



## Bowhill Primary School

### Teaching and Learning Committee Meeting

Date of meeting	19 <sup>th</sup> September 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	Debra Ward	DW	STAFF	Stephen Cousley Deputy Chair	SC	COO	
			Joanne Radford	JR	COO	Ruth O'Neale Chair	RO	PAR	
Room	Year 6/2	None							
		In Attendance	Li Wang	LW	Clerk	Natalie Miles	Prospective Governor		

	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>No apologies MG welcomed Natalie Miles to join the T&amp;L meeting.</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 13<sup>th</sup> June 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>	

<p><b>3</b></p>	<p><b>To discuss matters arising from the last meeting</b></p> <p><b>The following actions were taken by Governors:</b></p> <ul style="list-style-type: none"> <li>➤ Terms of Reference for T&amp;L, Resources and the FGB were updated by RO and approved by the FGB in June 2017;</li> <li>➤ Governors adopted Food Nutrition Policy and School Food Standards and Clerk uploaded them to the school website;</li> <li>➤ Some inquiries to ELAT business manager about the details of certain polices were made and Allison’s answers were circulated to all Governors;</li> <li>➤ Governors’ Data Evening will take place on 2<sup>nd</sup> November 2017;</li> <li>➤ RO and Mark had a meeting to reflect PP attainment at the last week of the summer term;</li> <li>➤ Clerk updated the review dates for the approved policies.</li> </ul> <p><b>Actions to be done:</b></p> <ul style="list-style-type: none"> <li>➤ <u>A model Privacy Notice for school workforce from Babcock was adopted by Governors. Iris will confirm with the ELAT whether this Privacy Notice should belong to MAT level i.e. naming Exeter Learning Academy Trust rather than the individual school. She also advised that there should be some mention of the Local Authority as of course they are still our Payroll provider. If Privacy is an MAT policy, the Clerk will upload the approved version to school’s policy web page; if it is a school policy, Adam will put the approved version on the school website.</u></li> <li>➤ <u>Regarding British values across the MAT schools, MG will continue contacting with people who will assist the school in holding a Cook Off competition which might take place before Christmas or in spring term.</u></li> </ul>	<p><b>Clerk/Iris 10/17</b></p> <p><b>MG 12/17</b></p>
<p><b>4</b></p>	<p><b>Election of Deputy Chair</b></p> <p>Governors are welcome to put their names forward for Deputy Chair. Ruth O’Neale was nominated as Deputy Chair of the T&amp;L and this was proposed by SC, seconded by MG and unanimously agreed.</p>	
<p><b>5</b></p>	<p><b>Questions to the Headteacher</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><b>SC asked what the key headlines of ‘Objective One – Achievement’ were on the new format of SMIP.</b></p> <p>CB replied that the main focuses can be seen in the following areas:</p> <ul style="list-style-type: none"> <li>➤ Raise the number of children achieving a GLD (Good Level of Development) at Foundation stage. Diminish the difference further particularly at KS2 and Foundation Stage.</li> <li>➤ Improve % of children meeting higher standard by the end of KS2, particularly in writing.</li> <li>➤ To support accelerated progress at KS1 so that children with on-entry results below national averages are meeting ARE by end of KS1. Where less progress is being made, and the combined % for RW &amp; M below Nat av, focus on specific areas for improvement (application of spellings within writing) and on boys writing.</li> </ul> <p><b>SC raised a question:</b></p>	

