

## THORNDOWN PRIMARY SCHOOL

### Minutes of the Learning and Development Committee Meeting Wednesday, 18 June 2014 (6.00 to 7.45 p.m.)

<b>Membership of the Learning and Development Committee :</b>	
Vicci Godbold	Head
Christine Curtis	CC
Claire Gerrard	CG
Carolyn Jepson	CJ
Stephen Mortimer	SM
Jane Ainscow	JA
Carol Darnell	CD
Peter Smith	PS
Yasmin Finch	YF

Item		Action	Lead
<b>1.</b>	<b>Welcome / Apologies / Declarations of Interest</b>		
1.1	Governors Present: Vicci Godbold, Christine Curtis, Claire Gerrard, Carolyn Jepson, Stephen Mortimer, Jane Ainscow and Peter Smith.		
1.2	Non-Governors Present: David Clark (Clerk)		
1.3	The meeting was quorate with 7 governors present.		
1.4	Apologies for absence, with governors' consent, were accepted from Carol Darnell and Yasmin Finch.		
1.5	Absent: None.		
1.6	Declarations of Interest: None.		
<b>2.</b>	<b>Notice of change in order, or any other business</b>		
2.1	The Committee agreed that the business of the meeting should remain in the order on the agenda.		
2.2	The Committee also agreed there were no items to consider under Any Other Business.		
<b>3.</b>	<b>Outstanding Learning and Development Committee Action Points</b>		
3.1	The Action Points from the meeting of 7 May 2014 were reviewed.		
3.2	Action Points 1 & 3 had now been cleared.		
3.3	Action Points 2 - a revised plan for Governor Visits had been circulated. The Maths visit had been completed. The Guided Reading visit is arranged for 2 July 2014. The Peer Mediation visit has still to be arranged.	July 14	CC
<b>4.</b>	<b>Headteacher's report, including update on the SDP</b>		
4.1	The Headteacher asked the committee to consider her 'Summary of Judgements' report, circulated prior to the meeting.		

4.2	Key points discussed that still "require improvement", included: <ul style="list-style-type: none"> <li>• Low numbers on FSM (10.2%);</li> <li>• 15 different languages (61 EAL children);</li> <li>• Attainment on entry is in line with or below national expectation;</li> <li>• Two levels of progress in 2013 Yr6: 72% reading, 87% writing and 70% maths;</li> <li>• phonics results appear good;</li> <li>• Attendance improving (95.66%); and</li> <li>• Governance is good</li> </ul>		
4.3	The overall effectiveness judgement is that the school is improving.		
4.4	Key priorities for 2014/2015 include: <ul style="list-style-type: none"> <li>• Gathering evidence of progress – so that it is clear in pupils workbooks; and</li> <li>• Greater differentiation to raise standards.</li> </ul>		
4.5	It was noted that the progress of the children will be checked in both October 2014 and December 2014.		
4.6	The spreadsheet titled 'Audit of provision for Pupil Premium Funding pupils' was circulated to the committee prior to the meeting. This identified lots of strengths, and the RAG-rated areas in Red were discussed. The spreadsheet enables different groups to be tracked, and more will be identified and added to the list, such as EAL and LACs.		
4.7	It was agreed that Stephen Mortimer would be the governor with responsibility for overseeing the work and provision for Pupil Premium Funding pupils.		
<b>5.</b>	<b>Chair's Action</b>		
5.1	The Chair noted that a new group of governors had met to review the new TOP. Additional governors were invited to join this group.		
5.2	This group will feedback to this Committee, and this item will be added to the Full GB meeting in September 2014.	Sept 14	Clerk
5.3	The TOP will become the key strategic plan for the school and will identify key initiatives. Governor Visits need to be tied in to these priorities.		
<b>6.</b>	<b>Review Work Schedule &amp; Schedule of Policies</b>		
6.1	The Committee reviewed the Work Schedule and noted that feedback on Parent surveys is an agenda item at the next Full GB meeting on Thursday, 3 July 2014.	July 14	Clerk
6.2	The Committee reviewed the Schedule of Policies, and agreed that the 'Critical Incident Plan' needed to be updated with the move in to the new building. This would be an agenda item for this committee in the Autumn	Sept 14	Clerk

	term 2014.		
6.3	It is a recommendation that all staff, and governors read and sign the eight-page 'Keeping Children Safe' summary. The Clerk to organise this and add this activity as an agenda item for the Full GB meeting in September 2014.	Sept 14	Clerk
6.4	A new 'Anti-bullying' Policy and leaflet for parents, circulated prior to the meeting, were ratified for use by the committee, subject to one amendment. CG to add this to the school website and the Head to send the leaflet home to parents on Friday, 20 June 2014.	June 14	Head/CG
6.5	It was agreed that the 'E-safety' Policy, the 'ICT Acceptable Use' and the 'Safeguarding' Policy needed to be reviewed together to avoid repetition. This would be a task for the SLT in the Autumn term 2014.	Sept 14	SLT
6.6	The Terms of Reference were reviewed by the Committee and, subject to one name change, and the addition of Stephen Mortimer as governor with responsibility for Pupil Premium Funding pupils, was agreed, and will be sent to the Full GB for ratification in September 2014. A governor to act as Early Years champion may also be added.	Sept 14	Clerk
<b>7.</b>	<b>Minutes of the previous meeting</b>		
7.1	The minutes of previous meeting held on 7 May 2014, circulated prior to the meeting, were read, agreed and signed by the Chair as a true record of the meetings.		
7.2	Ann Housden (SIP) has completed her two-day visit to the school and has made useful recommendations for further improvement.		
<b>8.</b>	<b>Any Other Business</b>		
8.1	In the new academic year committee meetings will be held on Thursdays from 6.00 to 7.30 pm.		
8.2	There being no other business the meeting closed at 6.49 pm.		

**Summary of Learning and Development Committee Action Points – 7 May 2014**

<b>AP No. L/D.</b>	<b>Action Point</b>	<b>By Whom</b>	<b>Outcome</b>
1. 13/14	3.3 Governor Visits for Guided Reading and Peer Mediation to be arranged.	CC	
2. 13/14	5.2 TOP Group report to be added to the Full GB meeting in September 2014.	Clerk	
3. 13/14	6.1 Parent surveys to be an agenda item at the next Full GB meeting on Thursday, 3 July 2014.	Clerk	Completed
4. 13/14	6.2 Critical Incident Plan to be an agenda item for this committee in the Autumn term 2014.	Clerk	
5. 13/14	6.3 Governors to sign the eight-page 'Keeping Children Safe' summary. The Clerk to add this as an agenda item for the Full GB meeting in September 2014.	Clerk	
6. 13/14	6.4 CG to add the 'Anti-bullying' Policy to the school website and the Head to send the leaflet home to parents on Friday, 20 June 2014.	Head/CG	
7. 13/14	6.5 'E-safety' Policy, the 'ICT Acceptable Use' and the 'Safeguarding' Policy to be reviewed by SLT in the Autumn term 2014.	SLT	
8. 13/14	6.6 The Terms of Reference to be sent to the Full GB for ratification in September 2014.	Clerk	