

THORNDOWN PRIMARY SCHOOL

Minutes of the Learning and Development Committee Meeting Thursday, 18 June 2015 at 6.00 p.m.

Membership of the Learning and Development Committee:	
Vicci Godbold	Head
Christine Curtis	CC
Claire Gerrard	CG
Carolyn Jepson	CJ
Stephen Mortimer	SM
Jane Ainscow	JA
Peter Smith	PS
Yasmin Finch	YF
Rob Jagger	RJ

Item		Action	Lead
1.	Welcome / Apologies / Declarations of Interest		
1.1	Governors Present: Vicci Godbold, Christine Curtis, Claire Gerrard, Stephen Mortimer and Rob Jagger.		
1.2	Non-Governors Present: David Clark (Clerk). Mandy Fox for Items 1 & 2 only.		
1.3	The meeting was quorate with five governors present.		
1.4	Apologies for absence: Carolyn Jepson, Jane Ainscow, Peter Smith and Yasmin Finch.		
1.5	Absent: None.		
1.6	Declarations of Interest: Rob Jagger has a wife who is employed by the school. There were no other declarations of interest by other members of the committee in respect of any item on the agenda.		
2.	Presentation outlining the policy for Children with Long Term Medical Conditions		
2.1	Mandy Fox gave a presentation outlining the Policy for Children with Long Term Medical Conditions, which had been circulated to the committee prior to the meeting.		
2.2	The new policy had been prepared in accordance with guidelines as laid out by the DfE, and meets SEND requirements too. Guidance had also been sought from NHS Medical Needs in Schools Team.		
2.3	The purpose of this policy is to inform staff, governors and parents of the management systems in place that can support pupils with medical needs, whilst recognizing the voluntary role of staff.		
2.4	Children with medical needs have the same rights of admission to a school or setting as other children. Most children with medical needs are able to attend school regularly and can take part in normal activities, sometimes with some support.		

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READ & AGREED AS A TRUE RECORD (CHAIR)

2.5	Pupils at Thorndown Primary School have medical needs which are many and varied. Staff may need to take extra care in supervising some activities to make sure that these children, and others, are not put at risk. The systems being put in place are based on close co-operation between the school, parents/carers and health professionals.		
2.6	At the point of admission, the school will request full information about existing medical conditions in order that relevant support and training, where appropriate, can be put into place.		
2.7	No member of staff will be obliged to administer prescribed medication; however, staff volunteers will be sought to act as the nominated person and, where possible, two staff members will be present.		
2.8	The school will only participate in the administration of prescribed medication if the parent/carer has completed and signed the request form and has given full details of the medication, dosage etc.		
2.9	Detailed records are kept of medicine which has been administered and there is a medical box in each room for inhalers.		
2.10	Intimate Care is covered by a separate school policy.		
2.11	A separate Ofsted briefing covering 'Pupils with Medical Conditions' was circulated at the meeting.		
2.12	The policy was ratified by the committee for use in school and will be reviewed after its first year of use (Summer 2016), then every two years.	June 16	Clerk
3.	Notice of change in order, or any other business		
3.1	The committee agreed that the business of the meeting should remain in the order on the agenda, and that there was no Any Other Business.		
4.	Outstanding Learning and Development Committee Action Points from last meeting		
4.1	It was noted that the last planned committee meeting, due to be held on 30 April 2015, had been cancelled as there was an Ofsted Inspection taking place in school on that day.		
4.2	The Action Points from the meeting of 5 March 2015 were reviewed. Of the 14 Action Points, eight had been completed (APs 1, 2, 5, 7, 9, 10, 11 & 13) and three were on the meeting agenda (APs 4, 6 & 12).		
4.3	For AP3, it was noted that the Parental Surveys had been completed electronically, which was particularly useful to obtain quick feedback. The Pupil Surveys, which had been delayed by the arrival of Ofsted, were to be distributed later this term.	July 15	Head
4.4	For AP8, the Chair agreed that the Governor Visits Note of Visit template should reflect the policies observed in practice during a		

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READ & AGREED AS A TRUE RECORD (CHAIR)

