

# NEWTON POPPLEFORD PRIMARY SCHOOL GOVERNING BOARD TEACHING AND LEARNING COMMITTEE MEETING

held at Newton Popleford Primary School  
15<sup>th</sup> November 2016 5.30pm

**Present:**

Julia Bramble

Amanda Thomas

Stuart Vaughan

Bob Tubbs (Chair)

John Ridgley

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

Ref	Agenda Item	Action to be taken
1	<b>Apologies for absence</b> – Ben McGowan	
	<b>Notice</b> – Received	
2	<b>Declaration of business interests relating to the agenda</b> – None	
3	<b>Minutes of last meeting on 11<sup>th</sup> October 2016</b> – minutes were agreed to a true and accurate record of previous meeting and were signed by the chair BT	
4	<p><b>Matters arising from the meeting on 11<sup>th</sup> October 2016 -</b> BT volunteered as Community and Parent link lead governor, discussion took place around how Academisation would fit in to current terms of reference, JB volunteer to move from Curriculum and become lead governor for Academisation. JB and SV to meet and add detail to terms of reference and bring back to next meeting. BT has proposed a meeting with AG this Thursday to discuss website. SV reported he has had one informal meeting with one school with reference to academisation. SV also reported he had met with director of SKIT about future of working alongside them for training and coaching including working with other schools. JF is no longer lead for humanities and JS lead for science and ICT along with BT. SV has received no nominations for staff governors at present; this vacancy is still to be filled. Governors suggested approaching staff again in the new year and invite staff to visit a governors meeting. SV advised resources committee has approved for more chrome books to be purchased.</p>	JB /SV
5	<p><b>Questions from Governors on Curriculum Team minutes –</b> JR confirmed he is no longer lead for Humanities and is lead governor for Science and ICT alongside BT. JB has suggested that governors who have a lead, to report back at each meeting and this to be a standing agenda item. This should encourage governors to be more proactive. Governors agreed. BT has attended a science meeting and following this free resources have been identified through Royal Microscopical Society that the school could use, BT made a recommendation for school to consider these. <i>AT asked how far in advance would you know when this is available?</i> BT explained there is a waiting list but current opportunities for 2018.</p>	
6	<b>Monitor Attendance</b> - attendance currently at 96.3%, 0.5% of nonattendance is unauthorised absences	
7	<p><b>Review School Performance Data – SATs results -</b> SV briefly advised governors of the performance data received from RAISE online.</p>	

	<p>National standards are being met in some areas and other areas fall below national standards. SV flagged to governors the reasons for data results. Reading writing and maths currently fit with national standards. KS1 are now measuring progress from EYRS and this is reflected above national standards in all areas however this data is from 2 years previous. There is a clear difference between the different cohorts and governors and the school are aware of how this is reflected in the data. <i>BT asked if there is one child in the cohort achieving below national standards could affect other children within the same cohort?</i> SV advised that the figures are affected by on average one individual child rather than the whole cohort not achieving national standards. JB reflected that the school are trying to improve the hands on approach with the more disruptive children. AT stated that it is hard to compare data from Y1 and Y6, as over that period of time, the children are likely to be different, children will have left the school and new children will have joined.</p>	
<p><b>8</b></p>	<p><b>Review current status of Academisation and plan forward –</b>  The current priority is to look at staff data and developing a list of schools to contact to gather information and fact find. Pursuing links with other schools and gathering information on federations and schools that may be considering this too. SV suggested that governors will need to consider carrying out some exploratory work on Academy Trusts. Also need to complete a staff survey to capture their views. <i>JR asked is there a set maximum distance within which schools can join?</i> SV advised due to Devon being a larger county it is more flexible than other counties.</p>	
<p><b>9</b></p>	<p><b>Review of Policies -</b>  Access to the Internet Policy – BT has reviewed this policy, BT raised concerns as they are asking parents for children to use the internet at home, should school be providing parents with advice on their child using internet at home. JB also asked should we be provided advice for parents that are unable to access the internet themselves too. BT suggested parents should be encouraged to feedback any information. SV reported this is currently happening within school through home communication books, and understands this is working well. JB had feedback from a parent that spellings could be looked at through an app on iPad and maybe this feedback could be passed back to other parents. SV suggest for teachers to signpost parents to website at the start of school year. JB and BT agreed the website is a good resource and that should be something to consider moving forward. <i>JB asked does this need to be added to the parent school agreement?</i> AT to find out if there is a leaflet that can be included in the starter pack for reception pupils. SV to write addition for the school agreement and forward to NM to add to policy.  Anti-Bullying Policy - JR has reviewed this policy and recommends some wording changes. Governors have agreed to changes and NM to update policy, JR raised there was no reference in the policy for complaints in relation to staff members.  Marking Policy - JR has reviewed this policy, policy is used within the school and is being followed and working well.  Sex and Relationships Education Policy - JB has reviewed this policy. Slight amendments suggested to wording. <i>JB asked if we need to specify in policy how we communicate education to parents?</i> SV agreed policy should be specify that parents will be communicated with. <i>JB asked if there is any information that can be advised to parents to support them if children have further questions at home?</i> SV will ask school nurse for any links.  <b>AGREED:</b> All governors agreed to the above policies to be ratified with the approved amendments.  Assessment Policy - JB has reviewed this policy and commented that policy should now</p>	<p>AT  SV    NM    BM  BM</p>

	<p>mention the role of the senior leadership team in regards to assessment; JS also recommended that staff should review policy including TAs then for policy to be brought back to committee.</p> <p>Attendance Policy - BM to review policy and report back at next meeting.</p> <p>Equality Policy - BM to review policy and report back at next meeting</p> <p>Positive Behaviour Policy - BM to review policy and report back at next meeting.</p> <p>Special Educational Needs and Disability Policy - BM to review policy and report back at next meeting</p>	<p>Teaching Staff / TAs</p> <p>BM</p> <p>BM</p> <p>BM</p>
<b>10</b>	<p><b>Policies for Review at the next meeting -</b></p> <p>Assessment - SV</p> <p>Attendance - BM</p> <p>Equality - BM</p> <p>Positive Behaviour - BM</p> <p>SEN - BM</p> <p>Child Protection – BT</p> <p>Flexible School Protocol - JB</p> <p>Teaching and Learning - JR</p> <p>Volunteers in School - BT</p> <p>Early year teaching and learning – AT has written this policy to include school and preschool. Policy covers principles and practice for both. AT to forward round to governors for review. This may be required to be reviewed again in the future if baseline is brought in for early years. This policy should be referred to in the assessment policy.</p> <p>Governors raised question about delay schooling policy. SV advised this is set by government. JB asked do we need a response to it? SV reported he felt the school did not need too but needed to aware of the policy to support and guide parents about the options available to them.</p>	
<b>11</b>	<b>Date of next meeting:</b> Tuesday 17 <sup>th</sup> January 2016	

The meeting closed at 7:08pm