

**NEWTON POPPLEFORD PRIMARY SCHOOL GOVERNING BOARD**  
**TEACHING AND LEARNING COMMITTEE MEETING**  
held at Newton Poppleford Primary School on Tuesday 3rd March 2020 at 5.30pm

**Present:**       Stuart Vaughan       Beverly Bradley       Ben McGowan

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

**Quorum:** Quorate

**Meeting commenced at 17:40pm**

| Ref | Agenda Item  | Action to be taken  |
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| 1   | <p><b>Election of Chair –</b><br/> Due to the small number of governors on this committee and the imminent terms of office due to end in the summer term, it was agreed that governors would nominate a chair for the next meeting at the end of this meeting and continue with the same system moving forward.</p> <p><b>Chair for this meeting agreed to be BM, agreed by all governors present.</b></p>   |                     |
| 2   | <p><b>Apologies for absence –</b> John Ridgley apologies were sanctioned by committee. No apologies received from Julia Bramble.</p>   |                     |
| 3   | <p><b>Notice -</b> Received</p>  |                     |
| 4   | <p><b>Declaration of business interests relating to the agenda -</b> None</p>  |                     |
| 5   | <p><b>Minutes of last meeting on 21st January 2020 –</b> The minutes were agreed to be a true and accurate record of the previous meeting and signed by BM.</p>  |                     |
| 6   | <p><b>Matters arising from the meeting on 21st January 2020 –</b><br/> 2 DfE members visited today and have compiled a list of items that need to be rectified by Elliots, including health and safety issues that have been previously raised. Meeting between DfE and Elliots should take place in the next 2 weeks to discuss the remedial works that need to be completed.<br/> BM will follow up multi-media, however due to the positive responses from parents and carers with regards to current communication, this is not considered a requirement now, although governors agreed it may be useful knowledge for the future.<br/> 2 Exclusions have taken place in this academic year, following the interventions and suggested support strategies recommended by professional teams, there has been no further exclusions.<br/> Attendance is currently at 96.1% across the whole school.<br/> SV will seek further advise with regards to the Teaching and Learning Policy and whether this is required in addition to our implementation and intent statement.</p> | <p>BM</p> <p>SV</p> |
| 7   | <p><b>Equality –</b><br/> Part 4 of the Equality policy circulated to governors prior to meeting.<br/> SEN audit to take place.<br/> Due to the small numbers of children and families we receive with protective characteristics it is hard to compare our data with the national trends.<br/> Attendance is monitored across the school not just for children with protective characteristics and the curriculum is available to all children including individuals with protective characteristics. We have systems in place for reporting bullying and use CPOMS. Through PSHE, school assemblies we continue to highlight the importance of</p>   | <p>SEN Team</p>     |

