

**NEWTON POPPLEFORD PRIMARY SCHOOL GOVERNING BOARD
TEACHING AND LEARNING COMMITTEE MEETING**
held at Newton Poppleford Primary School on 17th January 2017
5.30pm

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

In attendance: Natalie Mann (Clerk)

Ref	Agenda Item	Action to be taken
1	Apologies for absence – Julia Bramble, Amanda Thomas	
2	Notice – Agenda and documents received 6 days before meeting.	
3	Declaration of business interests relating to the agenda – None	
4	Minutes of last meeting on 15th November 2016 – The minutes were signed as a true and accurate record.	
5	<p>Matters arising from the meeting on 15th November 2016 –</p> <p>JB and SV have not met to discuss additional details to be added to teaching and learning terms of reference. Stuart and Julia will meet before next T&L meeting on 21st February 2017.</p> <p>BT met with Allan Ginman, further information is required on the website and SV to collate this information and forward to AG.</p> <p>No members of staff have yet put themselves forward for the staff governor vacancy.</p>	<p>JB/SV</p> <p>SV</p>
6	<p>Evaluate progress in line with the SDP 2016/17 –</p> <p>School development plan runs from January to December, SV is currently working on the SDP and highlighted to governors the main content that will be included. For Attainment and Progress there will be a focus on SPAG and continuing to maintain and improve results that were achieved in the previous year. A member of staff to take the role of SENCO within the school as this role is currently being filled by SV. Due to new legislation SENCO co-ordinator now requires a qualification. <i>BT asked does this need to be in place before they start the role?</i> SV advised not but there is the expectation that the member of staff who takes on the role begins the qualification once they are in post. A potential member of staff has been identified and the hope is that this individual will be able to take on the role from September 2017. <i>BM asked will the role of SENCO impact on the member of staff current role?</i> SV stated it will have some impact and effective time management will be important. The member of staff will have an additional pay allowance for the SENCO role.</p> <p>An element of the SDP will relate to the preschool, the new school build and development of the Senior Leadership Team. <i>BM asked SV if he will have support to write the SDP?</i> Yes the subject leads will be involved in the development of the SDP. Once the SDP is complete SV will circulate to governors for the next committee meeting.</p> <p><i>JR asked if staff are up to date with prevent training?</i> JM and SV attended prevent training last term and they delivered a staff training session to staff.</p> <p>SV advised governors that Gary Gates will be visiting the school to deliver internet safety training to staff.</p>	<p>SV</p>

7	<p>Review school session times – SV and Governors discussed current school session times and agree for them to remain as they are and to review again once the school build commences as lunchtimes and pick up times may need to be altered accordingly.</p>	
8	<p>Questions from Governors on Curriculum Team minutes – No curriculum meetings have taken place since previous meeting, some curriculum meetings are due to take place next week.</p>	
9	<p>Link Governor Updates – <i>BT as community parent link governor asked if there are any governors who would like to consider ideas to how the link with parents can be increased including encouraging an increase in parent engagement?</i> BM suggested the governing body linking with parents regularly to update parents on actions being discussed at meetings. JR suggested when the new build begins this could be an opportunity for the governors to consult parents. Once a start date has been agreed, a parent meeting could be set up. BT raised a concern that parents of the new reception class have not attended any of the PTFA meetings or events. SV clarified that this is not unusual and that some parents in this year group may not wish to engage. As their children move through the years, some parents tend to become more involved with the events and PTFA meetings. BM has sent on an EBook to BT relating to parental engagement and this may be useful. Governors acknowledge that some communication between parents is via facebook. Questions were raised if this is a suitable form of communication. BM asked if eSchools had an additional feature for an anonymous forum that parents can use. BT is managing the PTFA facebook and has had 2 requests from individuals without children at the school over the past few months. BT will continue to contact requests to ensure they have children within the school. BM as SEN governors will meet with Debbie Tollerfield this term and bring back information at the next committee meeting.</p>	<p>BT BM/DT</p>
10	<p>Academisation update – This has been discussed a previous HT performance management, currently this year will be to concentrate on having informal discussions around academisation and federations. <i>BT asked when a staff survey is likely to take place?</i> Questions to be asked are being considered and for the staff survey to be completed by July 2017.</p>	
11	<p>Policies for review: Attendance - BM has reviewed attendance policy and reported back to governors that it is satisfactory, <i>BM asked if the attendance policy is sent to parents?</i> This is part of the welcome pack for new starter and when AT meets with new reception parents this is discussed. <i>BM asked if there is currently a process for persistent lateness?</i> SV advised that parents receive a letter when children are persistently late for school in the morning and a letter will be sent out to all parents to advise them that if they are late for pick up regularly their children will be transferred into twilight and they will be charged. Governors approved this should be sent out. Equality - BM has reviewed and referred to SDP year reference needs to be amended, NM to complete. Positive Behaviour - <i>BM has reviewed this policy and asked if staff and children are refreshed regularly about the policy and the protocols?</i> SV advised this is done annual or more often if required with staff and the school council who report back to classes. SEN – BM reviewed this policy, reference to certain names needs to be amended, NM to complete. Child Protection – This policy has now been replaced with the joint whole school safeguarding and child protection model policy from DCC, policy to be removed from the</p>	<p>NM NM</p>

	<p>policy cycle and eSchools.</p> <p>Teaching and Learning & Early Years Teaching and Learning – JR has reviewed policies and noted that they have recently been reviewed by staff to a satisfactory standard.</p> <p>Volunteers in School – BT reviewed this policy, minor changes to the link policies names referenced within this policy along with CRB being updated with DBS, NM to complete. BT raised it may be helpful to have guidelines for volunteers in school about what they can and cannot do, this could be on the website for volunteers to be directed to.</p> <p>AGREED: Governors agreed for the above policies to be approved with amended changes.</p> <p>Following policies from this meeting to be moved forward to next committee for review: Assessment Flexible School Protocol</p>	<p>NM</p>
<p>12</p>	<p>Policies due for review at next meeting: Healthy Eating Intimate care Assessment Flexible school protocol</p>	<p>BT BM SV JB</p>

The meeting closed at 6.48pm