

**NEWTON POPPLEFORD PRIMARY SCHOOL GOVERNING BOARD  
TEACHING AND LEARNING COMMITTEE MEETING**  
held at Newton Poppleford Primary School Tuesday 1<sup>st</sup> May 2018 at 5.30pm

**Present:**        **Bob Tubbs (chair)**                      **Julia Bramble**                      **Stuart Vaughan**

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

**Quorum:** Quorate

Ref	Agenda Item	Action to be taken
1	<b>Apologies for absence</b> – Governors sanctioned apologies from Ben McGowan and John Ridgley.	
2	<b>Notice</b> – Received	
3	<b>Declaration of business interests relating to the agenda</b> – None	
4	<b>Minutes of last meeting on 27<sup>th</sup> February 2018</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 27<sup>th</sup> February 2018</b> – Safeguarding and GDPR awareness for SV to follow up and add to next FGB meeting. Parent sessions are being organised for No Nonsense Spelling. To finalise a date for meeting to update parents with communication on the progress of the new school build. This to be considered for after May half-term to allow time to gather information to report back to parents. Some classes have already had open afternoons for parents to come in and view their child’s work, this follows on from the successful year 1 afternoon last term.	
6	<b>Discuss analysis of GAPS test</b> - Governors viewed GAPS analysis information prior to meeting and reported that progress has improved greatly from previous assessments. SLT are continuing to discuss strategies to improve these results. All year groups are working towards the national average, and this includes pupil premium children. This data justifies the teaching and learning we completing with the children is having a positive impact. The assessments children are taking are in line with the government standards. Further data will be circulated in the summer term to monitor progress and offset again this data.	
7	<b>Evaluate progress in line with the SDP</b> – <b>Sports provision;</b> SLT are meeting to discuss plans for next term and keen to focus on a HLTA to support our sports provision or continue to use the existing external sports provision we are using. Advertising for this position will be considered over the next week for a potential sports coordinator for 4 days a week. <b>SEN;</b> all documentation is up to date and both SEN co-ordinators are working on their qualification; this should be completed by the end of the summer term. SV is working with both co-ordinators on data. BM as SEN governor has met with both co-ordinators today and will be meeting with SV following this. <b>Parental engagement;</b> Changes have be made to the newsletter and a parent meeting has taken place, most communications are now being sent out on Fridays. Progress on the schools facebook group has slowed; SV will consider contacting PTFA to ask if they are willing to consider supporting this. New pages for the website are being created at	

