest.</p> <p><b>1.3 Fire Alarm</b> There were no scheduled fire alarm tests.</p>	
2	<p><b>Approval of Minutes from the T&amp;L committee meeting held on 17 April 2018</b></p> <p>The minutes of the meeting held on 17 April 2018 were <b>approved</b> as a true and accurate record of the meeting.</p> <p><b>Action: KG to send meeting dates for the remainder of the year to new Governor Dominic Brendell</b></p>	<b>KG</b>
3	<p><b>To discuss matters arising from the minutes</b></p> <p>There were no matters arising from the minutes of the meeting held on 17 April 2018.</p>	

4	<p><b>Questions to the Head teacher</b></p> <p>The Chair read out a question from Lizzie Clough (LC) for the Headteacher, requesting an update on teaching staff/staff movements next year. CB responded that there would be an update for staff (next Wednesday) prior to the Thursday “move up”. There would be an opportunity for parents to meet the new teachers.</p> <p>In response to a query on maths work books not coming home regularly, CB replied that Governors would need to speak to individual teachers. It was acknowledged that as a general resource the work books have been good and have given parity between teachers, ensuring a more constant provision.</p>	
5	<p><b>Brish Values</b></p> <p>Little progress has been made on the community cooking event, following discussion it was agreed that JR and RON would arrange to meet with the organiser of the St Thomas Community Group to try and arrange a “one off” community cooking event in the autumn term.</p> <p><b>Action: JR &amp; RON to meet the St Thomas Community Group orgnaiser to progress.</b></p>	
6	<p><b>Well being</b></p> <p>CB reported an improvement in staff sickness levels.</p> <p>There have been a number of staff changes, and CB is holding regular staff meetings and is providing opportunities for new staff to meet.</p> <p>In response to a question from RON on reducing marking/prep loads, CB reported that she is in discussion with other heads to look at the benefits of “pupil tracker”. RON queried what the alternative to pupil tracker was and JR replied that teachers forward plan lessons, use self and peer marking.</p> <p>RON queried induction for new teachers. CB confirmed that all new teachers would be in for the 5<sup>th</sup> September to meet their classes. They have all been given emails if they need to contact anyone, staff will be available after school for a handover, safeguard training has been arranged.</p>	
7	<p><b>Monitor &amp; Evaluate Progress of SIP, Consider Items For Next Phase Of SIP</b></p> <p>This is an item for review by the FGB. RON commented that the Governor objectives are too generic and needed to be SMART and more measurable.</p> <p><b>Action: RON to prepare some SMART objectives and circulate to JR, NM and RR prior to the FGB.</b></p>	
8	<p><b>Monitor &amp; Evaluate Progress of SEF</b></p> <p>Debbie Buckingham (DB) has provided proformas for SEF and Headteachers.</p>	
9	<p><b>Safeguarding Update from Headteacher. Monitor procedures and report to FGB</b></p> <p>CB reported that she and EWB had attended safer recruitment training at Ide (22 June 2018). The training had been informative.</p> <p>RON reminded the committee that Governors should be asking children a safeguarding question during their governor visits.</p>	

	<p><b>Children in Care</b></p> <p>CB reported that one child had returned from care to his family and another child (on the school roll) had not been attending school and discussions are in progress for a managed move to Stokehill school.</p>	
10	<p><b>Pupil Exclusions</b></p> <p>CB reported the exclusion of a child in Yr 6 and an “internal exclusion” of a key stage one pupil, removed from the classroom for disruptive/violent behaviour. Three members of staff were needed to take control of the situation. The parent has been notified of the child’s exclusion and the severity of their behaviour. There are a number of safeguarding concerns and a TA has been “stepped up” to provide additional support.</p> <p>RON asked if WestExe were able to provide a teacher to work with vulnerable children. CB to see if this can be arranged as a “transition” .</p>	
11	<p><b>Review Website including statutory info</b></p> <p>RON reported that last month she had reviewed the Bowhill website which is consistent with the MAT. The website has been updated to include information relating to the new data protection laws (GDPR).</p> <p>RON drew the committee’s attention to the requirement to have an evaluation of swimming provision on the website to provide evidence of how many children can swim 25m by the end of Yr 6.</p> <p><b>Action: RON to send CB document relating to this new requirement.</b></p> <p>CB advised that EWB is reviewing/updating the SEN policy.</p> <p><b>Action: KG to check governance alerts for any new statutory information required for the website.</b></p>	
12	<p><b>Receive English Report from English lead and Maths report from Maths lead.</b></p> <p>JR reported that she had not met with MB. The following new leads were confirmed:</p> <p>David Pryke (DP) English Lead;</p> <p>Pasha Ward</p> <p>Steve Webber (SW) PE lead.</p> <p>CB reported the KS1 Sats results for 2017/2018 as follows:</p> <ul style="list-style-type: none"> <li>• Writing: recorded at 66.2% compared to 56.8% last year and 48.4% the year before;</li> <li>• Reading: is 75.7% an increase on last year (70%) and the previous year;</li> <li>• Maths: is 77% an improvement on last year (68.8%) and the previous year;</li> <li>• Science: (TA) is 71.6% up on the previous year (68%);</li> <li>• Cursive handwriting is improving/progressing.</li> <li>• Phonics: It is expected that the majority of children entered at end of year one will reach the required standard. Governors to note that 3 children have been disapplied from the requirements of the National Curriculum for special circumstances (one special school child and two new EAL children).</li> </ul> <p>RON commented that the TA results for PP children (11 children) appeared “patchy” and they needed to be looked at combined, as in maths they have exceeded. Following discussion it was agreed that “Pen</p>	

