

**NEWTON POPPLEFORD PRIMARY SCHOOL GOVERNING BOARD
TEACHING AND LEARNING COMMITTEE MEETING**
held at Newton Poppleford Primary School Tuesday 12th November 2019 at 5.30pm

Present: Bob Tubbs, John Ridgley, Beverly Bradley, Stuart Vaughan, Julia Bramble

In attendance: Natalie Mann (Clerk)

Quorum: Quorate

Ref	Agenda Item	Action to be taken
1	Apologies for absence – None	
2	Notice – Received	
3	Declaration of business interests relating to the agenda – None	
4	Minutes of last meeting on 24th September 2019 – John Ridgley added to the attendee list. The minutes were agreed to be a true and accurate record of the meeting and signed by the BT.	
5	Matters arising from the meeting on 24th September 2019 – EYFS lead governor still to be allocated. SV reported back on terms of birth relating to school progress and attainment data. Progress and attainment varies across autumn, spring and summer born children for the previous 2 years, this is similar to the national data. As present no impact from BREXIT due to government delays.	
6	Monitor Attendance – Attendance 96.1% for year ending July 2019, so far this term attendance is slightly improved.	
7	School Intent and Implementation statement – SV talked governors through information circulated at the meeting. The document has been created to support the school with regards to our intentions and implementations across the school. A fully completed document will be circulated to governors once agreed. <i>JB asked does this replace any documentation?</i> No it is an additional document that most schools are now completing. This has been discussed as staff team collaboratively over inset days and will be an ongoing. <i>JB asked will you be self auditing?</i> SV advised from the summer term we will be taking part in our own “deep dive” process to monitor and review. SV reported to governors the new OFSTED primary inspections format. <i>JR asked have you had any feedback from new framework?</i> SV advised one school felt the new framework has been positive as OFSTED inspections are not focusing mainly on data. Further feedback has not been less positive.	
8	Assessment update – No update at present. Documentation has changed again and SV will review and report back at next meeting. This will also be reviewed by Brad Murray at meeting on 6 th December. SV talked governors through some points within the document that have key significance.	SV

9	<p>Report on Looked After Children – 2 looked after children within the school. PEP and CIC meetings took yesterday, both children are settled and doing well within the school setting. One child is out of year group, EP report has been completed to support this.</p>	
10	<p>Mental Health Strategy – BM reported to governors, Mental Health Strategy will be uploaded to school website and governors / staff should be aware it can be found there. SV reported this will be a working document once it has been fully agreed and will be reviewed regularly. We have recently had yellow day, our 5 R's and we will be having a WOW week which all support this strategy. Student and family support group have been a key link to this document. To be reviewed in full at FGB.</p> <p>BM, as SEN governor lead, met with Harriet Coogan and Debbie Tollerfield last month and will report back at FGB</p>	<p>FGB</p> <p>FGB</p>
11	<p>Equality – Nothing to report.</p>	
12	<p>Community and Parents Links – School staff have discussed if the school newsletter has the approach desired and is reaching all parents. Suggestions have been made to reduce the school newsletter to once a month and consider other communications through a school twitter account. JB reported there is fewer people on twitter than facebook and suggested asking parents what communication method they would prefer. BT reported that class facebook groups seem to work well and also has the option to set events up. Governors agreed some parents are hard to reach. SV reported it is possible to run a report to confirm if emails have been received and viewed, however there is still an issue with the eSchool app that if the app is not updated, alerts are not received. Newsletter is currently uploaded to the website and in the notice board also weekly. <i>BM asked is there way in which we can communicate one message across all the communications we access?</i> BM will research this.</p> <p>SV highlighted recent email communication stats – 89 recipients and 11 have not opened this communication.</p> <p><i>BM asked when are you considering a new format for communications?</i> SV reported we are hoping to launch a new newsletter in spring term. SV will send out a survey to parents to ask for their ideas and input.</p> <p>Governors suggested a class lead on the class facebook pages to help upload important information and reminders, volunteers for this could be asked for in the survey.</p> <p>BM has been able to arrange a session for Devon Digital Live for the 30th November, this has been circulated to the Newton Poppleford newsletter, Parish Magazine, local noticeboards, Newton Poppleford Community Group, and Devon County Council twitter account. Governors suggested other communications avenues. A parish councillor is attending, Steve Leigh will be attending and police may also have funding available for this, another member of the community is attending for apple support. BM suggested equipment he can supply to ensure members of the community cannot access school WiFi outside of these sessions. <i>BM asked JR is there any way in which we can communicate the press?</i> JR will ask. BT offered to talk to the met office about any activities they could bring along to these sessions. County Solicitor has asked for a risk assessment to be completed, SV will look into this, along with a disclaimer about devices.</p> <p>BM thanked SV for the opportunity to link directly with the community in this way.</p>	<p>BM</p> <p>SV</p> <p>SV</p> <p>SV</p>

13	<p>Questions from curriculum team minutes – No meetings to date.</p>	
14	<p>Governors training update and feedback – No training has taken place.</p> <p>Devon is rolling out a vocabulary project and SV has completed training along with another member of staff and are now cascading to staff.</p>	
	<p>Building – additional agenda item</p> <p>SV updated governors on the details to why the lift emergency call button is not connected and that he is in communication with the builders (Elliot's) and ESFA to establish why this was not installed correctly when we took over the building. Processes and procedures have been put into place during the period that the emergency call button is out of order. Awaiting date from lift installation company, to organise for BT to be available same day to connect line.</p> <p>SV advised he is continuing to pursue the works required to the lightening protection system and reimbursement for the utilities from builders during the school build. Dave Penn has requested copies of all bills relating to this period. DFE have agreed to pay for hours in which it will take staff members to collate the information on actual cost of bills. SV to report back at FGB</p>	FGB
15	<p>Policies for Review:</p> <p>Anti-Bullying – Reviewed completed by BT, <i>BT asked if we still have ambassadors?</i> SV advised no longer as training has been difficult to source, the nearest being available in Birmingham. <i>BT asked if classes still have concern boxes?</i> Yes. SV reported staff training takes place regularly and meetings are held weekly to raise any issues. Anti-bullying week takes place annually and SV reports back to governors via HT report on bullying incidents.</p> <p>Attendance - JR reviewed and suggested minor amendments agreed by committee.</p> <p>Behaviour and Discipline – BT reviewed and suggested minor amendments agreed by committee.</p> <p>Marking - BB reviewed and added the no marking approach in year 5/ 6 in all subjects and this was agreed by governors as a sensible appendix to add.</p> <p>Online safety policy - BM reviewed, new policy to be ratified by FGB, Minor amendments to be made prior to FGB. Governors agreed for this policy to be reviewed annual. Following FGB approval, new acceptable use agreement will need to be circulated to parents and children for signatures.</p>	FGB
16	<p>Policies due for review at next meeting:</p> <p>Assessment</p> <p>Equality</p> <p>Outdoor Education and Visits</p> <p>Positive Behaviour Management</p> <p>Teaching and Learning</p> <p>Volunteers in School (2 yearly)</p>	<p>BB</p> <p>JB</p> <p>JR</p> <p>BM</p> <p>BT</p> <p>JB</p>

The meeting closed at 7:14pm