	<p>present to allow more information to be available for parents.</p> <p><b>School build;</b> the build is currently ahead of schedule and due to this the site office will need to be relocated from the field to the main playground, therefore after half-term there will be more limited space on the playground. SV has had a tour of the new build and reports he is overall impressed. Currently discussions are being had with regards to the kitchen, as the layout of the space may not be practical for the running of a production kitchen, solutions are being looked into. SV has raised questions on the location of some of the windows within the rooms, and waiting for responses to the queries. Additional tarmac area has been given the go ahead. Costs have been received in regards to the additional access controls we would require.</p>	
<b>8</b>	<p><b>Admissions September 2018 –</b></p> <p>At present 30 admissions have been allocated for September receptions class; however this may be 29, as a particular child has been recommended to be deferred for a year following external agencies advice. This has not yet been confirmed. Currently 191 on roll and potentially 197 from September 2018. An application will be considered for the growth fund if the numbers are over 191 from September 2018.</p> <p>If we received the admissions we are expecting, from September there will be only 6 spaces in year 1, 2 in year 2 and 3 in year 5 before we meet PAN in every class.</p>	
<b>9</b>	<p><b>GDPR –</b></p> <p>Vicki Slattery and SV are continuing to work on GDPR, VS went to training run by Exeter Consortium where she received further information on employing a Data Protection Officer, and if the current bill is approved by parliament we will not meet the criteria for a DPO and have a privacy team instead. As a school we have brought in to the Exeter Consortium GDPR service which has documents are available for us to use, these include; privacy notices, policies etc.</p> <p>Staff will be receiving training on 25<sup>th</sup> May (inset day). Encryption software has been sourced for staff that may wish to continue using memory sticks. Videos have been sourced to help educate staff and pupils. Reassurances have been sourced from providers to ensure they are GDPR compliant. Data audit has also been completed. There will be an archive cupboard located in the new school build. GDPR will be a standing agenda on staff and SLT meetings.</p>	
<b>10</b>	<p><b>Safeguarding –</b></p> <p>SV is aware the gate worker has handed in his notice, and will be ensuring the replacement gateman will have DBS check completed.</p>	
<b>11</b>	<p><b>Community and Parent Links –</b></p> <p>Year 5 and 3 have given opportunities for parents come in and view their work. Other classes will identify times when they can do this too. Meeting for parents to be organised for No Non-sense Spelling, and school build. Reading with the elderly in the community is continuing.</p>	
<b>12</b>	<p><b>Review schools compliance with the Equality Act –</b></p> <p>SV reported that the school is currently complying with this act, once the new school build is in place this will offer further facilities for disabled children and adults. Policy is in place and followed by staff and pupils. BT suggested ensuring that all the external support and providers are also meeting the equality act and ensuring these experiences are more diverse. Governors suggested making links with a school in London to consider the diversity of the pupils and culture in a different location in the UK.</p>	
<b>13</b>	<p><b>Governors training update and feedback –</b></p> <p>BT has taken part in GDPR at work and the principles he learnt can be applied to the</p>	

	governors role. BT reported from this the importance of the paper relating to under 16s was a priority message, and how this can be monitored, stored and shared appropriately. Key is to consider what actions we have put in place to monitor and reduce the risk of a GDPR breach. JB has also completed GDPR training.	
<b>14</b>	<p><b>Policies for review:</b></p> <p>Healthy Eating – Reviewed by JB. <i>JB asked do children generally enter within average of national expectations? SV advised across the school yes at present this statement is accurate. JB asked is there any consideration to going back to previous run nice manners lunches? SV suggested with the new school build we hope to have community lunches. JB asked should we be considering a whole school policy regarding water bottles? SV said the current structure is different between each class, the key is that all children have access to water throughout the day. SV will follow up that all staff are ensuring all children have access throughout the day and that there is a plan in place if the water fountain is out of order. JB asked how do the cake and sweet stalls that are run by the PTFA at fetes etc fall in line with this policy? SV advised this conversation has been had previously and with relation the frequency of these events it is considered outside the policy and part of offering and a range of variety into balanced diet. BT asked has there been enforcement for healthy eating with packed lunches for the pre-school now that it is part of the school? SV will discuss the process pre-school are using and ensure they have taken the policy on board.</i></p> <p>Intimate Care – BM reviewed and sent questions through to committee prior to meeting, SV responded that all staff undertaking intimate care have been asked, SV will document consent for future reference. Staff have all received appropriate training and records are held.</p> <p>Teaching and Learning / EYFS – BT has reviewed this along with the EYFS policy. Teaching and Learning policy has been archived previously. <i>BT asked have all the staff read the EYFS policy? SV advised yes. BT asked is there a key person for Reception? SV advised there is not and will ask Amanda Thomas to consider changing the policy to reflect this.</i></p> <p>Support for the move into the new build has been discussed and plans have been developed. With regards to the early years goals, information to be added to the policy to be clear this does not take age in to account.</p> <p><b>AGREED:</b> BT proposed, JB seconded the above policies to be ratified with the agreed changes.</p> <p>Behaviour Policy – SV to report back at next committee Homework policy – to be reviewed by staff and reported at next meeting.</p>	SV  SV
<b>15</b>	<p><b>Policies due for review at next meeting:</b></p> <p>Religious Education Behaviour Policy Homework Policy</p>	BT SV SV/STAFF

The meeting closed at 6:37pm