

NEWTON POPPLEFORD PRIMARY SCHOOL GOVERNING BOARD TEACHING AND LEARNING COMMITTEE MEETING

held at Newton Poppleford Primary School Tuesday 10th November 2020 at 5.30pm Via
Microsoft Teams

Present: Ben McGowan (Chair) Marian Gadian John Ridgley
 Stuart Vaughan Nicola Dowsing

In attendance: Natalie Mann (Clerk)

Quorum: *Quorate*

Ref	Agenda Item	Action to be taken
1	Apologies for absence – Apologies received from Chris Trengove and sanctioned by governors	
2	Notice – Received	
3	Declaration of business interests relating to the agenda – None	
4	Minutes of last meeting on 29th September 2020 – The minutes were agreed to be a true and accurate record of the previous meeting and signed by chair; BM. BM will send signed minutes into school.	
5	Matters arising from the meeting on 29th September 2020 – Chris Trengove will be reporting back to governors on recent training course. BM to circulate equality objectives wording following some recent research. PTFA have purchased books for the library following ND recommendations, these celebrate difference and equality. BM and MG to arrange meeting with regards to SEN hand over. Governors thanks was circulated to all staff and well received.	CT BM BM/MG
6	Monitor Attendance – Currently for this term attendance is at 96.3%, with 3.0% absences and 0.7% unauthorised absences. This is above our target attendance of 96%. The vast majority of the unauthorised attendance is down to one child, who has not attended school since the return in September. Following various meetings between the parent, myself and the EWO the mother has now decided to Electively Home Educate the child. Also following the letter to all parents on Friday about the positive case in school, one family contacted SV to say they would immediately withdraw their 3 children for 14 days - these absences will also go down as unauthorised. <i>MG asked have Devon identified when absences should be authorised or not with regards to COVID?</i> Guidance is national around how absences are recorded in schools with any directly link to COVID. DfE are expecting all children to be in school.	
7	Premium Plan – Plan circulated to governors prior to meeting. There is no data to review as assessments did not take place due to the school closures. ND suggested information around play time could be added in the premium plan. Staff are working on developing play time and more choice in what children are able to do during these times, increasing their options and opportunities to use their creative minds. Resources have been purchased, these are now in school and being used. At present, we would require more sets as we are unable to share equipment across bubbles but we are making the most of what is have	

	available. SV will bring premium plan back to Teaching and Learning meeting in January.	SV
8	<p>Report on Looked After Children –</p> <p>Currently school has 2 looked after children. Regular Personal Education Plan meetings take place with one scheduled for next week. These meetings look at attendance as well, with one child this is currently poor due to treatments they are receiving for health conditions. These treatments are likely to be ongoing for some time. <i>MG asked how does the school ensure this child receives relevant school work during these periods away from school?</i> SV confirmed teachers communicate directly through google classroom and with the hospital school. Donna Habbishaw, Wellbeing coordinator, check in weekly with these 2 children.</p>	
9	<p>Community and Parents Links –</p> <p>Due to current situation teachers have been unable to complete our usual parent consultations. Teachers have written reports for each child, which has gone home to parents. Parents have been offered a telephone consultation should they wish to ask questions on these reports. So far 10 parents have requested these. Teachers have set targets in these reports for literacy and maths, along with summarising how each child has settled back in to school following the closure. <i>BM asked has this helped to engage those harder to reach parents?</i> It has with a few, however some parents we still struggle to gain engagement from.</p> <p>ND reported on the success of Tapestry in preschool and reception. Parents are engaging well and staff are finding it user friendly. It is building key links from teachers to parents during these difficult times where parents are unable to visit school as they normally would.</p> <p>PTFA have still been raising money remotely, they completed a pumpkin trail during half term, set up school lottery and Christmas card fundraiser.</p> <p>We have used the school newsletter to launch adventure island.</p> <p>ND suggested teachers could submit photos on a regular basis to be uploaded to the class pages of the website to show parents what is happening in school. SV reported this has already been discussed, along with ideas for Christmas and producing photo books. Staff are acutely aware that parents are not visiting the school as they would have before.</p> <p>Children took part in ‘Hello Yellow Day’ before half term to raise money for children’s mental health charity, Children in Need will be taking place this Friday.</p> <p>Much of what we have introduced during this COVID time we will review, with some events and changes continuing into future years.</p> <p><i>MG asked do governors usually attend PTFA general meeting?</i> SV advised it is open to anyone. MG agreed to attend on behalf of the governors.</p> <p>Donna Habbishaw has been in touch with the Sidmouth Herald and they plan to run an article on adventure island.</p>	MG
10	<p>SEN –</p> <p>DT is completing the SEN tasks required including annual reviews, with additional EHCPs. One child has been allocated a 2:1 ratio for staff safety, there are various agencies involved.</p> <p>Catch Up Premium of £16,000 has been confirmed, SLT have agreed to not use the national tutoring programme. Catch up premium will be used towards the salary for qualified forest school teacher to focus on literacy and numeracy in the forest school environment with small groups of children. Also, the salary for HLTA to complete small</p>	

	<p>group work across 5 days. This is estimated to cost £18,000. Governors agreed that this is a resourceful way of the using this premium and to support children’s mental health.</p> <p>SV to review with DT how best to set up communication with MG as she moves into her role as SEN governor.</p>	SV
11	<p>Governors training update and feedback – ND has attended new governor training which was useful and gave a solid overview and insight to the school development plan. MG has attended 4 courses recently, NM to circulate MG reports to all governors.</p>	NM
12	<p>Policies for Review: Anti-Bullying – reviewed by JR, no amendments or comments to be brought forward. Attendance – reviewed by MG. Lengthy policy set by Devon. <i>JR asked is there a new policy reference COVID?</i> SV confirmed we do not require one as children are expected to be in school, we continue to therefor follow this policy. Medical – NM to check with Babcock if this policy requires a signature from chair of governors. <i>MG asked are you required to identify where medicines are kept in this policy?</i> No not in this policy. Online Safety Policy – This policy was recently reviewed with major amendments. BM reviewed and no further comments to be added. <i>BM asked are governors expected to read and sign this policy and should new governors receive this as part of their induction pack?</i> Yes, governors are. NM to circulate to all governors and request signatures on Appendix. SV will ask Allan Ginman to check links within the policy. <i>BM asked have all new staff members attended the appropriate training as it states in the policy?</i> SV reported yes. <i>BM asked do we use the safety log and should this be reviewed by governors?</i> SV reported yes but this is not a requirement for governors to review.</p>	NM SV
13	<p>Policies due for review at next meeting: Assessment Equality Outdoor Education and Visits Positive Behaviour Management EYFS Teaching and Learning</p> <p>AOB: <i>MG asked how you are SV?</i> SV responded he is ok, he reported it has been a tough half term for all, and anticipates this half term to be similar. SV stated staff members are all supporting each other and this is great to see. BM reported it’s a pleasure to see how passionate and committed you are, SV, for the children at the school and your staff.</p>	MG MG ND MG JR

The meeting closed at 6:15pm