



Bowhill Primary School

Teaching and Learning Committee Meeting

Date of meeting	13 th September 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.	Apologies	Karen Cronin	KC	COO	Stephen Cousely Deputy Chair	SC	COO
			Caroline Havard Chair of T&L	CH	PAR	Ruth O'Neale Chair	RO	PAR
Room	Year 6/2	In Attendance	Debra Ward	DW	STAFF			
			Li Wang	LW	Clerk			

	Minutes	Actions
	<p>Fire Alarm</p> <p>There was no fire test today. Fire exits were outlined by CH. 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>CH welcomed all Governors who attended the meeting. 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 P&C committee meeting held on Tuesday 7th June 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 CH.</p>	
3	<p>To discuss matters arising from the last meeting (held on 7th June 2016)</p> <p>➤ The following actions were taken by Governors:</p> <p>The relevant policies/documents delegated to individual Governors were reviewed by Governors and ratified by the FGB at the meeting on 28th June 2016.</p> <p>1) R.E. and Collective Worship Policy (delegated to MG)</p> <p>2) DCC Equality policy and guidance (delegated to MG)</p>	

	<p>3) Appraisal Policy and Procedures (delegated to CH)</p> <p>4) Shared Parental Leave Policy(delegated to CH)</p> <p>5) Assessment Policy(delegated to CB)(2 policies)</p> <p>6) Behaviour and Discipline Policy(delegated to MB)</p> <p>➤ The actions below were agreed to be taken:</p> <ul style="list-style-type: none"> • <u>Anti-Bullying Policy delegated to RE&JR will be reviewed by JR and be brought to the Extraordinary Meeting for ratification. The Clerk was requested to remind JR to complete the review before the meeting.</u> • <u>Central review of recruitment and vetting checks are up to date. Safeguarding Governors –RE & JR – can check the detailed information on their next visit.</u> <p>Following adjustments to the staffing structure, Governors asked what impact the changes had had on the quality of teaching.</p> <p>CB confirmed that the changes to staffing structure aimed to relieve the pressure from senior management, in particular, from the Head teacher, and to spread the load more evenly.</p> <p>➤ Senior & middles leaders continue to drive forward improvements by</p> <ul style="list-style-type: none"> • holding NLG meetings regularly • having clear RAG sheets & Action Plans • continuing regular monitoring of all phases • Setting robust appraisal procedures <p>➤ After amending the KS2 leader role, Carol Blatchford together with S.L.T. and KS2 staff successfully managed the transition to mixed year groups 5/6 and maintained high expectations of teaching and learning in a period of change. Positive feedback was received from all stakeholders.</p> <p>➤ Newly recruited teachers have performed well in teaching and training;</p> <p>➤ English Lead, Katherine Richards, has shared her responsibilities with Susan Cashmore for the year 3 / 4 team (lower key stage 2);</p> <p>➤ CB illustrated the English Targets in the SMIP updated in September 2016:</p> <ul style="list-style-type: none"> • Children’s (written) choice of vocabulary and application of spelling patterns from statutory lists are evidenced within all pieces of writing; • KS1 Phonics assessment percentage to be maintained/exceed national average; • By the end of KS2, 75 % of current year 6 pupils will be achieving or exceeding ARE in GAPS; • By the end of KS2, 75 % of current year 6 pupils will be achieving or exceeding ARE in writing. <p>Maths Targets:</p> <ul style="list-style-type: none"> • 80% of pupils at the end of KS1 are to attain ARE or above in maths; • By the end of KS2, 75% of current year 6 pupils will achieve or exceed ARE (Nat av. 70%); • By July 2017, 90% of current year 6 pupils are to achieve expected progress from end of KS1. <p><u>Action: The Clerk was requested to contact either SGOSS or Inspiring Governors for recruiting three more Co-Opted Governors.</u></p>	<p>JR/Clerk 21/09/16</p> <p>RE&JR accordingly</p> <p>Clerk10/16</p>
4	Election of Deputy Chair	

