

**NEWTON POPPLEFORD PRIMARY SCHOOL GOVERNING BOARD
TEACHING AND LEARNING COMMITTEE MEETING**
held at Newton Poppleford Primary School Tuesday 27th February 2018 at 5.30pm

Present: Julia Bramble (Chair) Ben McGowan Stuart Vaughan

Clerk: Ben McGowan (in Natalie Mann’s absence)

Quorum: Quorate

Meeting commenced at 17:37pm

Ref	Agenda Item	Action to be taken
1	Apologies for absence – Governors sanctioned apologies from Bob Tubbs and Natalie Mann	
2	Notice – Received	
3	Declaration of business interests relating to the agenda – none	
4	Minutes of last meeting on 16th January 2018 – The minutes were agreed as a true and accurate record of the previous meeting and signed by JB.	
5	Matters arising from the meeting on 16th January 2018 – Photography and filming policy. NM to make discussed changed and review to be completed alongside new GDPR regulations. Safeguarding awareness for new governors (SI and new governors) to be scheduled. SV will deliver. GDPR awareness for all governors to be added to a summer term full governors meeting.	NM SV NM
6	Review SDP – GDPR – VS and SV have been progressing and developed an action plan. Literacy – all classes doing the half hour SPAG at the start of the day, phonics interventions continue with KS2, Mrs Turner has done in house training with Mrs Wood which she is using. Harriet Coogan is looking into an online spelling tool resource. SV spoke to Charlotte Hill at Sidbury relation to a similar issue for Sidbury, we are adopting some of the recommendations they offered to include a parent session on no nonsense spelling for parents. Introduced termly tests for GAPS / SPAG for all classes from Y1. Parental Engagement – staff and governors have met to discuss this topic. The weekly online newsletter has been updated accordingly. Currently SV is looking into a new closed facebook page. Informed parents that there is now only a once a week communication via new newsletter. SEN – All documentation is on the website and is up to date. SENCO’s are completing the SEN qualification. SV is working with HC and DT on data analysis and they have both used the audit tool on the key and have been through the action plan with BM (SEND governor). Next term aim is to raise the profile of SEND with all staff at staff meetings. PE – New HLTA employed to co-ordinate PE. Learning community are discussing running inter school events in conjunction with Sidmouth College. School currently using an outside provision for PE. SDP is tracked with SLT and staff in meetings.	
7	Community and Parents Links – JB raised do we need to have another parent meeting around communication about the	

	<p>school build? SV suggested this needs to be in the first half of the summer term. SV to organise a date.</p> <p>JB mentioned the Y1 parent rocket activity and the possibility of doing it with the other years. SV to discuss at a staff meeting.</p>	<p>SV</p> <p>SV</p>
8	<p>Safeguarding –</p> <p>We continue to have regular safeguarding updates at staff meetings. SV confirmed that we have a DBS check for the new gate operator on the building site. SV reported he has made one MASH referral this term.</p>	
9	<p>GDPR –</p> <p>SV has circulated the action plan to T&L committee. 25th May there is a whole staff inset session planned.</p> <p>SV has read that the LA authority should provide a DPO for a maintained school. SV is going to email Dawn Stabb for clarification. If not forthcoming SV will contact other local schools to see if we could share the costs of a DPO across multiple schools.</p>	SV/DS
10	<p>Governors training update and feedback –</p> <p>SEND training completed by BM. BM reported this has ratified the conversations that he have had with HC and DT. The training was useful. BM has a meeting next term with SENCO to discuss some questions that he has come back with. Governors had a wider conversation regarding SEND and the schools provision.</p> <p>GDPR awareness to be delivered to governors.</p>	SV
	<p>Policies for Review:</p> <p>Homework policy – the homework policy appears to be out of date. JB recommended that SV and teaching staff draw up a new policy. It needs to line up with the home school agreement.</p> <p>SEND – BM will check the frequency of the review of action plans with SENCOs – what does regular mean, termly?</p> <p>Assessment – BM had a question about relation to literacy tracking. This is covered as part of the SDP for Literacy.</p> <p>Teaching and Learning carried forward</p> <p>Anti-Bullying – SV reported a couple of minor changes have been made by SLT</p> <p>AGREED – Governors agreed SEND, Assessment and anti-bullying have been ratified. JB proposed and BM seconded. SV agreed.</p>	BT
	<p>Policies due for review at next meeting:</p> <p>Healthy Eating</p> <p>Intimate Care</p> <p>Teaching and Learning</p> <p>Behaviour Policy</p> <p>Homework policy</p> <p>Teaching and Learning</p>	<p>JB</p> <p>BM</p> <p>BT</p> <p>SV</p> <p>SV/Staff</p> <p>BT</p>

The meeting closed at 18.55pm