

NEWTON POPPLEFORD PRIMARY SCHOOL GOVERNING BODY

TEACHING AND LEARNING COMMITTEE MEETING

Held at Newton Poppleford Primary School Tuesday 6th November 2018 at 5.30pm

Present: Bob Tubbs (Chair), Stuart Vaughan (Headteacher), Julia Bramble, Ben McGowan, Jo Cox (Temporary clerk)

Ref	Agenda Item	Action to be taken
1.	Apologies for absence – John Ridgley not present, with no apologies received	
2.	Notice – received	
3.	Declaration of business interests relating to the agenda – None	
4.	Minutes of last meeting on 18th September 2018 – The minutes were agreed to be a true and accurate record of the previous meeting and signed by BT	
5.	<p>Matters arising from the meeting on 18th September 2018:</p> <p>6. SEN Governor review of SEND information report - C/F. BM confirmed that he needs to meet with Harriet Coogan and Debbie Tollerfield to review the report and will then feedback in due course</p> <p>11. School Build Update. SV confirmed the failing whiteboard in Year 2 is being replaced on 10.11.18. The PTFA were presented with various fundraising idea suggestions at their recent AGM and agreed to focus their attention on the outdoor areas such as a sensory garden, raised beds for gardening etc.</p> <p>SV updated the governors that the new bridge is now in operation. Access has been given now to the new library and staff are in the process of setting this up. Donna Habbishaw has been focusing on organising the Accelerated Reader program in there this week and last week and hopes to then open to the children.</p> <p>Current issues with the build include:</p> <ul style="list-style-type: none"> • Water limescale prevention device is not effective as limescale already building in kitchen, dishwasher, hot water heater in staff room etc. Being investigated as no error codes displayed inferring system is working. • Removal of asbestos from site. SV confirmed that the Asbestos Management Plan held by the school was not referred to when the original quotes and plans were made. The recent survey has confirmed more work is needed to remove the asbestos than was planned for which has caused delays to get approval for additional work. Estimated completion of the job is now end of February 2019 rather than end of January 2019. • Installation of fixed furniture and shelving for storage areas is incomplete as shelving on the plans were not fitted when the work was carried out (e.g. 3 fitted but 4 on plan etc.) • New access bridge is slippery when wet and when icy. SV has raised this as a Health & Safety concern and is waiting for a 	

	<p>response.</p> <p>JB queried how long the build company are responsible for the building for issues that arise. SV confirmed 12 months. One concern staff hold is the temperature inside the building in the summer months as it was extremely warm on gaining access in July this year. JB queried whether a plan is being made regarding this and if consideration is needed in the budget for installation of air conditioning. SV confirmed they will monitor the temperature.</p> <p>BM asked if there have been many enquiries following the signs regarding asbestos in the playground. SV confirmed that he has only had once preschool parent approach him about them. SV confirmed that a lot of the asbestos on site has already been removed.</p>	
6.	<p>Review School Performance Data – SATs results and other year groups for 2017-18</p> <p>SV circulated the performance data ahead of the meeting and gave a whistle-stop run through. SV highlighted that in the data he has compared NPPS results with 2000 other schools in School Pupil Tracker to provide contextual data. (Copy of the data attached to these minutes)</p> <p>For EYFS the main point to note was that the school is in line with the National Average (NA) for reading a Good Level of Development with the main difference being between boys and girls. The girls were below the NA due to the results of 1 child who has now left the school.</p> <p>Phonics results were good and were above NA and Local Authority average.</p> <p>KS1 Reading, Writing and Maths results were above NA and Local Authority averages for working at and exceeding.</p> <p>KS2 results have been discussed previously but SV highlighted that 22% achieved higher standard compared to the NA of 9%.</p> <p>BM queried the Year 1 internal data – SV confirmed that as the EYFS ad National Curriculum expectations are quite different that you should expect some slippage in performance data here so he was not concerned.</p> <p>BM confirmed it was good to see the impact the Reading Champion in school has had on the reading results.</p> <p>Brad Murray is due in on 22 November to meet with SV and JB to review this data.</p>	
7.	Safeguarding	