	<p>Matthew Giles was nominated as Deputy Chair of the T&L and this was proposed by RO, seconded by SC and unanimously agreed;</p> <p><u>Action: CH will circulate the details of Chair training courses to RO and MG.</u></p>	CH 09/16
5	<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>There were no questions raised prior to the meeting. Governors questioned different aspects which were recorded in this set of Minutes.</p>	
6	<p>British Values</p> <p>Governors discussed the progress made by the Governing Board in promoting British Values to include SC and CH meet with KS2 School Council representatives last year and successfully re-establishing the School Nutrition Action Group (SNAG). They organised classroom polls and pupil led surveys, and have agreed with CB that they were happy to continue meeting once every half term on a Friday afternoon to review and think about ways they can improve our school food culture.</p> <p>Governors welcomed the re-establishment of SNAG and discussed how they can further promote British Values. Suggestions included:</p> <ul style="list-style-type: none"> ➤ Inviting year groups to join Governors' meetings, which are open, to see how they operate; ➤ Having more Learning Walks this year with pupils and teachers to maintain engagement now governor year links have been removed. ➤ For Governors to set up a food-related wider school community event in the Spring term celebrating the diversity within the school and local area, reinforcing cross cultural communications and also strengthening community cohesion (linking also with Prevent duty). This event could also be used to mark the school's transition to an Academy, and the intention would be to invite parents, teachers and pupils from Bowhill and other schools. <p><u>Action: MG, as the organising lead, will take the responsibility to draft the plan and Governors will revisit this at the next meeting in November.</u></p> <p><u>Action: SC &CH to set up meeting dates with the SNAG team for this term once class representatives have been nominated.</u></p>	<p>MG/ALL 01/11/16</p> <p>SC/CH this term</p>
7	<p>Well-being – exploring how to look after everyone in our school community</p> <ul style="list-style-type: none"> ➤ SC has written a letter to staff introducing RO as the new Chair and announcing other changes within the Governing Board ➤ Staff and Governors' Tea will be held on 22nd November 2016. Governors agreed to use this occasion : <ul style="list-style-type: none"> • to build good working relationships with the staff especially in the light of roles and responsibilities within the Governing Board having changed and new appointments to staff and Governing Board this term; • to stay open to conversations with staff for a better mutual understanding; <p>Dates for Parents' evenings are to be circulated by Li for Governors to confirm attendance with the aim of supporting staff where needed</p> <ul style="list-style-type: none"> ➤ CB'S team continues to research activities for the staff to get involved in: <ul style="list-style-type: none"> • Yoga is under consideration; • KC proposed a Relaxation Project. <p><u>Action: KC will ask a professional who she knows to contact CB about potentially running</u></p>	<p>Clerk</p> <p>KC/CB 09/16</p>

	staff classes on Monday evenings at 6pm.	
8	<p>Review of terms of reference from FGB</p> <p>KC proposed amendments to the Terms of Reference for the T&L Committee.</p> <p><u>Action: The Clerk was requested to circulate the revised version prior to the Extraordinary Meeting for ratification.</u></p>	Clerk 20/09/16
9 & 10	<p>Monitoring and evaluating progress of SMIP & Monitoring and evaluating progress of SEF</p> <p>Governors have continued monitoring and evaluating the progress of SMIP and SEF.</p> <p><u>Action: CB will send SIMP and SEF, which were newly updated in September 2016, to the Clerk who is responsible for circulating them together with '12-Hour Ofsted Plan' to all Governors. Governors are welcome to comment on SMIP and SEF which will be brought to the Extraordinary Meeting for approval.</u></p>	CB/Clerk 15/09/16
11	<p>Receipt of Safeguarding update from Head teacher</p> <p>CB reported:</p> <ul style="list-style-type: none"> ➤ The chronology recording tool-C Poms-to maintain monitoring and reporting accordingly is running well; ➤ Safeguarding Action Plan is updated every year and submitted to the DCC annually; ➤ There were 16 applications received for the position of Parent Support Adviser. The interview has been arranged for next Thursday; ➤ CB informed Governors that there is one child in care, so she advised adding 'Children in Care' as a standard item under Item 'Safeguarding' to Governors Calendar (Annual Cycle). <p><u>Action: The Clerk will add the standard item to the Annual Cycle.</u></p>	Clerk 16/09/16
12	<p>Review of national developments in the curriculum</p> <p>CH to circulate copy of training notes to all members which she received from Babcock Primary Curriculum session, with updated information.</p> <p>Governors raised a question about aspects of the curriculum which remain a challenge to implement.</p> <p>CB confirmed that the challenges remain in writing/spelling, SPAG, fluency in Mathematics and its application in everyday contexts. The main challenge for teachers has been in teaching the new computing curriculum and they have been supported by Adam W with this.</p> <p>Governors discussed how they can best evaluate and evidence the depth and breadth of curriculum offered.</p> <p><u>Action: It was agreed that a Learning Walk be arranged with pupils for later this term to observe what the school currently offers in the way of music, sports and extracurricular activities. T&L will revisit the outcome in November's meeting. Clerk will add 'Review national developments in curriculum' to the next meeting's agenda.</u></p>	CH CH/MG 10/16 Clerk 25/10/16
13	<p>Review of prospectus and website, including statutory information on curriculum, sports funding, pupil premium and SEND</p> <ul style="list-style-type: none"> ➤ Governors agreed that there will be no changes to the content of prospectus; ➤ Pupil premium strategy is going ahead. A Pupil Premium Review was carried out by Roy 	Clerk 14/06