	<p><b>The percentage of children achieving age expected in key areas such as emotional wellbeing increased last year. Staff recognise that until these areas are secure, children will not be able to make expected progress in the prime areas (literacy and maths)</b></p> <p>CB replied that teachers will continue close tracking of individuals - children identified by teachers, targets set for with regular tracking. Under the MAT, teachers across four schools set concrete tasks for children and teaching staff work together sharing good practice.</p> <p><b>SC raised a question about the accuracy of EYFS profile.</b> CB answered that:</p> <ul style="list-style-type: none"> <li>➤ the EYFS profile summarises and describes children’s attainment at the end of the EYFS. It gives the child’s attainment in relation to the 17 early learning goals (ELG) descriptors. Accurate assessment takes into account a range of perspectives. The accurate, reliable and high quality EYFS profile data is a reflection of the attainment of the cohort;</li> <li>➤ The EYFS profile is a statutory data collection. Each child’s records are combined at setting. It is important that settings carry out a ‘sense check’ of outcomes for all children for whom they have made EYFS profile judgements. This helps to make sure parents and year 1 teachers are given an accurate picture of their learning and development.</li> <li>➤ Settings should consider providing information in addition to the child’s EYFS profile, to support their successful transition and ensure a smooth learning journey.</li> <li>➤ LAs must moderate all 17 ELGs annually in a minimum of 25% of all settings which implement the EYFS profile.</li> </ul> <p>CB summarised that the accuracy of on- entry data can be dependent on the setting. There is some concern about the accuracy of data from one or two pre-school settings and these have been challenged.</p> <p><b><u>Joanne Radford (JR) arrived at 6.17 p.m.</u></b></p> <p><b>SC asked about the progress in KS1 boys’ improvement.</b> CB replied that KS1 boys did make some improvement, but there is still some difference in achievement between boys and girls. DW pointed out that pupils across classes in KS2 have a problem with stamina. Their immaturity affects their progress to some extent.</p> <p><b>SC asked what teachers should do to address this issue.</b> DW replied that teachers will continue keeping the goals clear. There has been a greater need for interventions. She has been delivering regular interventions primarily to PP students and to other pupils that need help. There are more boys in the cohort. CB added that, based on the data, PP students’ achievement might be lower than the national average but they have made some improvement.</p>	
6	<p><b>British Values</b></p> <p><b>MG asked what were the school’s expectations on the food-related event which is being prepared.</b> CB replied that the main values that should be promoted are CARE (Community, Aspiration, Responsibility and Environment).</p> <p><b>JR informed Governors that some parents asked if our school had enhanced the awareness of a diversity of religions. JR asked if the curriculum had covered religious education to this degree.</b></p>	

	<p>CB showed Governors the school's Curriculum Reviews web page where the relevant classes had been set:</p> <p><b>The curriculum of Year 3/4 2016-17 shows</b> that RE classes include the following topics such as Worship, Pilgrimage &amp; Sacred Places, Christianity &amp; Hinduism, Symbols &amp; Religious Expression and so on;</p> <p><b>The curriculum of Year 5/6 2016-17 includes</b> Yr 5 Sacred writing, The Christmas story, Yr 6 Slavery The Easter story Yr 5 Humanism and the importance of education (Malala), Yr 6 Care in the community and so on.</p> <p><b><u>Action: CB will encourage parents to take a look at the curriculum on the school website through school's Tweets by @BowhillPS.</u></b></p> <p>Governors suggested that some Pupils could have awareness of Buddhism, mosque as well as special days such as Remembrance Day or Queen's Birthday.</p> <p><b><u>RO arrived at 6.32 p.m.</u></b></p>	CB 10/17
7	<p><b>Well-being – exploring how to look after everyone in our school community</b></p> <p><b>SC asked about staff morale and if there was anything that Governors could promote and that staff might value.</b></p> <p>CB replied that there is no particular concern in staff morale. The team is more dynamic and well-balanced with cooperation between new teaching staff and senior staff. It was noted that some suitable activities for staff have been considered.</p>	
8	<p><b>Review of terms of reference from FGB</b></p> <p><b>A term of Reference for T&amp;L was approved by Governors at the AGM meeting on 12<sup>th</sup> September 2017.</b></p>	
9 & 10	<p><b>Monitoring and evaluating progress of SMIP &amp; Monitoring and evaluating progress of SEF</b></p> <p>Governors have continued monitoring and evaluating the progress of SMIP and SEF.</p> <p><b>The newly updated SEF from CB was amended by RO and was circulated prior to the meeting. Governors agreed to adopt it. SMIP is being assessed by the ELAT.</b></p>	
11	<p><b>Receive Safeguarding update from Headteacher &amp; Children in Care</b></p> <p>CB informed Governors that Jess is going to deliver a basic level of Safeguarding training (within half an hour) to Governors at the beginning of the next FGB meeting on 28<sup>th</sup> November 2017. Governors who are not able to attend this training session are welcome to join the training during the day for 'missing' staff and volunteers. Jess could present the training on Tuesday either on 7<sup>th</sup> or 21<sup>st</sup> November or on 5<sup>th</sup> December. The training date for volunteers is to be confirmed.</p>	CB 09/17
12	<p><b>Review national developments in the curriculum</b></p> <p>JR confirmed that teaching staff gave positive feedback to the changes to the new curriculum. DW stated that the standards and the new curriculum do not completely match to some degree. The way teachers report the outcome remains the same. Teaching staff will still make assessments based on the standards.</p>	
13	<p><b>Review of prospectus and website, including statutory information on curriculum, sports funding, pupil premium and SEND</b></p> <p>Allison confirmed that:</p>	

