

NEWTON POPPLEFORD PRIMARY SCHOOL GOVERNING BOARD TEACHING AND LEARNING COMMITTEE MEETING

held at Newton Poppleford Primary School
11th October 2016 5.30pm

Present:

Julia Bramble
Bob Tubbs (Chair)

Amanda Thomas
Ben McGowan

Stuart Vaughan (6.10pm)

In attendance: Natalie Mann (Clerk)

Agenda Item – Part I	Action to be taken by
1. Apologies – Apologies received from John Rigley and Julia Bramble were sanctioned by Governors	
2. Notice – Noticed Received	
3. Declarations of Interest or Changes to Declarations of Interest - None	
4. Quorum Meeting was Quorate from 6.10pm when SV joined meeting	
5. Review and Agree Terms of Reference and adopt / recommend to FGB according to level of delegation Governors acknowledged current vacancies for lead governor for community and parent links and curriculum link for ART, no governors present willing to commit to current vacancies, item to be moved to next meeting agenda. <i>BT asked if all curriculum meetings needed to take place, SV said meetings only needed to be held if it was felt necessary by curriculum lead governor and member of staff.</i>	
6. Minutes from Previous Meeting Minutes were agreed to be a true and accurate record of meeting and minutes were signed by the Chair.	
7. Matters arising from the Minutes 4.4 - Volunteers in school policy and SEND policy to move to next meeting for review, SV has asked for comments on these. AT and SV to send Intimate care, Early Years Teaching and Learning, Handwriting, Marking and Mobile phone policy to NM. AT to review and report back to committee on policies at next meeting. SV and NM to meet to update policy schedule and policies due for report and review to be sent out in plenty of time prior to next meeting.	AT/SV SV/NM

<p>8. Review and agree term dates 2017/18 Term dates have been agreed by the Learning Community.. Governors looked at term dates; BM said he felt it looked balanced across the school year. All governors agreed to term dates for 2017-2018. <i>BM asked if there had been previous talks of non-pupil days being placed together, SV said discussions took place about non-pupil days being before half term for teachers to be able to review that terms progress and this is reflected in the term dates for 2017/18 .</i></p>	
<p>9. Allocate following: review prospectus and website to a Governor BT has volunteered, all governors in agreement. BT to contact Alan after half term to arrange meeting.</p>	BT
<p>10. Review pupil attendance targets All Governors agreed attendance target for last school year at 96%.</p>	
<p>11. Review school reporting systems SV explained the school currently has teacher and parent consultation once a term, these are now done on one day and more parents are attending. <i>BT asked is there any other form of reporting the school are required to do?</i> SV explained that the teachers are using School Pupil Tracker currently to assess pupils' progress and results. AT is currently testing a different system with reception pupils. <i>BT asked if staff are encouraging parents to attend consultation days, SV confirmed staff try to encourage parents to attend.</i></p>	
<p>12. Report on pupil data protection SV updated governors that this is covered by the policy. In practise pupil records are all held on SIMs – these are all password protected, and only staff who require to access the system can do so. This information is also used to populate to other systems used in the school – School Pupil Tracker and CPOMs and explained how these systems work;</p> <ul style="list-style-type: none"> • CPOMs – all staff have a login, but this does not enable them to access any of the information stored on the system. 2 members of staff have a decoding key that does enable them to logon and see this information (SV and JM), there is a requirement that passwords are reset on a regular basis • School Pupil Tracker – only teachers have access, all teachers are told that passwords and usernames must never be stored together and kept secure. 	
<p>13. Review current status of Academisation and plan forward BT asked if governors had read final report from SV following recent conference. BT suggested governors need to consider what the school wants from becoming an academy, what the</p>	

<p>benefits may be, and what the schools priorities are currently. BM suggested a staff survey to identify staffs views and concerns about becoming an academy and the results could be used by governors when contacting and talking with other schools who may be considering academy status or may already have it. BM and SV agreed that the school needs to be proactive in considering becoming an academy but to be mindful that there are other large projects which are currently a priority for the school. Agreement by all governors to begin a fact finding exercise. BT, BM, AT and SV to meet and begin to compile some questions for a staff survey before next meeting to then be agreed at that meeting before circulating to staff.</p> <p>SV and JB to meet and establish local schools to contact and arrange an informal meeting with these schools.</p> <p>Governors agreed this needs to be a regular item on the agenda for each meeting.</p>	<p>BT/BM/AT/SV</p> <p>SV/JB</p>
<p>14. Agree Policy and Governor links for future meetings, policy procedure for meetings agreed</p> <p>Governors agreed for policies to be reviewed at next meeting to be sent out by NM after this meeting to allow time for Governors to review and report before next meeting. SV and NM to meet as detailed in agenda item 7.</p> <p>SV to contact AM (previous clerk) to ask for any information she may still hold from her role.</p>	<p>NM</p> <p>SV</p>
<p>Next Meeting Date 15th November 2016</p>	

The meeting closed at 703pm