

**NEWTON POPPLEFORD PRIMARY SCHOOL GOVERNING BOARD
TEACHING AND LEARNING COMMITTEE MEETING**
held at Newton Poppleford Primary School Tuesday 26th June 2018 at 5.30pm

Present: **Bob Tubbs (Chair)** **John Ridgley** **Ben McGowan**
 Stuart Vaughan (

In attendance: Natalie Mann (Clerk)

Quorum: Quorate

Ref	Agenda Item	Action to be taken
1	Apologies for absence – Governors sanctioned apologies from Julie Bramble	
2	Notice – Received	
3	Declaration of business interests relating to the agenda – None	
4	Minutes of last meeting on 1st May 2018 – The minutes were agreed to be a true and accurate record of the previous meeting and signed by BT.	
5	Matters arising from the meeting on 1st May 2018 – HLTA has been employed from September for 4 days a week and will support sports provision within the school. No progress currently with school Facebook page, it has been communicated to parents asking for volunteers to help set up and manage via school matters for previous 3 weeks. SV will contact PTFA with regards to their Facebook page.	SV
6	Report from SENCO - BM will be meeting with SEN co-ordinators towards the end of this term. SV reported SEN co-ordinators are in final process to complete the SEN qualifications and have been advised they have passed all the assessments up to date. Currently 0-25 team are struggling with staffing issues and EHCPs are not meeting the deadlines as a result, this can be evidenced in paper trails between parents, school and 0-25 team. Parents have communicated with SV their frustration and been in contact directly with 0-25 team. SV reported the SEN co-ordinators also find the lack of communication with 0-25 frustrating.	
7	Agree annual SEND report for website – BM will review the SEND information report on the website for next meeting.	
8	Evaluate the schools PSHE, and cultural curriculum - SV advised the school is following the national curriculum and topics are based around the SEAL (Social Emotional Aspects of Learning) guidelines. Each half term has a different topic and all classes focus on these topics. Waiting for government new guidelines around PSHE curriculum, to be released in 2019.	
9	Review of school prospectus – BT reviewed school prospectus for parents, governors agreed for the prospectus to be reviewed and a new one drafted once the school has moved into the new build and update photos and text errors at this time. BT read the mission statement for NP school to committee. BM suggested the September Year 6 to take new pictures of activities in the new building and be part of the development of the new prospectus. Governors discussed the possibility of considering a pupil prospectus too.	BT / JR Autumn 2018

10	<p>Report on pupil behaviour, including bullying –</p> <p>SV advised he can not identify any trends across the data circulated before committee meeting, on average 2 incidents have taken place each term, some of these incidents are reported by parents and other identified by staff members. SV reported the behaviour campaign “good to be green” has been successful across 5 out of 7 classes. <i>BM asked if good behaviour celebrated?</i> This is achieved through celebration certificates, awards etc. Visitors’ attending the school and working with groups of children visiting our local community have praised our children for their behaviour. Gary Gates has been in to complete internet safety with Year 5, and reported back to SV his delighted to work with our children. SV advised governors the class teacher structure from September which will be communicated with parents on school matters this Friday. <i>BM asked has there been any progress with the possibility of a staff member representing the staffing team at governors meetings?</i> At present there has been no interest, SV will be asking the new staff members in September once they have settled in.</p> <p><i>BT asked due to the smaller playground area, are teachers giving children opportunities at other times and in other locations to have the space to play and run around? and is this likely to improve in autumn?</i> SV was unable to advise on the space available in the autumn term until he is able to see the plans and space available for himself, however wake up and shake will be taking place daily once we move in to the new school. KS2 PE will take place in the hall during the autumn term.</p>	SV
11	<p>Community and Parents Links –</p> <p>New school build talk for parents is taking place this evening at 7pm, one has taken place this afternoon which was poorly attended. SV advised the PTFA have done an amazing job fundraising so far. Currently the figure raised is £8000.</p>	
12	<p>Questions from curriculum team minutes -</p> <p>Minutes have not been received, minutes to be sent on to NM to circulate.</p>	SV/VS
13	<p>School Build update –</p> <p>School build is on track for handover on 16th august. However the kitchen is likely to take a further 2 weeks due to the changes being made. Window sills have been lowered and are awaiting glazing. Wet areas in all classrooms have been laid and fixed furniture has begun to be installed. Issues with relation to the sheds are ongoing. CEM minutes have been received, this states that they did not propose a kitchen fit to serve as a production kitchen from the onset, SV is challenging this. Access control has been discussed today and this shows what we want, but SV is waiting to clarify who will be funding this. Company supporting the move of items from the current building to the new build are coming in to meet with staff and will be delivering crates and bubble wrap for packing up in the next week. IT infrastructure has been discussed, new Wi-Fi will be installed, our server and chrome books will be relocated and classroom computers will be replaced. SV is considering asking for parental support to help pack and unpack if required. Unpacking has been allocated for the 5 inset days at the beginning of September. Year 6 will be visiting the new build before the end of term.</p>	
14	<p>GDPR –</p> <p>Whole staff training took place on the 25th May. SV has received correspondence from Dawn Stabb to advise that Devon does not act as DPO for maintained schools. SV is challenging this following knowledge from other local authorities and NP will continue to wait for the new bill to go through government before auctioning further.</p>	
15	<p>Governors training update and feedback –</p> <p>JR went to the NAHT in Liverpool. BT suggested attending governors update.</p>	

16	<p>Propose meeting dates for 2018-19 committee meetings – Proposed to be discussed at FGB with all governors present.</p>	
17	<p>Policies for review: Religious Education – BT reviewed and clarified questions below <i>Inspectors may ask for examples of visits from other faith communities (other than "Open the book") - can we demonstrate that we have invited other faith groups to visit the school recently, even if they haven't come? SV confirmed visits into school have happened. Is RE taught with in the history curriculum as stated in the policy? Yes there is a focus on different religions as part of the era being studied.</i></p> <p>Behaviour Policy – Postponed to next meeting. Homework Policy – SLT have begun looking at this and will be followed up in SLT meeting this Thursday.</p> <p>AGREED: BT proposed, JR seconded and all governors agreed to sanction RE policy.</p>	<p>SV SLT</p>
18	<p>Policies due for review at next meeting: Access to the Internet Sex and Relationships – to include review of the teaching of S&R Behaviour Policy Homework Policy</p>	<p>BM BT SV SLT</p>

The meeting closed at 6:48pm