

**NEWTON POPPLEFORD PRIMARY SCHOOL GOVERNING BOARD  
TEACHING AND LEARNING COMMITTEE MEETING**  
held at Newton Poppleford Primary School on Tuesday 10<sup>th</sup> October at 5.30pm

**Present:**      **Bob Tubbs (Chair)**  
                     **John Ridgley**

**Julia Bramble**  
**Joseph Durning**

**Stuart Vaughan**

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

**Quorum:** Quorate

Ref	Agenda Item	Action to be taken
1	<b>Apologies for absence</b> – Apologises sanctioned for 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 27<sup>th</sup> June 2017</b> – The minutes were agreed and signed by BT as a true and accurate record of the previous meeting.	
5	<p><b>Matters arising from the meeting on 27<sup>th</sup> June 2017</b> –</p> <p><i>BT asked is the parent cafe still going to go ahead? SV has attended a recent meeting with the contractors Elliots and has enough information to set a new date for a parent consultation on the school build.</i></p> <p>BM will report back at next meeting about the school prospectus, a full review will be required once the school build is complete.</p> <p>BT has been trying to set up various science stem events, the school now has first priority in the summer term these events. BT to forward the list of activities for the summer term to SV to discuss at the next curriculum team meeting. Microscopes will also be available summer term, <i>BT asked will the microscopes fit with the curriculum at this stage? SV advised we can ensure they are linked in to the curriculum.</i></p> <p><i>BT asked should governors be present at parents evening on Tuesday to help bring awareness of who the governors are and be available to ask any questions parents may have? SV asked any governors who are available to come along and SV will advise parents governors will be on site during parents evening.</i></p> <p>A date to be arranged for parents governors meeting for this term. SV will communicate with governors to set an appropriate date.</p>	<p>BM</p> <p>BT</p>
6	<p><b>Review school reporting systems</b> -</p> <p>SIMS is the schools main management information system, school pupil tracker is used monitoring and recording progress and attainment. <i>BT asked when will parents have access to this?</i> hopefully this will be rolled out to parents over this school year.</p> <p>eSchools is used for parent communication and we will be using this system to book parents evening, following a recent successful trial with SEN parents meetings.</p> <p>Tapestry was used last year with EYFS and was unsuccessful, Amanda Thomas will continue to use her current paper based system, until another system is identified. JD offered some support to help look into the different systems available if required.</p>	
7	<p><b>Safeguarding</b> –</p> <p>SV has had confirmation that all of Elliots employees are DBS checked and this will be confirmed in writing. Sub-contractors are not all DBS checked, but Elliots will ensure they are always accompanied by a DBS checked individual when required to be on the school</p>	

	<p>premises. The current gate warden is undergoing a DBS check. <i>JB asked do we have any assurances that Elliots will not use their mobile phones when on site?</i> SV will check Elliot's policy around mobile phone use and report back.</p> <p>Following a recent parent concern over a tweet from an external club provider, containing picture of children holding their certificates, this tweet has now been removed. JB asked how does it benefit us to publish a picture of a child with a name on and what risk can this pose to this child. Governors reflected that pictures with names allows the opportunity for the child to be linked the school and the local area and increases the risk of being approached by an individual who may have seen the picture. JB researched guidelines from the NSPCC and NUT who recommend schools not use names alongside pictures, or use a name and no picture. Under the new data protection legislation (GDPR) there are many different rules around what we do with photos and should we be considering now what we will be required to comply with in the near future when making a final decision and how this will be reflected in a policy. <i>JR asked has this been discussed in the local learning community?</i> SV advised he wasn't aware it has and felt it could be. SV is not averse to developing a policy around this where a child cannot be directly identified, however there may be occasions where parental permission would be required for exceptional circumstances where there is a reason for names to be included. Governors agreed for JB to research and develop a policy bespoke to the school to report back to governors at next committee meeting.</p> <p><i>BT asked how the PTFA can monitor the individuals that wish to join the PTFA facebook page? Is there a method in which the PTFA can check with the school the requests before they are accepted?</i> SV suggested checking with the school office when new requests are made to ensure they are a parent or relative.</p>	<p>SV</p> <p>JB</p>
<p><b>8</b></p>	<p><b>Review Pupil Attendance Targets –</b> EWO has not visited to set the target for this year, last year we set a target is 96% and our end of year attendance was 95.9%. Our current attendance is running at 98% at present.</p>	
<p><b>9</b></p>	<p><b>Community Parent Links –</b> Following a recent concern from a parent to governors about their involvement in their child's assessment of their educational needs, SV reported back to governors the process that takes place within school and at what stages parents are involved in this process. SV reflected on the importance of parents attending parents' evenings and events held in school about their child's learning and development. Parents that have received IEP for their children this term will have received a substantial covering letter that explained more about what the IEP contains and the use of this document. SV highlighted that communication with parents has taken place before these letter where sent out and through the end of year reports. As a school we are trying to establish interventions early to help with future development of these children throughout their school life. SV agreed that the SEN term can phase some parents. It has been discussed by staff about the title of the IEP being changed to support parents with understanding what the document refers to.</p> <p>BT referred to recent study on parent communication circulated to governors prior to meeting, this study reflected on the impact of communicating with parent via text about their child's learning. SV reported that if we increase the amount of texts we send to parents this will have an increase effect on the cost for the future budgeting. Governors discussed how this would impact on the teachers' time and if the current homework diary is serving a similar purpose. Governors discussed the size of the school, alongside the benefit for the school and impact on budget. Suggestion made to encourage parents to find out about what their child will be doing next to help parents prepare for the next</p>	