	<p>Souter, head teacher at Stoke Hill Junior School on 17th April 2016 and the visit report was circulated to Governors afterwards.</p> <ul style="list-style-type: none"> ➤ Complaints Policy has been published on the website. ➤ Sports funding information has been updated; <p>Actions:</p> <ul style="list-style-type: none"> ➤ <u>Matt Giles will look through the policy page to check if all the required statutory policies/documents have been published with the up to date information;</u> ➤ <u>CB will ask Adam if it would be appropriate and feasible for MG to have administrator access and update the information on the website; CB will inform Adam to mark four policies/documents – E-Safety, Looked after Children, Fire Procedure and Drugs Education - with 'Under Review' until the Clerk has the latest version to replace the present ones;</u> ➤ <u>CB will review 2016 model Safeguarding Policy and bring it to the next FGB for approval.</u> ➤ <u>The Clerk will send the newly updated policies/documents (including Governing Board information, Governor Responsibilities and Policy Links, adopted policies and approved sets of minutes) to Adam to replace the old ones.</u> ➤ <u>The Clerk will compare the two versions of Admissions Policy (2016-17 and 2017-18) and send the revised policy without attaching ERC to RO and the next FGB for approval;</u> ➤ <u>Assessment data produced by Mark Bunard, Deputy Head teacher, who has taken a lead role in pupil premium intervention programmes, is to be attached to the end of Pupil Premium Policy.</u> 	<p>MG 09/16</p> <p>CB/09/16 CB/09/16</p> <p>Clerk 21/09/16 Clerk 21/09/16</p> <p>CB/MB 09/16</p>
<p>14</p>	<p>Review term dates as recommended by LA and agree term dates to be recommended to FGB in November including non pupil and inset days</p> <p>Discretionary Days were agreed at FGB Meeting held on 24 November 2015 as follows.</p> <p style="text-align: center;">2016-2017 Academic Year</p> <p>Occasional Holidays: 25th & 26th July 2017</p> <p>Non Pupil Dates: 1st & 2nd September 2016 ; 3rd January 2017; 20th February 2017; 24th July 2017</p> <p style="text-align: center;">2017-2018 Academic Year</p> <p>Occasional Holidays: 26th & 27th July 2018</p> <p>Non Pupil Dates: 4th, 5th & 6th September 2017 ; 2nd January 2018; 16th April 2018;</p> <p>Governors were agreeable to adopting the Discretionary Days.</p>	
<p>15</p>	<p>Review school reporting systems & governor rota for attending parents evenings</p> <p>Governors are welcome to attend Parents' Evenings which will take place on 17th-20th October 2016. Governors agreed to arrange at least one Governor for each evening.</p> <p>Action: The Clerk was requested to circulate the dates of Parents' Evenings to Governors who will inform CB or the Clerk of their attendance in advance.</p> <p>Action: Governors agreed to delegate 'Review school reporting systems' to Chairs Committee. The outcome will be brought to the next FGB.</p>	<p>Clerk 09/16 Chairs Committee 09/16</p>
<p>16</p>	<p>Review of pupil attendance data</p> <p>Current attendance at the year end of 2015/16 was 96.5%.</p> <p>It was agreed that Attendance for the year 2016/17 will be set at the same rate 96.5%.</p> <p>It was noted by Governors that attendance for 2014 was 96.3% according to the OFSTED data</p>	