	<ul style="list-style-type: none"> <li>➤ Policy review grid was updated by the Trust and had been circulated to all schools.</li> <li>➤ More Trust policies are due to go to the Board on 16<sup>th</sup> October 2017. As soon as they are approved, she will let schools know and arrange for them to go on the Trust website (and update the review list).</li> <li>➤ The Trust has decided that all policies which are Trust-wide should be added to all the schools' websites, whether it is considered mandatory or not. Clerks need to keep checking to ensure that each individual school's website displays these approved MAT policies. Individual schools can decide whether to add non-mandatory policies to their website or not.</li> </ul> <p>Governors agreed that there will be a link to the ELAT website from Bowhill's website. There are currently two 'buttons' for governors on the front page.</p> <p><b><u>Action: Adam will combine the information from both of these buttons onto one page and give the other 'spare' button to ELAT.</u></b></p> <p>MAT policies webpage: <a href="http://www.exeterlearningacademytrust.co.uk/policies/">http://www.exeterlearningacademytrust.co.uk/policies/</a></p>	CB/Adam accordingly
14	<p><b>Review term dates as recommended by LA and agree term dates to be recommended to FGB in November including non pupil and inset days</b></p> <p>Governors were agreeable to the changes to the Discretionary Days for 2017/2018 and 2018/2019. The next Exeter City Council election is due on Thursday 3<sup>rd</sup> May 2018 which will be the 'Non Pupil Day'.</p>	
15	<p><b>Review school reporting systems &amp; governor rota for attending parents evenings</b></p> <p>Governors are welcome to attend Parents' Evenings between 4.00 p.m. and 6.30 p.m. which will take place on 16<sup>th</sup> and 17<sup>th</sup> October 2017.</p> <p><b><u>Action: The Clerk was requested to circulate the dates of Parents' Evenings for Governors to join the events together with the date for data evening on 2<sup>nd</sup> November 2017.</u></b></p> <p><b>SC would like to talk to new parents at the literacy meeting in October 2017.</b></p>	Clerk 09/17
16	<p><b>Review of pupil attendance data</b></p> <p>It was agreed that attendance for the year 2017/18 will be set at the same rate 96.5%.</p>	
17	<p><b>Receipt of English Report from English Lead and Maths Report from Maths Lead</b></p> <p>Governors agreed that JR will join T&amp;L as she was assigned as maths lead.</p> <p><b><u>Action: Clerk was requested to send JR some of Karen Cronin's maths visit reports and send next T&amp;L meeting dates to Mark, Katherine and Pushmeena Ward.</u></b></p> <p><b><u>Action: Maths and English leads will send their reports to the next FGB meeting.</u></b></p>	Clerk 20/09/17 SC/JR 11/17
18	<p><b>Receive Pupil Premium Report from PP Lead</b></p> <p>13.3 as she is trying to fix a time for this.</p> <p><b><u>Action: This item will be added to the next FGB meeting on 28<sup>th</sup> RO confirmed that the next Pupil Premium update will be made later this term <u>November 2017.</u></u></b></p>	Clerk 22/09/17
19	<p><b>Review DCC STRESS MANAGEMENT POLICY</b></p> <p>Mark advised Governors to review DCC STRESS MANAGEMENT POLICY annually.</p> <p><b>It was noted that this policy has initially been included on both Resources and T&amp;L agendas.</b></p>	