	<p>learning journey. Consider developing and using a year map to help parents to follow their child's learning journey and a termly poster in the classroom to advise what is being learnt during this each term.</p> <p>Parent cafe to take place during the 3<sup>rd</sup> week back after half term for SV to share with parents the diagrams, time scales and other relevant information relating to the school build. Some governors to identify if they can attend. BT asked is it possible to share some information with parents before so they can generate questions to ask at the parent cafe. SV will collate some information in advance for parents. Due to change in timescales the schools additional week closure may now be required at the beginning of the autumn term 2018.</p> <p>SV showed governors through school build plans within committee meeting. And showed examples on different internal flooring that is being considered. Teachers will be consulted on the colour scheme that can be considered through the new school.</p> <p>SV to discuss with staff a date for governors and staff to meet in relation to the school build.</p>	<p>SV</p> <p>SV</p>
<p><b>10</b></p>	<p><b>Policies due for review:</b></p> <p>Access to the Internet – BM has reviewed and recommended the current policy to be ratified. SV has sent a variety of different policies for BM to review and for governors to consider in the future.</p> <p>Medical Policy – <i>BT reviewed and asked if all staff including temporary and supply receive update each year?</i> SV confirmed they do. SV confirmed the school buys in to the insurances policy with Devon. BT recommended policy to be ratified.</p> <p>Outdoor Education and Visits – reviewed by BM and recommended, SV reviewed the model policy and SOP, these have been personalised to our school before BM completed his review. New policy recommended for ratification at Full Governors.</p> <p>AGREED: JB proposed, JR Seconded and all governors agreed to ratify access to the internet and medical policies, and recommend Outdoor Education and Visit policy to FGB.</p> <p>Sex and Relationships – JD reviewed with SV. A complex policy with many different strands. JD asked how does a governor assess if this policy is effective and how do we review how this is delivered. SV advised the policy can be reviewed through curriculum team meetings and discussions with staff members. New guidance around sex education will be introduced in 2018 from central government and will be statutory by 2019. This will be the first guidance since 2000. <i>BT asked is there a safeguarding overlap with this policy?</i> SV confirmed there is. JD reflected that it is difficult to review this policy as there are no current guidelines to refer to. JD asked if could meet with SV to discuss further on how to review effectiveness and impact of this policy within school. Feedback from staff and parents.</p> <p>Collective worship – Reviewed by JB, currently children can be withdrawn from collective worship via a letter from parents, maybe our policy needs to reflect more detail about what is discussed during collective worship. The policy does reflects the British Values for schools. SV to review the policy further and report back to committee. <i>JB asked do we do any meditation?</i> SV confirmed this is done at the end of collective worship to allow children time to reflect. Collective worship is sometimes part of the whole school assemblies, as a key stage group or within class.</p>	<p>FGB</p> <p>JD/SV</p> <p>SV</p>
<p><b>11</b></p>	<p><b>Policies due for review at next meeting:</b></p> <p>Anti-Bullying</p> <p>Attendance</p>	<p>JB</p> <p>BT</p>

	Behaviour and Discipline	JR
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The meeting closed at 7.35pm