	visit. The Clerk and the Headteacher to compile a list of operational policies in everyday use which can be expected to be observed in a Governor visit.	July 15	Head/ Clerk
4.5	Under AP14, it was felt that the strategy document compiled by RJ was a very useful document. This needs updating with actions from the new TOP and the Ofsted Action Plan. The Chair to raise this at the next Full GB on Thursday, 2 July 2015.	July 15	Chair
5.	Headteacher's report, including SDP/TOP		
5.1	The Headteacher outlined the latest TOP data, which was circulated at the meeting. A new TOP is being prepared for the Autumn term 2015, which will be included as part of the Ofsted Action Plan. The latest Y6 SAT results are due to be in school on Thursday, 9 July 2015.		
5.2	Governors asked questions about the data in the TOP and about moderating these results. It was explained that the LA had been into school during the day, and praised the school for its work with the children, particularly with the progress seen in books.		
5.3	The school plans to send home reports which explain a record of each child's progress again this year. Parents will also be informed of class allocations at this time.		
5.4	Progress data for Y3, Y4 and Y5 was circulated at the meeting and areas of concern were discussed. The issue of two children and the impact of their lack of motivation was raised as a concern. Data for Reception, Y1 and Y2 has still to be finalised.		
5.5	The Headteacher explained that she and other senior staff investigated a no level tracking system for September 2015. It had been agreed that O track would work for Thorndown and the system has been ordered. Data will transfer in June ready for level and age related assessment to be undertaken. Formal training for all staff will be undertaken in September 2015		
5.6	The SIP (Anne Howsden) has visited the school to discuss the tracking and reporting of the use of Pupil Premium Funding. Her recommendations included that teachers should be rigorous about the amount of time they spend with children who qualify for Pupil Premium Funding, and that each term an SMT meeting should be used to monitor the progress/impact of the children who qualify for Pupil Premium Funding.	Termly	SMT
6.	Chair's Action		
6.1	The Chair confirmed that she had attended all the pre-Ofsted meetings with the other committee Chairs.		
7.	Progress Data & Summary of Judgements		
7.1	This was covered in the Headteacher's Report, see Item 5 above.		
8.	Feedback from Ofsted		
8.1	The outcome of the school appeal to Ofsted was received today. The response was long and detailed but did not overall uphold the appeal. Grades and outcomes remain unchanged.		

8.2	One sentence, in the initial bullet point, has been altered and this reads better now.		
8.3	Two aspects of the complaint were found to have been of legitimate concern and these have been dealt with internally by Ofsted.		
8.4	The school can anticipate that it will be inspected again in about 18 months. In the meantime the LA has re-checked the school again and agrees with the self-evaluation judgement, that the school is a good school.		
8.5	It was suggested that the In-House training event in 2015/2016 should be the new Ofsted Framework being introduced from September 2015. The Chair to raise this at the next Full GB on Thursday, 2 July 2015.	July 15	Chair
9.	Review Work Schedule		
9.1	All eight tasks on the Work Schedule were confirmed as completed.		
10.	Review Schedule of Policies		
10.1	The committee reviewed the Curriculum Policy circulated to the committee prior to the meeting. This need to be reviewed annually at the moment with so many changes being made.		
10.2	The Mobile Phone Use Policy was completed after the last meeting in March 2015. The Headteacher to send the latest version to the Clerk.	July 15	Head
10.3	The Home-school agreement was updated last year and no further changes are needed this year. The Headteacher to send the latest version to the Clerk. This will in future be updated every two years.	July 15	Head
11.	Standing items		
11.1	A report on a Governor visit to review Maths in February 2015 was circulated to the committee prior to the meeting. CG is reviewing Maths provision at the moment.		
11.2	The Pupil Premium Spending visit report went to the Full GB.		
11.3	The Clerk to check the files and send any Governor Visit reports to CG.	July 15	Clerk
12.	Minutes of the previous meeting, held on 5 March 2015 a) Accuracy b) Other Matters Arising		
12.1	The minutes of previous meeting held on 5 March 2015, circulated prior to the meeting, were read, agreed and signed by the Chair as a true record of the meeting.		
13.	Any Other Business		
13.1	There being no other business the meeting closed at 7.09 p.m.		

Learning & Development Committee Action Points – 5 March 2015

AP No. L&D.	Action Point	By Whom	Outcome
1.14/15	2.12 The Policy for Children with Long Term Medical Conditions to be reviewed after its first year of use (Summer 2016), then every two years.	Clerk	
2.14/15	4.3 The Pupil Surveys to be distributed later this term.	Head	
3.14/15	4.4 The Clerk and the Headteacher to compile a list of operational policies in everyday use which can be expected to be observed in a Governor visit.	Head/Clerk	
4.14/15	4.5 The strategy document compiled by RJ to be updated with actions from the new TOP and the Ofsted Action Plan. The Chair to raise this at the next Full GB on Thursday, 2 July 2015.	Chair	
5.14/15	5.6 Monitoring the progress/impact of the children who qualify for Pupil Premium Funding, should take place each term at an SMT meeting.	SMT	
6.14/15	8.5 The In-House training event in 2015/2016 should be the new Ofsted Framework being introduced from September 2015. The Chair to raise this at the next Full GB on Thursday, 2 July 2015.	Chair	
7.14/15	10.2 The Mobile Phone Use Policy was completed after the last meeting in March 2015. The Headteacher to send the latest version to the Clerk.	Head/Clerk	
8.14/15	10.3 The Headteacher to send the latest version of the Home-school agreement to the Clerk. This will in future be updated every two years.	Head/ Clerk	
9.14/15	11.3 The Clerk to check the files and send any Governor Visit reports to CG.	Clerk	