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|   | <p>equality. Our new school build meets the requirements of the Disabilities Discrimination Act. <i>BM asked if the schools takes part in fundraising events to increase knowledge and awareness?</i> Yes the school takes part in events such as sports relief, comic relief, Christmas jumper day, children in need and various other events. Children also have the opportunity to develop ideas and events to raise awareness. At present we do not have any parents requiring different formats for information, but this would be available should a request be made. BB confirmed all staff are aware of the Equality Policy and this is covered in staff meetings regularly. Due to limited number of protective characteristics in current parent body, we are unable to fulfil the recommended protective characteristics on the governing body, however all parents/carers have the opportunity to stand at any election that takes place. Recruitment follows the format set by DCC, where we have to offer an interview if the person meets the criteria and they have ticked the disability box on the equal opportunities form. Policies are reviewed as detailed in the annual policy cycle; this includes the review of DCC implemented policies.</p> <p>SEN team are concerned about how they can report back on exactly how our SEN funding impacts individual children, however SV and the team are working on this so it can be clearer.</p> <p>Currently there are no equality objective set by the school and the committee agreed for this to be reviewed at the next meeting under part 5 of the equality policy.</p>  | T&L Comm            |
| 8 | <p><b>Mental Health Strategy –</b><br/>Strategy circulated to governors prior to meeting.<br/>JB circulated email about playtime and the links to fundamental rights which has been forward to BB and long with the minutes from the previous minutes.<br/>BB fed back to governors the staff response and it was agreed by the committee for this response and the original email from JB to be circulated to the full governing body.<br/><i>BM asked which committee should the mental health standing agenda item sit and how regularly should it be reviewed?</i> Committee agreed that it should fall under the Teaching &amp; Learning Committee and to review termly as a standing agenda item. <i>BM asked how does it feed into the SLT?</i> SV advised it is a regularly discussed topic as part of the regularly SLT meetings.<br/><i>BM asked is there enough licences for the thrive approach?</i> SV reported the school does not hold any licences, but are using the techniques and methods as a way of working, should we require to access the reports we can do this external within the learning community. SV detailed to the committee on how aspects of the how the thrive approach is used within school, and the positive impact that it has on the environment.<br/><i>BM asked how are we supporting the staff to decompress after a busy day?</i> As whole we look out for each other and there are materials available to support staff around the school and in the staff room, along with taking 10 minutes at the end of a staff meeting to be able to speak openly as a staff group. All staff are very supportive of each other and BB confirmed this is the case. Impacts of government decisions, increased targets, added pressures, changes to curriculum, financial pressures, and society pressures is all contributing to staff feeling more pressured and this will continue to impact on recruitment and loss of staff moving forward.<br/><i>BM asked is there a formal process that is required to support staff?</i> SV and BB both confirmed at present the staff team work well and support each other, but it may be a concern in the future if there are significant staff changes and a formal process may need to be considered.<br/>BM advised there is reference to Devon school towards the end of the policy, SV will amend accordingly.</p> | <p>NM</p> <p>SV</p> |

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| 9  | <p><b>Community and Parents Links –</b><br/> PTFA used the school hall on Friday for quiz night and Devon Digital Lives are continuing with next one taking place on Saturday 14<sup>th</sup> March.<br/> Parents have been invited into classes and attended the end of Well Week performance from the whole school. BM received positive comments from a parent that it was nice to be able to attend a whole school event. Whole school events are now possible in the new school hall and the events that have taken place so far have been successful and well attended by parents', families and carers.<br/> Currently the governor lead for community and parent links is now vacant.</p> <p>Until advice changes with regards to the coronavirus we continue as normal at present with our links to the local community.</p>                                  |                             |
| 10 | <p><b>Report from P&amp;C team –</b><br/> P&amp;C meeting took place today. Deep dive for science has been completed and had really positive outcomes. Strong teaching was reflected in all lessons, 6 children from each class were asked individual about how they enjoyed science and all responses were positive. Evidence was seen of children challenging their teachers with their questioning, and children reported they enjoy the experiments. Children are engaged and were able to talk openly and reflect on learning from previous years.</p> <p>Next meeting taking place on Tuesday 10<sup>th</sup> for SDP, BM will be attending.</p>   |                             |
| 11 | <p><b>Governors training update and feedback –</b><br/> No training has taken place. Babcock governor magazine has arrived and will be circulated to committee after meeting.</p>  |                             |
| 12 | <p><b>Policies for Review:</b><br/> Healthy Eating – carry forward to next meeting<br/> Homework – BB reviewed and reported back to committee, minor amendments to include Accelerated Reader and TT Rockstars to be added to the types of homework.</p> <p><b>AGREED:</b> BM proposed, BB seconded all in favour for the homework policy to be ratified.</p> <p><i>SEND – BM reviewed and asked if we meet the requirements as a governing body? BM meets regularly with SEN team and reports back termly, where possible, to the FGB. SV confirmed this is adequate. BM congratulated the school and SEN team on how the impact of the My Plans has been positive and been a successful move forward in supporting the children with additional needs. The committee wishes for congratulations to be reported back to staff.</i><br/> Policy recommended to FGB</p> | <p>JB</p> <p>SV<br/>FGB</p> |
| 13 | <p><b>Items for next meeting's agenda</b><br/> Part 5 Equality to be reviewed<br/> Policy review – Healthy eating JB</p> <p><b>Chair:</b> BM to chair next meeting on 5<sup>th</sup> May 2020</p>  |                             |

The meeting closed at 6:52pm