

**NEWTON POPPLEFORD PRIMARY SCHOOL GOVERNING BOARD
TEACHING AND LEARNING COMMITTEE MEETING**
held at Newton Poppleford Primary School on 28th February 2017
at 5.30pm

Present: **Bob Tubbs** **John Ridgley** **Stuart Vaughan**
 Amanda Thomas **Ben McGowan**

In attendance: Natalie Mann (Clerk)

Ref	Agenda Item	Action to be taken
1	Apologies for absence – Julia Bramble	
2	Notice - Received	
3	Declaration of business interests relating to the agenda - None	
4	Minutes of last meeting on 17th January 2017 - The minutes were agreed and signed as a true and accurate record of the previous meeting.	
5	Matters arising from the meeting on 17th January 2017 – SV has completed the majority of the information required for the website and will continue to work with Allan to ensure the remaining tasks are completed. SV and JB to meet to finalise details for the Teaching and Learning Terms of Reference. BM will meet with Debbie Tollerfield at the Governors Awareness Day n 16 th March. NM has completed all the policy amendments and uploaded the updated policies to the governor eSchools area.	AG/SV SV/JB BM
6	Review and recommend SDP – Governors received the final SDP from SV prior to meeting. There are new staff that have joined the school and are currently working alongside existing staff members and have been booked on relevant / mandatory training. BM asked is the SDP done as staff group discussion? SV advised the SDP is developed by SLT and then discussed with staff before finalising. BT asked about what the focus for needs group assess throughout the year? SLT will monitor progress and attainment through book scrutiny and have conversions directly with the children once a term. Phonics to be transferred in to the teaching and learning for Year 3 pupils that required ongoing support once they move through from Year 2. BM asked what are the time scales for monitoring the targets in the SDP? SV advised they are monitored by various staff and will be a standing agenda item for the Teaching and Learning Committee to review. BT asked if there is a reason why particularly boys books will be purchased? SV advised that it following an audit of the library books it has become apparent is a low percentage of books appealing to boys and this action is aimed to help towards attainment in Year 6 boys. BT asked how do teachers feel about assessment? Teachers are expected to complete this as part of their job. BM asked is the software meeting the needs of the staff? SV advised that currently teachers are working with School Pupil Tracker and AT is currently trialling Tapestry for EYFS. BM asked will we be letting parents back in to the school pupil tracker? SV is hopeful that we will be able to, however there would need to be parent talks before around how this looks to ensure parents have a full understanding of what the data reflects, however SV would like the school to work with SPT for the remaining of the year to analysis the data before the roll out to parents. BM asked does SPT highlight any anomalies? Yes it does and has been reactive in report these anomalies. BT asked are we just investigating the inclusion of the preschool into the school class structure? Yes this will be looked at further as the school build progresses and investigate the positives and negatives around this change. BT asked if the outdoor learning environment will be funded outside the school build? SV advised this is due to be funded by the PTFA, and the resources committee has suggested to approach Elliots to see if they would take this part of the	

	build once planning has been passed.	
7	<p>School Build Update – SV advised governors that the Parish Council met on Monday and are now supporting the amended plans, Elliots visited last week and would be looking at starting in the summer holidays and use this time to set the site up. BT asked when are we going to pass information on to parents? Once planning has been agreed, this will be when parent communication will need to take place.</p>	
8	<p>Academisation update – Some small links are within the SDP in relation to academisation. Lymptone primary have contacted us to ask for financial advice following a recommendation within DCC.</p>	
9	<p>Questions from Governors on curriculum team minutes - No meetings have taken place, they are due to next week.</p>	
10	<p>Community and Parent Links – BT has read the e-book forwarded from BM. SV suggested governors should acknowledge the current high level of engagement we have with parents currently. Teachers have tried different ideas and opportunities for parents to come in and see the work in which the children complete, however the current issue is around the space available and keeping the children safe. Previously there has been an open time for parents on a Saturday morning but this had not been well attended. BM noted we do a lot, can we look at a more formal way for this to be promoted, a letter to parents to inform them on the current engagement we have in place and offer the parents an opportunity to give their ideas on any other forms of parent engagement they may wish us to consider. These responses could be reviewed and a plan developed to move forward. BT has received comment that after reception they lose the connection with the classroom and are unaware they can ask to come in to see their child's classroom. SV advised this has previously taken place where parents can come in at the end of school day to visit the classroom and see the teacher. AT suggested trying another end of school session in the summer term. BT suggested allocating an allotted time after school, Governors discussed the options and agreed for SV and AT to discuss at next staff meeting and report back to governors. BM suggested children being able to film and narrate their projects and post this for parents to view via eSchools, Parents have commented that they would like to know when new pictures are on the website, SV to talk with Allan a method in which this can be communicated. AT suggested looking at a parent cafe and having a focus & structure for the parent cafe and if they have a future with parental engagement.</p> <p>JR left the meeting at 6:32pm</p> <p>Effect parental engagement course coming up on 27th March and BM to check if he is available to attend.</p>	<p>SV/AT</p> <p>SV</p> <p>BM</p>
11	<p>Link governors visits and training – Governors awareness day on March 16th.</p>	
12	<p>Policies for review: Healthy Eating - BT asked can we demonstrated to anyone coming in that what is said in the policy is applied? Sv advised the best way to do this is to talk to the children. BT asked Is there a possibility of fruit being offered at breakfast club? Breakfast club could trial it to see if there is the uptake to justify it. Assessment – All governors reviewed AGREED: SV proposed above policies and BM seconded, All governors voted in agreement.</p> <p>Intimate care – to carry forward to the next meeting, BM to forward comments to NM</p>	

13	Policies due for review at next meeting: Curriculum complaints Flexible school protocol Intimate Care Outdoor Education and visits policy	BT JB BM BM
	Date of Next Meeting: Tuesday 2nd May	

The meeting closed at 6.46pm

DRAFT until signed