



Bowhill Primary School

Teaching and Learning Committee Meeting

Date of meeting	8 th November 2016	Present	Name of Governor	Initials	Category	Name of Governor	Initials	Category
			Caren Brooks Head teacher	CB	STH			
Time of meeting	6:00 p.m.		Debra Ward	DW	STAFF	Ruth O'Neale Chair	RO	PAR
Room	Year 6/2	Apologies				Stephen Cousely Deputy Chair	SC	COO
		In Attendance	Li Wang	LW	Clerk	David Pryke	DP	

	Minutes	Actions
	<p>Fire Alarm</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>	
1	<p>1.1 Welcome & Apologies</p> <p>MG welcomed all Governors who attended the meeting.</p> <p>David Pryke, a prospective governor, gave a brief self-introduction and said he would like to shadow the Resources meeting next Tuesday.</p> <p>Caroline Havard and Karen Cronin resigned from the Governing Board. Governors expressed immense gratitude to them for their constructive and effective contribution to the school and the Governing Board.</p> <p>Apologies were received as above and sanctioned.</p> <p>1.2 Attendance & Business Interest Register</p> <p>Governors were reminded that they must declare any conflict of interest which becomes apparent during the meeting. None declared.</p>	
2	<p>Approval of Minutes from the T&L committee meeting held on Tuesday 13th September 2016</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>	

<p>3</p>	<p>To discuss matters arising from the last meeting (held on 13th September 2016)</p> <ul style="list-style-type: none"> ➤ The following actions were taken by Governors: <p>Actions which were taken:</p> <p>3.1 Reviewed polices were approved by the FGB at the Extraordinary meeting on 27th September 2016:</p> <ul style="list-style-type: none"> ➤ Anti-Bullying Policy, which was updated by JR and DW; ➤ Freedom of Information, which was reviewed by RO; ➤ 2016 model Safeguarding Policy, which was reviewed by CB; ➤ SEN Policy, which was updated by Jacqueline Nicolle; ➤ Admissions Policy, which was reviewed by RO & CB. <p>The documents/Policies above were uploaded to the school website.</p> <ul style="list-style-type: none"> ➤ Terms of Reference for T&L committee; ➤ SMIP and SEF, which were newly updated in September 2016 by CB; <p>3.2 The fixed meeting:</p> <ul style="list-style-type: none"> ➤ CB had a meeting with new teacher Mrs P. Ward who took the job offer. <p>3.3 The Clerk</p> <ul style="list-style-type: none"> ➤ attached the Assessment data provided by MB to the end of Pupil Premium Policy; ➤ circulated the dates of Parents’ Evenings to Governors who informed CB or the Clerk of their attendance in advance; ➤ together with Adam, uploaded Governing Board information, Governor Responsibilities and Policy Links, adopted polices and approved sets of minutes to the school website. <p>3.4 Adam</p> <ul style="list-style-type: none"> ➤ marked website policies - E-Safety, Looked after Children and Drugs Education - with ‘Under Review’; ➤ authorised and taught the Clerk to upload information to the Minutes page and Policies page on the school website; <p>3.5 CH circulated the details of Chair training courses to RO and MG;</p> <p>Actions to be taken:</p> <ul style="list-style-type: none"> ➤ <u>RO drafted Governor Monitoring Programme and circulated to Governors for advice and will bring it to the next FGB for approval.</u> 	<p>RO 15/11/16</p>
<p>4</p>	<p>Election of Deputy Chair</p> <p>Caroline Havard, Chair of T&L committee, stepped down from the Governing Board.</p> <p>MG, Deputy Chair, was nominated as Chair of the T&L committee and this was unanimously agreed.</p> <p>RO was nominated as Deputy Chair of T&L and this was proposed by MG, seconded by DW and unanimously agreed;</p>	

<p>5</p>	<p>Questions to the Head teacher</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>Caroline raised some questions related to SEF/SMIP prior to the meeting.</p> <p>1. SEF Some of the two year rolling curriculum programmes are out of date on the school website. Do you know yet when these are likely to be available? CB and Adam will update the two year rolling curriculum programmes on the website.</p> <p>2. SMIP (a) 1.1 Is target to have 75% of FS pupils with GLD realistically achievable given that the national average in 2015 was 62%/Bowhill at 60.8%? CB answered: It is not unrealistic and not necessarily unachievable. Last year's figures were slightly below the national average, but there was a disparity between the 3 classes. The phase leader's results were considerably higher than the other 2 classes, and there was a further difference between those. Mrs Carter has made some changes to staffing and is supporting the team to ensure best practice is shared across early years.</p> <p>(b)1.2 Do you know yet when the national average for KS1 ARE for 2015 will be available? CB showed Governors the Inspection Dashboard 2016 in which the breakdown of the related data is illustrated.</p> <p>(c) 1.4 What was the percentage of Yr6 pupils in 2015 who achieved expected progress from KS1? (I know we met the floor standards and have the progress scores for reading writing and maths but I'm unable to see how this translates into an overall percentage!) CB replied: MB will add both figures to the form in terms of percentage.</p>	
<p>6</p>	<p>British Values</p> <p>Governors agreed that SC will continue organising SNAG meetings and School Lunches Governors should focus on the following key issues:</p> <ul style="list-style-type: none"> ➤ To meet School Food Standards and to improve nutrition; ➤ To provide nutritious meals that pupils enjoy; ➤ To support the receipt of Free School Meals Funding. ➤ <u>The committee will inform SC to set up SNAG meeting date with new class representatives and SC will collate material from SNAG discussions and prepare a short assembly. The committee will assign another Governor who will work with SC to take the role of School Lunches;</u> ➤ <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> 	<p>SC/Clerk 12/16</p> <p>MG/ALL accordingly</p>
<p>7</p>	<p>Well-being – exploring how to look after everyone in our school community</p> <ul style="list-style-type: none"> ➤ Staff and Governors’ Tea will be held at 3.45 p.m. on Tuesday 22nd November 2016; ➤ Pupil Premium Information Day for Governors will take place on 9th November 2016; ➤ 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; <p>Action: Since the mental health course was cancelled last week, Jo Carter will contact another person who will train the Foundation teachers about the mental health of children; Action: Jackie will organise a training course on a non-pupil day to support teachers with individual children. Action: Clerk will inform Governors that there will be a KS1 maths evening for parents at 6.30</p>	<p>CB accordingly</p> <p>Clerk</p>

