

NEWTON POPPLEFORD PRIMARY SCHOOL

Governing Body

Draft

Meeting of the Teaching and Learning Committee– Part 1 Minutes					
Date: 19.01.16	Time: 5:00pm		Location: School		
Attendees	Initials		Attendees	Initials	
Jane Fletcher	JF	Co opted	Amanda Thomas	AT	Co opted
John Ridgley	JR	Co opted	Stuart Vaughan	SV	Head
In Attendance	Initials		Apologies	Initials	
Amanda Murrell	AM	Clerk	Julia Bramble	JB	LEA
			Ceri Parkinson	CP	Parent

Ref	Action	Owner
3.4	SV's action, to ask one of the volunteers for their comments on the Volunteers in School policy, to be carried forward.	SV
3.4	JF to liaise with CP regarding Gifted & Talented (to check whether it is included in the SEND policy and the wording used).	JF
3.4	AM to add 'skills in areas of mental health and legal issues' to the SGOSS search criteria for a new co-opted governor.	AM
3.6	SV is to add the school's details to the Child Protection policy.	SV

Ref	Agenda Item	Owner
3.1	Apologies for absence: These were received from JB and CP and sanctioned by governors. Governors were informed that CP had resigned from the governing body.	JF
3.2	Declaration of business interests relating to the agenda: None relating to items on the agenda.	JF
3.3	Minutes of last meeting on 24th November 2015: These were agreed to be a true record and signed by the Chair.	JF
3.4	Matters arising from the meeting on 24th November 2015: SV's action, to ask one of the volunteers for their comments on the Volunteers in School policy, to be carried forward. JF to liaise with CP regarding Gifted & Talented (to check whether it is included in the SEND policy and the wording used). AM to add 'skills in areas of mental health and legal issues' to the SGOSS search criteria for a new co-opted governor.	JF
3.5	Questions from Governors on Curriculum Team minutes: There were no questions.	JF
3.6	Review of Policies: Child Protection (Adopted at the FGB meeting on 3 rd December 2015 and signed by JB as Chair's action.) SV is currently reviewing this policy. It is fit for purpose, but more personalisation is required. Governors will look at the policy in detail at the next meeting, but in the meantime it has been formally been adopted.	JF
3.7	Policies for Review at the next meeting: <i>Handwriting Policy</i> Governors agreed that they would no longer review this policy and that it would be removed from the schedule. It will be added to a future agenda if the need arises. In future the policy will be reviewed at the Literacy curriculum team meeting.	JF

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	<p><i>Healthy Eating Policy</i></p> <p>The staff will be looking at this in the summer term and it was decided that a review of this policy should be postponed until after that piece of work. AT suggested that parents could also be involved in looking at healthy eating. The policy will be reviewed in the Autumn Term.</p>	
3.8	<p>Terms of Reference</p> <p>Governors looked at the model Terms of Reference for the Teaching and Learning committee.</p> <p>It was decided that the quorum would be three. One of the new parent governors will be appointed to the Teaching and Learning committee.</p> <p>An SEN lead governor will be required. This may be the new governor.</p> <p>Governors agreed that a representative may attend the meeting as a substitute for the head, to present information, but not to vote.</p> <p>It was agreed that JB and JR continue as joint lead governors for Curriculum and School Improvement.</p> <p>It was agreed that JF continue as lead governor for Community Links.</p> <p>Governors agreed that Safeguarding and Freedom of Information will be reviewed by the Resources committee.</p> <p>Governors agreed to adopt the Terms of Reference and to present them for ratification at the next Full Governing Body meeting.</p>	JF
3.9	<p>Parental involvement and governor profile</p> <p>SV said that at a recent KS1 / Reception performance, JB had addressed parents and some were not aware that she was the Chair of Governors. SV suggested that Governors were involved in more school events such as the mini Olympics.</p> <p>JR said that he had identified a speaker to come and work with governors to work on strategies to raise the profile of the governing body. SV said that staff could also be involved.</p> <p>JF suggested that governors attend a parent information café meeting. SV suggested the café meeting should have a focus, such as reading, healthy eating, the new building or Spelling, Punctuation and Grammar. The issue will be raised at the next FGB meeting. A list of topics will be put together and the aim would be to hold the first information café in March. Times and days will need to be established. AT suggested that more would need to be done to raise the profile of governors. SV said it was a starting point. Governors' photos could feature in the Popleford Post prior to the café meeting.</p> <p>JR asked if parent workshops were an effective way of engaging with parents. SV said that they were not usually well attended and those that do attend are often parents already engaged with their child's learning.</p>	SV

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3.10	Chair's Business: JR is to visit the school to look at the displays of children's work with Ann Walsh. This is with a view to displaying some of the children's work at the museum in Sidmouth. SV will remind staff to prepare artwork displays for after half term.	JF
3.11	Date of next meeting: Tuesday 1st March 2016 Items for agenda: Child Protection Policy Healthy Eating Policy (for Autumn 1 agenda) The meeting ended 5.45pm.	JF