	<p>dashboard, which shows that this is steadily improving. Governors were reminded that the data dashboard would no longer be available from the end of this month. CB confirmed that lateness is more of an issue than absence. Further data will be provided late in the school year in the Head teachers' reports to FGB.</p>	
17	<p>Receipt of English Report from English Lead and Maths Report from Maths Lead</p> <p>Prior to the meeting, MB circulated the maths report and the document 'Overview whole school end of year assessments 2016' which includes Foundation Stage, KS1, Year 2. SATS results and Year 6 SATS results.</p> <p>CB confirmed that on the whole the school is pleased with the results, as progress has been good. Notably the Year 6 results are in line with national averages.</p> <p>Actions:</p> <ul style="list-style-type: none"> ➤ <u>English report will be prepared for the next T&L meeting.</u> ➤ <u>SC will meet with the English Lead Katherine Richards</u> ➤ <u>KC will have a meeting scheduled with Mark Burnard-Maths Lead- on 18 September 2016.</u> 	<p>English Lead 11/16</p> <p>SC/KC 09/16</p>
18	<p>Receive Pupil Premium Report from PP Lead</p> <p>CB will have a meeting with new teacher Mrs P. Ward who has considerable experience in PP from her previous school and who will take on this area.</p>	CB 10/16
19	<p>Review of ATTENDANCE AND ABSENCE POLICY (due Sept 2016)</p> <p>Governors agreed to adopt the policy without amendments.</p> <p>Action: Clerk will update the review date at the end of the policy.</p>	Clerk 15/09/16
20	<p>Review of FREEDOM OF INFORMATION PUBLICATION SCHEME (due Sept 2016)</p> <p>Governors agreed to delegate this policy to RO.</p> <p>Action: RO is responsible for reviewing Freedom of Information and will email the revised version to the Clerk for circulation for the next FGB meeting;</p>	RO 16/09/16
21	<p>Review of DCC STRESS MANAGEMENT POLICY</p> <p>It was noted that this policy has initially been included on both Resources and T&L agendas. T&L Governors were agreeable to adopting the policy subject to any amendments from the Resources Committee. This will be reviewed again after school's conversion.</p>	
22	<p>Review SEN POLICY</p> <p>Action: The Clerk was requested to update the policy including changing the names of SEN Governors and the review date. The Clerk will liaise Jacqueline Nicolle.</p> <p>Action: CH will contact Resources Committee to confirm Governors to report on how the SEN Policy had been implemented and how actions are monitored.</p>	<p>Clerk 16/09/16</p> <p>CH/ Resources Committee 10/16</p>

23	Governors Report		
	Name	Visit Date	Purpose of Visit
	CH	15 th April 2016	A School Nutrition Action Group meeting with School Council
		17 th June 2016	A second meeting with the SNAG
	SC/KC/EW	15 th July 2016	Attended School Summer Fete
	CH/RE/KC	11 th July 2016	Attended Y6 performances "The Lion King"
MG	11 th July 2016	Volunteered to join the band playing for "The Lion King" show	
24	Dates & Time of next T&L Committee meetings		
	at 6.00 p.m. on		
	8th November 2016	10th January 2017	28th February 2017
18th April 2017	13th June 2017		

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

There being no further items to discuss the meeting closed at 7.50 p.m.

Attachments:

1. SEF
2. SMIP
3. Terms of Reference for the Teaching and Learning Committee
4. A brief summary from the Clerk about published website documents/policies
5. 2016/2017 and 2017/2018 Term Dates
6. ATTENDANCE AND ABSENCE POLICY
7. FREEDOM OF INFORMATION PUBLICATION SCHEME
8. DCC STRESS MANAGEMENT POLICY
9. SEN POLICY
10. Maths report

Signed Dated.....