	p.m. on Monday (14th November 2016) which Governors are invited to attend.	09/11/16
8 & 9	<p>Monitoring and evaluating progress of SMIP & SEF</p> <p>Governors have continued monitoring and evaluating the progress of SMIP and SEF.</p> <p>SEF was newly updated by CB in October 2016 in line with Inspection Dashboard 2016 to reflect strengths and weaknesses.</p> <p>Action: CB will update SMIP and circulate it prior to the next FGB meeting.</p> <p>RO suggested that Governors submit question/queries to CB related to SEF and SMIP before 18th November 2016 and the two documents above will be formally adopted by the FGB.</p> <p>Action: Clerk will circulate the latest SEF to Governors.</p> <p>DP made some suggestions about SMIP:</p> <ul style="list-style-type: none"> ➤ There should be a more precise way to describe the timescale/frequency instead of using ‘on-going’; ➤ What impact have the actions that were taken had and how much work was involved in taking the actions? <p>CB confirmed:</p> <ul style="list-style-type: none"> ➤ The SIP (School Improvement Partner) advised to add more details to ‘Monitoring/Evaluation Frequency’ and to mark Action/resource with Green, Amber and Red which give an instant indication to senior management of the status of the project and identify which areas are in need of support to address weaknesses. ➤ ‘Impact of leadership on teaching and learning’ was produced alongside SMIP to present ‘Actions taken so far and impact’, ‘What strategies are in place to impact on narrowing gaps’, ‘What strategies are in place to improve the overall outcome’ and ‘The school’s identified key priorities for further development’. 	CB/Clerk 15/11/16
10	<p>Ensure pupil targets for all year groups are agreed and set by FGB by the end of (Autumn) term</p> <p>This item will be brought to the next FGB for a discussion.</p>	
11	<p>Review school performance data (SATs, exam results, RAISEonline, data dashboard, FFT etc)</p> <p>CB looked through RAISEonline and Inspection Dashboard 2016 at the meeting with Governors and briefly analysed the data.</p> <p>Action: Clerk will circulate the Inspection Dashboard 2016 to all Governors.</p> <p>Action: CB will detail the actions taken or to be taken to address the weaknesses which were illustrated in SEF. Clerk will send this document out to Governors.</p>	Clerk 10/11/16 CB/Clerk 22/11/16
13	<p>Monitor attendance including lateness, behaviour, exclusions and evaluate strategies implemented for improvement</p> <p>There is one child in exclusion. Governors were aware of the difficulty in getting other support from agencies.</p> <p>CB confirmed that lateness is more of an issue than absence and there is a series of processes involved to improve attendance and family engagement. It starts with a meeting between parents and Carolyn and Kate. They carefully consider the circumstances under which students’ attendance is below 90%. An official letter about their attendance issue will not be delivered unless it is necessary.</p> <p>The attendance for the year 2016/17 was set at the same rate 96.5% as 2015/16.</p>	
14	<p>Receive report on pupil record keeping, disclosure of pupil information and pupil reports (Data Protection).</p> <p>MG asked who had the right to access the information.</p> <p>CB answered: There were different access levels:</p>	