	<p>T&amp;L Governors were agreeable to adopting the policy subject to any amendments from the Resources Committee.</p> <p><b>Action: Clerk was requested to confirm with Allison if DCC STRESS MANAGEMENT POLICY should be an MAT policy.</b></p>	Clerk 22/09/16															
20	<p>Review <b>School Offer for Children with SEND</b></p> <p>Governors agreed to adopt the School Offer for Children with SEND. If there are any changes to it, Helen Eustace (SENCO) will update it and bring it to T&amp;L committee accordingly. The School Offer can be seen at : <a href="http://www.bowhill.devon.sch.uk/files/Bowhill%20School%20Offer%20-%20updated%20June%202016.pdf">http://www.bowhill.devon.sch.uk/files/Bowhill%20School%20Offer%20-%20updated%20June%202016.pdf</a></p>																
21-23	<p><b>MAT POLICIES:</b>  <b>SEN POLICY</b>  <b>ATTENDANCE</b>  <b>ABSENCE POLICY</b> (3 years)  <b>FREEDOM OF INFORMATION PUBLICATION SCHEME</b> (As required)  <b>COMPLAINTS PROCEDURE (GENERRAL &amp; CURRICULUM) (2 years)</b> (available online now)</p> <p>After MAT policies are approved by the ELAT, those documents can be seen on:</p> <p>MAT policies webpage: <a href="http://www.exeterlearningacademytrust.co.uk/policies/">http://www.exeterlearningacademytrust.co.uk/policies/</a> and</p> <p>Bowhill policies webpage: <a href="http://www.bowhill.devon.sch.uk/policies.php">http://www.bowhill.devon.sch.uk/policies.php</a></p> <p><b>SC left at 7.12 p.m.</b></p>																
24	<p><b>Governors Report</b></p> <table border="1"> <thead> <tr> <th>Governors</th> <th>Focus of Visit</th> <th>Visit Date</th> </tr> </thead> <tbody> <tr> <td>JR</td> <td>Governor English Day</td> <td>23/06/2017</td> </tr> <tr> <td>SC</td> <td>Governor English Day</td> <td>23/06/2017</td> </tr> <tr> <td>RO</td> <td>English visit</td> <td>26/06/2017</td> </tr> <tr> <td>RO</td> <td>PP visit</td> <td>11/07/17</td> </tr> </tbody> </table>	Governors	Focus of Visit	Visit Date	JR	Governor English Day	23/06/2017	SC	Governor English Day	23/06/2017	RO	English visit	26/06/2017	RO	PP visit	11/07/17	
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25	<p><b>Dates &amp; Time of next T&amp;L Committee meetings</b>  <b>at 6.00 p.m. on</b>  7<sup>th</sup> November 2017    16<sup>th</sup> January 2018    27<sup>th</sup> February 2018    17<sup>th</sup> April 2018    13<sup>th</sup> June 2018</p>																

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 7.25 p.m.

**Attachments:**

1. SEF (to follow)
2. SMIP (to follow)
3. Terms of Reference for the Teaching and Learning
4. DCC STRESS MANAGEMENT POLICY
9. School Offer for Children with SEND

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