	<p>Portraits/case studies” would highlight and give more insight into the children's individual circumstances and progress.</p> <p>CB reported that that she had attended a training session with Justin Stone (JS) last week, which looked at the long term impact of trauma on children; statistically if a child is subjected to 6 major traumatic events in their early years, they have a shortened life span of 20 years.</p> <p>CB reported that Splitz are running workshops in school for a group of children who have been exposed to trauma/domestic violence in the home. Initially they started with 8 children in the group, but this has now been reduced to a smaller size as some of the boys in the group were over dominating. Parental consent was sought and given for the children attending these workshops.</p> <p><b>Key stage 2</b></p> <p>CB highlighted that 69.49% have met EXS or above in writing and maths, science sits at 77.96% and reading 79.66%.</p> <p><b>Action: KG to share teacher assessment with all governors.</b></p>	
13	<p><b>Receive Pupil Premium report for PP lead.</b></p> <p>Pupil premium data will be forthcoming following SATS results which will be received at the end of the summer term.</p>	
14	<p><b>Ensure statutory requirements for Curriculum and assessment are being met.</b></p> <p>There are no changes to the National Curriculum. Multiplication tables have not yet been received.</p>	
15	<p><b>Evaluate results of online Parentview survey &amp; make recommendations to FGB for action.</b></p> <p>There are no survey results to review currently. CB reported operation of the website will be changing next year. It is currently managed by a parent (in his own time) with Adam ---- (AW) uploading the information onto the website. It was noted that other schools in the MAT pay for the management of their website. Following discussion it was agreed that some areas of the website needed improvement/updating e.g. blogs are out of date, curriculum topics are not obvious. A parent view survey to gauge their thoughts on what would be helpful/less helpful to have on the website. The results will be fed into the web re-design to ensure user groups comments/suggestions are incorporated if appropriate.</p>	
16	<p><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></p> <p>CB reported the following:</p> <ul style="list-style-type: none"> <li>• Teaching vacancies have been filled by teachers, numbers have stayed the same;</li> <li>• One additional foundation teacher has been recruited;</li> <li>• Two TA’s are retiring and are not being replaced;</li> <li>• Lucy Presneill has been appointed as the new administrator replacing Iris Browning (IB);</li> <li>• The Kitchen Manager is retiring at the end of the summer term. It is too late in the year to advertise for a replacement now, the post will be advertised in September 2018. Cover will continue on a casual basis until an appointment is made.</li> </ul>	

17	<p><b>Bench marking – staffing levels</b></p> <p>CB reported that there are a number of factors contributing to the higher staffing levels/costs; long standing experienced teaching staff and additional support staff to meet the requirements of children with challenging needs. There are a number of measures being taken to lower the staffing levels e.g. not replacing every TA when they leave.</p> <p>In response to a question from JR, CB confirmed that she would be happy to look into incorporating a nursery provision as a future revenue stream.</p> <p>In response to a question about student teachers from JR, CB reported that the school will have two student teachers next year, one from SCITT; Bowhill will be the home base school, delivering the course and one from Exeter consortium. Charlotte Bird (CB) will be the Exeter consortium student and Sara Thornhill will mentor the SCITT student.</p>	
18	<p><b>Review Admissions policy</b></p> <p>There were no changes to the admissions policy.</p>	
19	<p><b>Governors report</b></p> <p>There were no Governor visit reports for this meeting.</p> <p><b>Action: KG to remind Governors to forward any Governor visit reports</b></p>	
20	<p><b>Items bought forward by the chair</b></p> <p>No items were bought forward by the Chair.</p>	
21	<p><b>Dates &amp; Time of next Committee meetings</b></p> <p>To be confirmed.</p>	

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

There being no further items to discuss the meeting closed at 7.30 p.m.

**Attachments:** 1. Terms of Reference for the Resources Committee 2. REDUNDANCY POLICY 3. GRIEVANCE PROCEDURES 4. BUDGET MONITORING POLICY 5. GOVERNORS’ EXPENSES POLICY 6. DCC STRESS MANAGEMENT POLICY

Signed .....

Dated.....