	<ul style="list-style-type: none"> ➤ Teachers upload information to the Pupil Tracker and they can access their classes; ➤ SIMS (Management Information System) can be accessed by office staff; ➤ Phase leaders can see the details of the whole phase classes; <p>With regard to CPOMS, there is a 'Merilock' key which is a small USB type device and will be provided when the school begins using the system. The Merilock key acts as the third element of security in CPOMS, and therefore only when the person uses his/her email address, password and Merilock key will he/she be granted full access to the system. The key controls what they see, which can be restricted on category and year group lines.</p> <ul style="list-style-type: none"> ➤ Members of staff can see the information they have uploaded; ➤ Phase leaders can request to access particular children's information; ➤ Only the Headteacher and Jessica Crabtree (Parent Support Adviser) on the school has access to the required 'Merilock' key at present. ➤ All teachers who access information have received relevant training and have signed data protection documents. <p>Governors agreed that teachers can share the information because it can provide a way to know their pupil better.</p>	
15	<p>Maintain an oversight of Inclusion issues in conjunction with the Head and teaching staff</p> <p>CB informed Governors that there are two Y3-4 pupils who cannot walk down to the swimming pool. Their parents help them to get there.</p>	
16	<p>Prepare annual report for FGB and website on SEN provision in line with statutory duties.</p> <p><u>Action: JR and EW met with Jacqueline Nicolle and will provide feedback at the FGB together with checking over website information. MG will contact JR and EW about the annual report.</u></p>	MG 22/11/16
17	<p>Safeguarding Audit with designated teacher. Report to FGB</p> <p>CB confirmed that Safeguarding Audit had been completed and will be submitted to DCC at the end of December 2016.</p>	
18	<p>Receipt of English Report from English Lead and Maths Report from Maths Lead</p> <ul style="list-style-type: none"> ➤ SC met with the English Lead Katherine Richards and English reports were circulated prior to the T&L meeting; ➤ KC had a meeting scheduled with Mark Burnard (Maths Lead) on 11 October 2016 and the visit report was circulated; <p>The following documents were circulated to Governors prior to the meeting:</p> <ul style="list-style-type: none"> ➤ <u>Action Plan Writing Autumn 2016, English Catch up and Writing Action Plan Timetable (by SC & Katherine);</u> ➤ <u>Two sets of Maths Meeting Minutes , Maths Report to T&L committee and Year 6 predictions for end of year reflecting high expectations (by MB);</u> ➤ <u>Bowhill Primary School 2016 Test Results and Overview whole school end of year assessments 2016, which were published on the school website (by CB & MB);</u> ➤ <u>PE & Sports Funding, which was published on the school website (by MB).</u> 	
19	<p>Receive Pupil Premium Report from PP Lead</p> <p>Pupil Premium Information Day for Governors will take place on Wednesday 9th November 2016. ND, SC, RR, EW and RO will attend the meeting.</p> <p>The aim and objective the meeting are:</p> <ul style="list-style-type: none"> * Clearer understanding of what Pupil Premium means; * What PP means at Bowhill? 	

	<ul style="list-style-type: none"> * How the grant will be spent this year? * Understanding of the current attainment data. <p>Pupil Premium Report Autumn 2016 was circulated at the meeting.</p> <p><u>Action: Clerk will send the report out to Governors.</u></p> <p><u>Action: RO will give an update for PP at the next FGB meeting.</u></p>	<p>Clerk 10/11/16 RO 22/11/16</p>
20	<p>Review national developments in curriculum</p> <p><u>Action: MG will arrange a Learning Walk with SC to observe what the school currently offers in the way of music, sports and extracurricular activities. The Learning Walk will be set up on one Thursday morning because there are many activities going on during that period of time.</u></p>	
21	<p>Review SAFEGUARDING (CHILD PROTECTION) POLICY, Volunteers in Schools</p> <p>Safeguarding Policy has been reviewed and updated and will be brought to the next FGB for ratification.</p>	
22	<p>Children In Care</p> <p>CB confirmed that there is one child in care now and a personal educational plan was made for this pupil.</p>	
23 & 24	<p>Review BEHAVIOUR AND DISCIPLINE POLICY (due November 2016)</p> <p>Review PHYSICAL INTERVENTION POLICY DRAFT</p> <p>Review ANTI-BULLYING POLICY (due November 2016)</p> <p>RO informed Governors that some of the references in BEHAVIOUR AND DISCIPLINE POLICY and ANTI-BULLYING POLICY are out of date.</p> <p>Governors agreed that PHYSICAL INTERVENTION POLICY will go alongside BEHAVIOUR AND DISCIPLINE POLICY and will be reviewed annually.</p> <p><u>Action: CB &MB will check and correct cross references within the policies and circulate the revised version prior to the FGB meeting for adoption. The Clerk will upload the updated policies on the school website accordingly.</u></p>	<p>CB/MB 11/11/16</p> <p>Clerk 22/11/16</p>
25	<p>Governors Report</p> <p>2016-September-22 Reading & Writing Governor Stephen Cousley visited Katherine Richards (English Lead);</p> <p>2016-October-11 Maths Governor Karen Cronin visited Deputy Headteacher.</p>	
26	<p>Dates & Time of next T&L Committee meetings</p> <p>at 6.00 p.m. on</p> <p>10th January 2017 28th February 2017 18th April 2017 13th June 2017</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 7.45 p.m.

Attachments:

1. SEF 2. SMIP 3. Maths and English reports 4. SAFEGUARDING (CHILD PROTECTION) POLICY, Volunteers in Schools 5. BEHAVIOUR AND DISCIPLINE POLICY (due November 2016) 6. PHYSICAL INTERVENTION POLICY DRAFT 7. ANTI-BULLYING POLICY (due November 2016)

Signed Dated.....