

THORNDOWN PRIMARY SCHOOL

Minutes of the Learning and Development Committee Meeting Thursday, 15 January 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
Dr 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, Carolyn Jepson, Stephen Mortimer, Jane Ainscow, Dr Yasmin Finch and Rob Jagger.		
1.2	Non-Governors Present: Andrea Murphy & David Clark (Clerk).		
1.3	The meeting was quorate with eight governors present.		
1.4	There were apologies for absence from Peter Smith.		
1.5	Absent: None.		
1.6	Declarations of Interest: Christine Curtis has a daughter who is employed by the school. 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.	Changes to the Sex & Relationships Policy		
2.1	Andrea Murphy gave a presentation outlining the major changes made to the Sex & Relationships Policy, from a handout which was circulated to all present.		
2.2	The aims of the Sex & Relationships Policy were outlined, as well as a discussion on our shared beliefs. Teaching Methodologies were highlighted and the content of the curriculum is explained in Appendix A.		
2.3	It was agreed that both the approved policy and the content should be published separately on the website.		
2.4	The policy will be reviewed by the Learning and Development Committee, with a progress report next year, and formal reviews every 2 years thereafter.		
2.5	The committee ratified the Sex & Relationships Policy for use in school, subject to any additional comments after it has been circulated by the Clerk, which should be sent to the Headteacher.	Jan 15	Clerk

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READ & AGREED AS A TRUE RECORD (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. The committee also agreed that there was no other business.		
4.	Outstanding Learning and Development Committee Action Points from 6 November 2014		
4.1	The Action Points from the meeting of 6 November 2014 were reviewed. All ten Action Points had been cleared, or were on the meeting agenda.		
5.	Headteacher's report, including update on the TOP and data dashboards		
5.1	The latest LAIG report had been circulated to the committee prior to the meeting, and the Headteacher gave some background context before holding a detailed discussion over the latest situation.		
5.2	A further copy of the LAIG report to include expected scores for both the Spring 2015 and Summer 2015 would be circulated with the minutes of the meeting.	Jan 15	Clerk
5.3	There are still issues where in some categories which contain small numbers of children, one child's absence can make a significant difference to the data. Reward systems are now in place to further boost attendance.		
5.4	The committee were pleased with the improvements and noted that progress is being made.		
5.5	The Autumn Term 2014 TOP report had been circulated to the committee prior to the meeting, and this indicates significant progress is being made. All staff are having a paired visit as part of the Performance Management process this term.		
5.6	One of the Spring Term 2015 actions in the TOP will see an on-line booking system for parents to use for consultation evenings.		
6.	Chair's Action, and report from visit on differentiation		
6.1	The Chair confirmed that she had not needed to take any specific action.		
6.2	A Governor Visit to review differentiation in the classroom had been made and the report by Jane Ainscow had been circulated prior to the meeting.		
6.3	A date for the Governor visit to meet Team Leaders, by FN/DT/S.Mitchell, has still to be agreed.	Jan 15	FN/DT/ S.Mitchell
6.4	A date is needed this term for a Governor visit to review Guided Reading and Writing, which will be undertaken by SM/CC/PS.	Feb 15	SM/CC/PS
6.5	A date is also needed this term for a Governor visit to review Maths, which will be undertaken by MS/JA/S.Mitchell.	Feb 15	MS/JA/ S.Mitchell

7.	Review Work Schedule		
7.1	The only task outstanding on the Work Schedule is to review the mid-year position on Attendance and Absence.		
7.2	Attendance and Absence are monitored, and the EWO is taking action as required.		
8.	Review Schedule of Policies		
8.1	The committee reviewed the following policies, and following some minor changes, ratified their use in school: <ul style="list-style-type: none"> • Positive Behaviour Policy; • Sex & Relationships Policy; • Intimate Care Policy; and • Foundation Stage Policy. 		
8.2	The Headteacher will check the status of the Mobile Phone Use Policy with the LA, in order to include all mobile devices. This policy to be added to the agenda for the next meeting in March 2015.	Mar 15	Head/ Clerk
8.3	The Headteacher will rewrite the Curriculum Policy. This policy to also be added to the agenda for the meeting in June 2015.	Jun 15	Head/ Clerk
8.4	It was agreed that the Marking & Feedback Policy will be added as an appendix to the Assessment Policy and added to the agenda for the next meeting in March 2015.	Mar 15	Clerk
8.5	The Clerk will forward the latest versions of the policies to the Headteacher for use in school, and for the website, where appropriate.	Jan 15	Clerk
9.	Governor visit to the school to discuss Pupil Premium spending on Learning		
9.1	Stephen Mortimer to arrange to visit the school to discuss Pupil Premium spending on Learning and report to the next Committee meeting in March 2015.	Mar 15	SM/Head
10.	Minutes of the previous meeting		
10.1	The minutes of previous meeting held on 6 November 2014, circulated prior to the meeting, were read, agreed and signed by the Chair as a true record of the meeting.		
10.2	It was agreed that an agenda item for the next meeting in March 2015 would be a discussion with KS2 Team Leaders.	Mar 15	Clerk
10.3	It was also agreed that an agenda item for a meeting in April 2015 would be a discussion with KS1/Foundation Stage Team Leaders.	April 15	Clerk
11.	Any Other Business		
11.1	The Clerk proposed to circulate the agenda and papers for the next meeting on 5 March 2015 earlier than usual.	Feb 15	Clerk
11.2	There being no other business the meeting closed at 7.18 pm.		

Learning & Development Committee Action Points – 15 January 2015

AP No. L&D.	Action Point	By Whom	Outcome
1.14/15	2.5 The committee ratified the Sex & Relationships Policy for use in school, subject to any additional comments after it has been circulated by the Clerk, which should be sent to the Headteacher.	Clerk	Completed
2.14/15	5.2 A further copy of the LAIG report to include expected scores for both the Spring 2015 and Summer 2015 would be circulated with the minutes of the meeting.	Clerk	Completed
3.14/15	6.3 Governor visit to meet Team Leaders, by FN/DT/ S.Mitchell, has still to be agreed.	FN/DT/ S.Mitchell	
4.14/15	6.4 Governor visit to review Guided Reading and Writing, to be undertaken by SM/CC/PS.	SM/CC/PS	
5.14/15	6.5 Governor visit to review Maths, to be undertaken by MS/JA/S.Mitchell.	MS/JA/ SMitchell	
6.14/15	8.2 The Headteacher will check the status of the Mobile Phone Use Policy with the LA, in order to include all mobile devices. This policy to be added to the agenda for the next meeting in March 2015.	Head/ Clerk	
7.14/15	8.3 The Headteacher will rewrite the Curriculum Policy for the meeting in June 2015.	Head/Clerk	
8.14/15	8.4 It was agreed that the Marking & Feedback Policy will be added as an appendix to the Assessment Policy for the next meeting in March 2015.	Clerk	
9.14/15	8.5 The Clerk will forward the latest versions of the policies to the Headteacher for use in school, and for the website.	Clerk	
10.14/15	9.1 Stephen Mortimer to arrange to visit the school to discuss Pupil Premium spending on Learning and report to the next Committee meeting in March 2015.	SM/Head	
11.14/15	10.2 It was agreed that an agenda item for the next meeting in March 2015 would be a discussion with KS2 Team Leaders.	Clerk	
12.14/15	10.3 It was also agreed that an agenda item for a meeting in April 2015 would be a discussion with KS1/Foundation Stage Team Leaders.	Clerk	
13.14/15	11.1 The Clerk to circulate the agenda and papers for the next meeting on 5 March 2015 earlier than usual.	Clerk	