

THORNDOWN PRIMARY SCHOOL

Minutes of the Learning and Development Committee Meeting Thursday, 17 September 2015 (6.00 to 7.30 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, Carolyn Jepson, Peter Smith, Yasmin Finch and Rob Jagger.		
1.2	Non-Governors Present: David Clark (Clerk).		
1.3	The meeting was quorate with eight governors present.		
1.4	Apologies for absence: Jane Ainscow.		
1.5	Absent: None.		
1.6	Declarations of Interest: Rob Jagger's wife 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.	Election of Chair & Vice-chair		
2.1	Chair of Learning and Development Committee: the Clerk requested nominations for the post of Chair of the committee and it was agreed that Christine Curtis should be elected Chair for the academic year 2015/2016. This had been proposed by Peter Smith and was seconded by Rob Jagger.		
2.2	Vice-Chair of Learning and Development Committee: If the Chair is absent from a meeting, another Governor will be elected to take the Chair.		
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.		
3.2	The Committee also agreed that there was one item to consider under Any Other Business.		

Primary Learning & Development 12.11.15

READ & AGREED AS A TRUE RECORD (CHAIR)

4.	Outstanding Learning and Development Committee Action Points from 18 June 2015.		
4.1	The Action Points from the meeting of 18 June 2015 were reviewed. Six of the nine Action Points have now been cleared (APs 1, 2, 6, 7, 8 & 9).		
4.2	The following was noted for the three outstanding Action Points: <ul style="list-style-type: none"> Action Point 3 - The Clerk and the Headteacher have to finalise a list of operational policies; Action Point 4 - The monitoring and self-evaluation group (Chairs, Head, Senior Staff and members of the GB) should meet to discuss the strategy document as soon as possible; and Action Point 5 - Monitoring the progress/impact of the children who qualify for Pupil Premium Funding, will take place each term at an SMT meeting. 	Oct 15 Sept 15	Clerk/ Head M & S/E
5.	Headteacher's report, including update on the TOP and Ofsted Action Plan		
5.1	The committee reviewed the data summary for Summer 2015 circulated prior to the meeting.		
5.2	Governors asked questions about the number of children whose progress was below expectations. It was explained that this chart was based on data taken in June 2015 which was six weeks before the end of term. From this chart the SMT were able to identify a focus for future moderation, observations and learning walks to include one on girls reading, writing and maths in Year 3 and Year 6 writing. The impact of this work will be shown on the termly TOP.		
5.3	Governors asked if the results were a reflection of poor teaching, but this was not the case, as consistently good and outstanding teaching has been observed throughout the school. Some of the areas of underachievement (red) were where two or three children did not perform well. Year 6 SATs results did tally with the teacher assessments. Moderation by teachers ensured pupils were assessed correctly.		
5.4	The Headteacher explained that DFE so far had not produced any marking or standardising details for the Year 6 SATs this year so this will not be clear until after the Tests have been undertaken in July.		
5.5	There is legislation regarding coasting schools going through parliament at the moment which says the schools have three years to achieve a target of 85% at the old 4B, with a floor target of 65%. Last year's floor target was 65% of writing, reading and maths at 4c and above. It will now be 65% at a 4b in W,R and M. More details to follow in future committee meetings.		
5.6	Year 6 staff are targeting children who are one subject away from 4B across all subjects. There are four children not in a targeted group, who all have additional support for SEN but are		

Primary Learning & Development 12.11.15

READ & AGREED AS A TRUE RECORD (CHAIR)

	on target to achieve two levels of progress.		
5.7	The Headteacher began an explanation of the new age-related expectations (ARE). If a child masters all the objectives for the year then they are expected to study the curriculum in wider depth in order to be able to apply what they have learnt and work more independently. Teachers are no longer expected to teach the curriculum of a higher age group.		
5.8	Governors asked a number of questions in relation to new assessment methods, and the need for all children to be undertaking age-related work.		
5.9	The committee was concerned about teaching and assessment in mixed-age classes. The Headteacher explained that children would be expected to have a deeper understanding and knowledge of the curriculum for the age, and that staff had been working hard to help children develop their skills.		
5.10	The Headteacher began an explanation of the new assessment bands that the school is introducing this year in order that progress across the age-related expectations can be shown.		
5.11	It was explained that the school can no longer be judged on the progress of its children in the same way as in previous years as levels are no longer used as a means of assessment. Our new WAM system uses W, W+, A, A+, M, & M+ to measure where the pupils currently are and they will be expected to make three steps forward each year. (W is for Working towards, A is for Age appropriateness, and M is for Mastery). A Parent's Guide to this system will be discussed at Parent Forum next week.		
5.12	Every school is now working on its own unique assessment system. However the schools in the local cluster are planning to meet termly to moderate work and standardise practice.		
5.13	More details about Mastery are being published nationally so further details will come to the next meeting.		
5.14	CG has been chosen as one of four teachers of Mathematics in the County to attend Mastery level training.		
5.15	Teachers are currently assessing their children for a baseline and the expectation is that all pupils should move three steps on the WAM scale. This will be evaluated at the end of the year to ensure each class is reaching their full potential.		
5.16	SEN children may be taught subject content from the year below, and there is a concern that some less-able children will always be thought of as working below their age-related expectations. Governors were concerned that the new systems do not lose the tracking of pupils in vulnerable groups. The SENCO is moderating the situation to ensure all of the SEN pupils are placed on the correct ARE for their abilities.		
5.17	As a result of the changes in assessing pupils, there has been a		

