

THORNDOWN PRIMARY SCHOOL

Minutes of the Learning and Development Committee Meeting Wednesday, 7 May 2014 (6.00 to 7.45 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
Carol Darnell	CD
Peter Smith	PS
Yasmin Finch	YF

Item		Action	Lead
1.	Welcome / Apologies / Declarations of Interest		
1.1	Governors Present: Vicci Godbold, Christine Curtis, Claire Gerrard, Carolyn Jepson, Stephen Mortimer, Carol Darnell 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 Jane Ainscow and Yasmin Finch.		
1.5	Absent: None.		
1.6	Declarations of Interest: None.		
2.	Notice of change in order, or any other business		
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.		
3.	Outstanding Learning and Development Committee Action Points		
3.1	The Action Points from the meeting of 5 March 2014 were reviewed.		
3.2	Action Point 1, the Governor Visit on Guided Reading has been carried forward into the summer term.		
3.3	Action Points 2 & 3 had now been cleared.		
4.	Headteacher's report		
4.1	The Headteacher reported that she had been collecting information and data about the progress of the children, since her arrival.		
4.2	A spreadsheet outlining the progress of the children this		

	<p>year, which was used at Local Authority Implementation Group (LAIG) meetings, was shown to the committee (see attached document).</p>	May 14	Clerk
4.3	<p>The spreadsheet uses a ratings system that includes demonstrating where excellence has been achieved, and highlighted the progress made in Writing, as well the need to make improvements in Reading, and in Year5/Year6.</p>		
4.4	<p>Governors questioned the progress of children with FSM/SEN/EAL, and it was noted that additional information on other groups such as high-achievers would be added.</p>		
4.5	<p>Data for KS1 showed the overall progress in KS1 during the Spring term, which still needed to improve further, as had the number pupils in Year 6 making two levels of progress.</p>		
4.6	<p>Phonics data showed that the school was on track in 2014.</p>		
4.7	<p>A second spreadsheet showed the progress of those children who are in receipt of Pupil Premium funding. It was noted that a third of the children receiving Pupil Premium funding are also SEN, and only 4/5 children are high-attainers.</p>		
4.8	<p>The attendance of those children who are in receipt of Pupil Premium funding is generally poor, and the EWO is actively addressing this issue.</p>		
4.9	<p>At the end of the Summer term results and progress will be added to the spreadsheets so that the data can be used to inform pupil progress meetings and intervention planning can take place.</p>		
4.10	<p>Personnel committee have agreed to a proposal to use the remaining Pupil Premium funding, which would be to appoint a member of staff, for mornings only, to provide individual support, or teach small groups of children in need of support.</p>		
4.11	<p>The Headteacher reported that she had been undertaking lesson observations, and all staff will have been observed by half term. In every observation staff were seen to be giving feedback to the children, but there was not enough involvement from the children, who need to be encouraged to take ownership for their response if they are to make greater progress.</p>		
4.12	<p>The evaluated Termly Action Plan (TAP) for the Spring term 2014 was circulated and discussed. For the Summer term the SLT have agreed a seven week action plan to prioritise a school improvement activity each week, including:</p>		

	<ul style="list-style-type: none"> • Reading; • Writing; • Problem solving in Maths; • Anti-bullying/E-safety; • Presentation; • Resilience; and • Providing feedback 		
4.13	Governors were invited to join in with these activities, using the focus as an opportunity for a Governor Visit, see 3.2 above re Guided Reading.	June/July 14	All governors
4.14	Children will be invited to attend Parents Evenings to help take ownership of their learning.		
5.	Chair's Action		
5.1	There was no action to report.		
6.	School Development Plan		
6.1	The progress on the SDP was covered by the TAP report in item 4.12 in the Headteacher's Report.		
6.2	The review of the SDP/TAP lead to questions from governors about the future format of these documents. It was explained that Ofsted will expect that governors will have reviewed the impact of any action plan regardless of the format.		
7.	Review Work Schedule & Schedule of Policies		
7.1	The Chair asked the Headteacher to report on progress or monitoring of work in a number of areas.		
7.2	Monitoring absence & attendance data The EWO has visited the school and is actively addressing issues of poor attendance with warning letters being sent home where appropriate.		
7.3	Monitoring Governor Visits & training Six visits were planned for this year. Not all visits have taken place but the seven week action plan, prioritising school improvement activities each week, would be an opportunity for further Governor Visits, see 4.12 above.		
7.4	Review use of (fixed-term) exclusions There have been only two short fixed-term exclusions.		
7.5	Class Structures for 2014/15 Class Structures for next year have been discussed, and agreement reached with those staff who are moving internally. Some staff are considering CPD courses, to become 'outstanding' teachers. PPA time is being planned for groups of teachers to plan and prepare work together. Year 5 and Year 6 will be organised separately next year, although there may still be some shared lesson activity.		

7.6	New National Curriculum planning Training days and meetings are being used to prepare for the introduction of the new National Curriculum from September 2014. As the focus is currently on raising standards, implementation may be phased.		
7.7	Extended Schools Provision Discussions to be held with the Pre-school to develop better links, and possibly the introduction of a Breakfast Club.		
7.8	Update Safeguarding & Child Protection The Department for Education (DfE) has published updated safeguarding guidance for all schools. 'Keeping Children Safe in Education' outlines the processes which all schools must follow to safeguard their pupils. The Safeguarding & Child Protection Policy was reviewed last year so only some amendments were needed. The policy was then ratified by the committee.		
8.	Minutes of the previous meeting		
8.1	The minutes of previous meeting held on 5 March 2014, circulated prior to the meeting, were read, agreed and signed by the Chair as a true record of the meetings.		
8.2	There were no Matters Arising.		
9.	Any Other Business		
9.1	The Headteacher reported that Ann Housden (SIP) has already booked two days for visits to the school during the term.		
9.2	Parent and pupil surveys had been discussed previously by the committee, and were distributed at parents' evenings in March 2014. A report on the findings has still to be produced. This item will be added to the next FGB meeting on Thursday, 22 May 2014.	May 14	Clerk
9.3	There being no other business the meeting closed at 7.28 pm.		

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

AP No. L/D.	Action Point	By Whom	Outcome
1. 13/14	Item 4.2 Attach LAIG spreadsheet to the minutes.	Clerk	Completed
2. 13/14	Item 4.13 Governor Visits to take place during seven weeks in June/July prioritised for school improvement activities (eg Guided Reading).	All governors	
3. 13/14	Item 9.2 Add 'Parent and pupil surveys' to the next FGB meeting on Thursday, 22 May 2014.	Clerk	Completed