	<p>BT enquired if the current entry point to the school is safe. SV confirmed that until today there have been no issues.</p> <p>An issue arose today with a parent coming to collect a sick child who when allowed access to the building didn't go to the school office but went straight downstairs and disturbed 3 classes before collecting their child. The parent was unpleasant to office staff on the phone and to the staff in the classrooms. SV will be writing to the individual parent.</p> <p>It was agreed that a sign is needed on the door to say that all visitors must report straight to the school office on entering. Once the main entrance is in use this will no longer be an issue.</p> <p>Operation Encompass – SV confirmed that no calls have been received since the Summer term.</p> <p>CAP (Child Assault Prevention) sessions will be taking place with the children shortly with a session offered to the parents. BT queried the purpose of the parent sessions and SV clarified that they are being offered to enable parents to support the children at home with what they learn in these sessions at school. SV will enquire if there is any information that can be sent home to those parents who are unable to attend the parent session.</p> <p>SV noted that the Safeguarding Audit is required by the end of November.</p>	<p>SV</p> <p>SV</p>
8.	<p>Term Dates</p> <p>Term dates suggested for 2019/20 school year were approved.</p> <p>SV confirmed that the start and finish times of the school day will revert to 9am to 3.15pm for the whole school once the build is finished. Exact date will be confirmed nearer the time.</p>	DECISION
9.	<p>Link governor and Training update</p> <p>BT asked if teachers have been encouraged to spend their class PTFA money? SV confirmed that they have all now been reminded and not all teachers were aware that any unspent money moves with the children as they go up through the school rather than remaining in the class. SV believes they will now ensure the money is spent throughout the year.</p> <p>JB asked that SV pass on the Governors' thanks to the PTFA for their involvement in the organisation of the Fireworks event.</p> <p>SV confirmed that the school is supporting a new community event this coming weekend for the WW1 commemoration with no charge being made for the hire of the school hall.</p>	

	<p>Training BT attending Performance Data training tomorrow.</p> <p>SV confirmed that he has delivered Level 2 Safeguarding training to most of the staff at school today.</p>	
10.	<p>Policies for Review</p> <p>Access to the Internet Policy – reviewed by BM BM confirmed that this policy covers acceptable use of the internet as well as access to the internet.</p> <p>Various areas of policy require personalisation to NPPS and typo corrections. ACTION: BM to forward changes required to JC to amend policy.</p> <p>Homework Policy – reviewed by SLT BT asked if we should consult the parents on this policy? SV said he would be reluctant to as he feels he would likely receive both extremes as a range of responses from too much to not enough homework being set. Agreed not to consult parents at this time.</p> <p>JB suggested that a guide is issued to parents of the expectations of homework in terms of time to be spent on it, a potential schedule of what is to be set and how much involvements parents are expected to have. SV confirmed he felt the view of the staff would be that there is no right or wrong about whether to help your child with homework but they would encourage parents to advise teachers if their child is struggling with the homework set. SV will discuss with SLT.</p> <p>BT highlighted that it was previously agreed for parental support regarding homework to be added to the school website. BM to contact James Morison.</p> <p>Attendance Policy – reviewed by JB Policy states that SLT do annual full policy review. JB questioned if this is done, and if so why do Governors also need to review? SV confirmed that SLT do review policy and it is a statutory requirement for both staff and governors to do so</p> <p>Policy currently states for SV to report attendance to Governors. Agreed to change this to annually.</p> <p>JB sought clarification regarding section that states children can speak to the school if they have an issue with their attendance. Do children know they can do this and would they? SV confirmed that if attendance is an issue with an individual child a member of staff would have a chat with the child to offer them a chance to discuss anything they were worried about.</p>	<p>BM/JC</p> <p>SV</p> <p>BM</p> <p>DECISION</p>

	<p>The reference to section 4.9 needs to be amended to 4.8 as there is no 4.9 and also ends with “taking the following into account:” but then there is nothing further listed. SV to check what needs to be here.</p> <p>JB queried if we have a Parental Engagement policy as this may have a link to the attendance reports. SV confirmed he feels the Home School Agreement covers this.</p> <p>Section 4.8 and at the end of Page 4 there is a reference to disciplinary action being taken against the pupil for persistent lateness. Agreed for this to be removed for the policy as not relevant for primary school children.</p>	<p>SV</p> <p>DECISION</p>
11.	<p>Policies due for review at next meeting</p> <p>Behaviour management Anti-Bullying Policy Outdoor Education and Visits Policy Assessment Equality Volunteers in School</p>	<p>SV & SLT SV & SLT JB BT JR BM</p>
12.	<p>Date of Next Meeting:</p>	

The meeting closed at 7.05pm