	change to the tracking system. A system called O-track has been purchased and could be used to produce graphs to show progress for governors. Governors were concerned that reports might not show progress in the same level of detail.		
5.18	The next Ofsted inspection (12 -18 months) will have a stronger focus on assessing pupil's progress in books rather than relying on data, and so at the next committee meeting on Thursday, 12 November 2015, there will be a Book Scrutiny and an opportunity to see the O-track system in use.	Nov 15	Head/ Clerk
5.19	Marking and feedback continues to be a school priority. A new policy is now in place which focuses on pupils quickly having their misconceptions dealt with by the teacher or TA .The old policy of distant marking was too remote from the lesson taught.		
5.20	A new marking and feedback chart was used to show how staff are working with children in a more precise way and that by giving feedback quicker they are preventing misconceptions becoming embedded. This will be the focus of a Governor visit – see 8.3 below.	Oct 15	Head/CC
6.	Chair's Action		
6.1	There was no action to report.		
7.	Impact of Pupil Premium on attainment		
7.1	The Headteacher to circulate the data that has been collected and invited SM to arrange a visit to the school to discuss the issues. Updates on Pupil Premium spending are published on the school website.	Sept 15	Head/SM
8.	Governor visits - schedule for 2015/16		
8.1	A provisional Governor Visits Plan was discussed, and will be submitted to the next Full GB meeting on Thursday, 1 October 2015 for approval.	Oct 15	CC
8.2	Individual visits to include: <ul style="list-style-type: none"> • Pupil Premium – SM in Autumn/Spring term; • EYFS – YF in Autumn term; • Child Protection – CC in Autumn term; and • SEND – JA in Spring term. 		
8.3	Group visits to include: <ul style="list-style-type: none"> • Middle managers/SMT – FN/DT in Autumn term; • Pupil Progress – tba; • Assessment & Feedback – tba; • Literacy across the Curriculum – tba; and • Observation of a Learning Walk on foundation subjects – tba. 		
9.	Additional data analysis from 2014/15		
9.1	The Headteacher has arranged a data visit with the SIP for Monday, 30 November 2015 (a.m.) and all governors were invited to join the meeting.	Nov 15	All

10.	Review Work Schedule & Terms of Reference		
10.1	The Committee approved the Work Schedule.		
10.2	The Terms of Reference were approved for submission to the Full GB for ratification at their next meeting on Thursday, 1 October 2015.	Oct 15	Clerk
11.	Review Schedule of Policies, including new protocol for Dealing with Children not collected from school		
11.1	The committee reviewed a new protocol for Dealing with Children not collected from school. It agreed that this was not a policy that would be used every day, but was only to be used in exceptional circumstances.		
11.2	The committee ratified the policy for use in school subject to a change in times from 45 minutes to 30 minutes. The Head to arrange for this policy to be updated and sent to the Clerk.	Sept 15	Head
12	Minutes of the previous meeting, held on 18 June 2015 a) Accuracy b) Other Matters Arising		
12.1	The minutes of previous meeting held on 18 June 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	Personnel had asked that L&D review the Positive Behaviour Policy to include reference to the County Exclusion Protocol following a Fixed Term Exclusion (FTE). The committee ratified the policy for use in school subject to this change to page seven.	Sept 15	Clerk
13.2	There being no other business the meeting closed at 7.12 pm		

Learning & Development Committee Action Points – 17 September 2015

L&D 1 2015/2016 AP No:	Action Point	By Whom	Outcome
1.	4.2 The Clerk and the Headteacher have to finalise a list of operational policies.	Clerk / Head	
2.	4.2 The monitoring and self-evaluation group to meet to discuss the strategy document.	M & S/E	
3.	5.18 The committee meeting on Thursday, 12 November 2015, to undertake a Book Scrutiny and get an opportunity to see the O-track system in use.	Clerk / Head	
4.	5.20 A Governor visit to focus on the new Marking and Feedback policy to be undertaken.	Head/CC	
5.	7.1 The Headteacher to circulate the Pupil Premium data and SM to arrange a visit to the school to discuss the issues.	Head/SM	
6.	8.1 A provisional Governor Visits Plan to be submitted to the next Full GB meeting on Thursday, 1 October 2015 for approval.	CC	
7.	9.1 A data visit with the Head & SIP is on Monday, 30 November 2015 (a.m.) and all governors were invited to join the meeting.	All	
8.	10.2 The Terms of Reference to be submitted to the Full GB for ratification at their next meeting on Thursday, 1 October 2015.	Clerk	
9.	11.2 The Head to update and send the new protocol for Dealing with Children not collected from school to the Clerk.	Head	
10.	13.1 The Clerk to update the Positive Behaviour Policy and send it to school.	Clerk	