

**NEWTON POPPLEFORD PRIMARY SCHOOL GOVERNING BOARD  
TEACHING AND LEARNING COMMITTEE MEETING**  
held at Newton Poppleford Primary School Tuesday 16<sup>th</sup> January 2018 at 5.30pm

**Present:**        **Bob Tubbs (Chair)**                      **John Ridgley**                      **Julia Bramble**  
                         **Stuart Vaughan**

**In attendance:** Natalie Mann (Clerk)

**Quorum: Quorate**

Meeting commenced at 15:37pm

Ref	Agenda Item	Action to be taken
1	<b>Apologies for absence</b> – Governors sanctioned apologies from Ben McGowan.	
2	<b>Notice</b> – Received	
3	<b>Declaration of business interests relating to the agenda</b> – none	
4	<b>Minutes of last meeting on 14<sup>th</sup> November 2017</b> – The minutes were agreed as a true and accurate record of the previous meeting and signed by BT.	
5	<b>Matters arising from the meeting on 14<sup>th</sup> November 2017</b> – BT has passed on details to Mrs McFadden regarding STEM events. JB has sent policy regarding use of pictures to SV to review and report back at next committee meeting. SLT have agreed only 1 <sup>st</sup> names will be used in exceptional circumstances and that the parents of these children will be asked for permission first. JB reported the NSPCC recommended that pictures are stored securely; SV advised pictures taken in school are currently stored securely and information how pictures are stored will be added to the final policy.	SV
6	<b>Analysis Pupil performance data</b> – 3 exclusions of less than 5 days have taken place over the autumn term concerning one child, 1 pupil on a part-time table. Attendance is at 96.4%. SV is continuing to monitor attendance for persistence absence.	
7	<b>Review New SDP</b> – SV circulated an overview of the SDP 2018 including more detailed areas to governors at the meeting. SV talked governors through the SDP areas of developments and objectives. Following the Staff and Governors meeting in the autumn term, actions concerning the parental engagement objectives of the SDP have been started: the newsletter has been rebranded and 1 <sup>st</sup> issue sent out this week, school communications are taking place on a Friday to allow for more urgent messages to be sent during the week, a closed facebook page is currently being worked on. <i>JB asked are we using half the sports funding towards the cost of our sports HLTA? At present a 3<sup>rd</sup> is funding our sports HLTA, and the remaining will be funding a sports company to come in and support the children in school with the PE curriculum and clubs and the remaining will be allocated to purchasing new PE equipment and staff training.</i> SEN area of development has actions that have also begun: both SENCO members of staff are completing the SEN qualification, and the SEN audit document is currently being completed. SENCOs are keen to raise the profile of SENCO within the staff at school and will establish ideas and methods of doing this.	

	SV will circulate further documents once complete.	SV
8	<p><b>Review school session times –</b> SV has circulated school session times to governors prior to meeting, current sessions times have a different structure at present due to the new school build and lack of playground space. Session times will need to be reviewed nearer to the autumn term to consider the new access arrangements to the new school building this will need to include pre-school session times.</p>	Committee to review Summer term
9	<p><b>Safeguarding –</b> Operation Encompass training has been circulated to all staff.</p> <p>Mike Brown who is currently working on the gate to support children across to the dining hall at lunch times has now received his DBS clearance.</p> <p>SV updated governors on the progress with Elliots and their mobile phone use policy prior to meeting. Elliots do have a clear policy mobile phone policy that they can only use their phone for an emergency and in a certain area in the site and have regular site meetings where this is reinforced to staff. SV will continue to monitor this through regular contact with Elliots.</p> <p>Annual safeguarding audit has been completed and Single Central Record has been checked by safeguarding governor, Maria Pinney.</p> <p>Following safeguarding audit these actions have been set: Simon Finch as deputy safeguarding governor to attend level 2 safeguarding training SV to carry out safeguarding session with all new governors Links to EXPLICIT to be added to the school website Consider safer recruitment training for governors , NM to check with GEL for online courses</p>	<p>SV</p> <p>SF SV</p> <p>NM</p>
10	<p><b>GDPR –</b> SV reported to governors the key areas that will need to be look at in terms of GDPR;</p> <ul style="list-style-type: none"> <li>• What documents governors have access to and whether these contain any personal data</li> <li>• How governors get access to these documents</li> <li>• Whether information is sent to personal email addresses</li> <li>• Whether governors take information off the school site</li> </ul> <p>And as a school the main areas that will need to be worked on in terms of GDPR are:</p> <ul style="list-style-type: none"> <li>• Telling staff about the change to the law – this process has started</li> <li>• Appoint a DPO (Data Protection Officer) – it is clear, this could not be SV or Vicki Slattery due to conflict of interest, it is also clear whoever is asked to do this role will need to access training and have this updated regularly (annually or bi-annually?)</li> <li>• Carryout an information audit, some examples of these are beginning to appear – Derbyshire County Council have produced one which looks useable</li> <li>• Identify our lawful basis for processing data – this is most likely to be public task</li> <li>• Produce new privacy notices – Devon has started work on this</li> <li>• Review our data processing procedures – including rights of the individual, responding to subject access requests, managing consent, checking processes to adequately protect children’s data</li> <li>• Review Data protection policy</li> <li>• Review our contracts with suppliers, who we share data with and carry out due diligence</li> </ul>	

	<ul style="list-style-type: none"> <li>• Conduct a self-assessment</li> </ul> <p>SV is currently using the KEY website to continue to collect information on GDPR.</p>	
11	<p><b>Governors training update and feedback –</b>  Ben McGowan is attending SEN training in February  NM to book SF on Level 2 safeguarding course  GDPR awareness to be delivered to governors</p>	NM SV
	<p><b>Policies for Review:</b>  Equality – Reviewed by BT and reported the information relating to staff needs to be updated. Section 5 has no details, SV will check this section. <i>BT asked do comparisons take place between August and September born children in attainment and progress? SV advised yes it is reviewed.</i></p> <p>Positive Behaviour Management – JR has reviewed and asked for clarification on certain areas of the policy. <i>JR reflected that the policy was very long and is it required to have sanctions in the policy or should these be a separate document? SV advised that changes have been made during the last week to this policy with regards to the procedure in managing behaviour. SV will circulate to governors. JB asked are we seeing an increase in poor behaviour? There has been an increase with some children and following a review of the procedure in managing behaviour we hope that this new approach will help to encourage better behaviour. Governors agreed to rename the policy Behaviour Management Policy. JB asked as teachers / staff /adults around the school are role models for the children, should we have an area of the policy that we expect staff to abide by? JR suggested staff to identify different methods to help capture the class or individual children when poor behaviour is observed, and offer training if the staff would like this, SV will raise at the next SLT meeting.</i></p> <p>Sex and Relationships – Following review from Joseph Durning, previous governor, governors have agreed to ratify policy in its current form and review again when the changes to the curriculum start in 2019.</p> <p>Collective Worship – SV has reviewed and circulated to governors to include British values etc.</p> <p><b>AGREED:</b> Governors agreed above policies to be ratified following review and once amendments have taken place.</p> <p>Assessment – to carry forward to next meeting in BM absence.  Teaching and Learning – BT to review before next meeting  Anti-Bullying – SLT will review and report back to committee.</p>	SV  SV  SV
	<p><b>Policies due for review at next meeting:</b>  Homework (3 yearly)  SEND  Assessment  Teaching and Learning</p>	JB BM BM BT

The meeting closed at 18:43pm