

THORNDOWN PRIMARY SCHOOL

**Minutes of the Learning and Development Committee Meeting
Thursday, 12 November 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, Jane Ainscow, Carolyn Jepson, Peter Smith, Yasmin Finch and Rob Jagger. Chair of Governors, Frank Newton, was also in attendance at the meeting.		
1.2	Non-Governors Present: David Clark (Clerk).		
1.3	The meeting was quorate with all nine governors present.		
1.4	Apologies for absence: None.		
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.	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 that there was one item to consider under Any Other Business.		
3.	Outstanding Learning and Development Committee Action Points		
3.1	All ten of the Action Points from the meeting of 17 September 2015 had now been cleared or were agenda items.		
4.	Headteacher's report		
4.1	Raiseonline data		
4.1.1	The Committee reviewed the Raiseonline data summary that had been circulated prior to the meeting. Attention was drawn to Key Stage 2: Progress over time Percentile Ranking (see page 46) which gave the clearest picture of the progress being made by the school. There are on-going issues around Writing which is being dealt with in the TOP, is in the Ofsted Action		

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Primary Learning & Development 14.01.16

READ & AGREED AS A TRUE RECORD (CHAIR)

	Plan, and is the focus of many new initiatives in school. This has meant that the children are developing their writing skills across the curriculum.		
4.1.2	Governors asked questions about the progress of children who would be in the SEN/FSM group, who are a focus for both the LA and Ofsted. The Head teacher was able to report that these children are making good progress and also that Children receiving Pupil Premium funding did better than the national average.		
4.1.3	Governors also asked if progress this year was better than the predictions made using FFT data. The school will review progress and aims for children to be at least age-related and to exceed this level of achievement where possible.		
4.1.4	The Headteacher explained that the results of those children qualifying for Pupil Premium in Key Stage 2 represented good value for money.		
4.1.5	It was difficult to measure the impact of pupil premium spending on More Able writing pupils as the improved results from 8% to 16% was a combination of initiatives.		
4.2	'O' track system		
4.2.1	The Deputy Head has introduced a system to monitor progress. This needs to be embedded this year but will be reviewed after half-term in February 2016. The Committee would be able to review this as part of the book scrutiny process – see 9.1 below.		
4.3	Update on the TOP and Ofsted Action Plan		
4.3.1	It was agreed that the TOP would be circulated to governors before the Full GB meeting on Thursday, 26 November 2015.	Nov 15	Head/ Clerk
4.3.2	It was also agreed that an updated Ofsted Action Plan would be circulated to governors after the HMI visit in December 2015.	Dec 15	Head
4.4	Finalised list of operational policies		
4.4.1	The Clerk and the Headteacher had finalised a list of operational policies that governors could expect to see in action on a Governor Visit.		
4.5	Cluster 'Prevent' statement		
4.5.1	The Committee approved a statement on the 'Prevent' Duty prepared by the Cluster Heads for use on the school website.		
4.6	Monitoring of Attendance & Absence Data		
4.6.1	Some governors were concerned at the wording in the Stage 1 letter sent to parents where attendance falls below 95%. The Head explained that this letter had already been re-written and that the school was working closely with the EWO. The school had a statutory duty to send these letters and was following LA procedures. It was agreed that the Head would discuss the matter with the EWO, and review the Stage 1 letter further to take into account known sickness.	Dec 15	Head/ EWO
4.7	Review of Pupil Number Forecast (based on October roll)		

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4.7.1	The school continues to grow in size with 480 currently on roll, and 500 expected in September 2016.			Formatted: Font color: Auto
5.	Chair's Action			
5.1	There was no action to report.			Formatted: Font color: Auto
6.	Standing item: Governor visits			Formatted: Font color: Auto
6.1	The Governor Visits Plan was discussed at Full GB, and dates have now been finalised, as follows: <ul style="list-style-type: none"> School meals – review of new arrangements – completed in September 2015 by AC/PS; Marking & Feedback in action November CC/CJ/JA Middle managers/SMT – FN/DT in December 2015; Monitoring quality of teaching & learning in Foundation Subjects– SM/VG/AC/RJ in January Literacy across the Curriculum – JA/YF/ANOther in March 2016; Monitoring pupil progress – FN/PS/CC in April 2016; and Provision for more able in maths – CC & 2 others in Summer 2016. 			Formatted: Font color: Auto
7.	Raiseonline & Narrowing the Gap data			Formatted: Font color: Auto
7.1	Raiseonline data was covered in the Headteacher's Report, see item 4.1 above.			Formatted: Font color: Auto
7.2	An analysis of the Narrowing the Gap data was circulated at the meeting and has been placed on the school website. The results are very encouraging, particularly in Year 2.			Formatted: Font color: Auto
8.	The use of summative and formative assessment			Formatted: Font color: Auto
8.1	A description of the use of summative and formative assessment was circulated at the meeting, with a full explanation given. The Clerk to circulate an electronic copy of this explanatory sheet to the Committee.	Nov 15	Clerk	Formatted: Font color: Auto
8.2	In school assessment formative assessment In-school formative assessment gives pupils regular opportunities to engage in effective question and answer during class, produce work which exemplifies their learning, demonstrate their learning in a variety of ways and consolidate learning with appropriate homework. The primary purpose of formative assessment is to inform teaching and learning. Learning can be tailor made for each child no matter what their ability. For example: <ul style="list-style-type: none"> Questions and answer during class; Marking of pupils work; Observational assessment; Regular recap quizzes such as Big Maths; Scanning pupils work for attainment and development; and Assessing pupils understanding of concepts so any gaps or misconceptions are dispelled. 			Formatted: Font color: Auto
8.3	In school summative assessment Effective in-school summative assessment provides schools with information they can use to monitor and support pupils' progress, attainment and wider outcomes. For example:			

8.4	<ul style="list-style-type: none"> • End of year exams, including national tests and baseline assessment in the Foundation Stage; • Short start and end of topic assessments –Cold and Gold pieces of work; and • Review of SEN learning plans. <p>The Headteacher explained that these type of assessments will be embedded in the new Assessment Policy, and are used by teachers for planning future work for the children.</p>		
9.	Book Scrutiny		
9.1	The Committee split into two groups and were led by the Head and Deputy through a review of the book scrutiny process. The Committee found this to be a very useful exercise.		
10.	Review of Work Schedule and Schedule of Policies, including new Homework Policy		
10.1	The Committee reviewed a new Homework Policy circulated prior to the meeting. The Committee were informed that the Parent Forum had already been consulted and had requested some minor changes to the policy in respect of feedback to pupils. The Committee ratified the policy for use in school subject to these changes. The Head to arrange for this policy to be updated and sent to the Clerk.	Nov 15	Head
10.2	The Committee reviewed the updated Work Schedule which indicated all the planned activities for this term had been completed.		
10.3	The Committee also reviewed the updated Schedule of Policies which indicated all the planned policy reviews for this term had been completed.		
11.	Review of minutes of the previous meeting		
11.1	The minutes of previous meeting held on 17 September 2015, circulated prior to the meeting, were read, agreed and signed by the Chair as a true record of the meeting.		
12	Any Other Business		
12.1	The Headteacher asked the Committee to review the Administration of Medicines Policy, following an issue with one family. The Head to make a number of minor changes and circulate the policy by email for governors to consider before she responds further to the parents.	Nov 15	Head
12.2	The Chair thanked SM for his work on this committee and in particular on monitoring Pupil Premium spending, as this was to be his last committee meeting.		
12.3	There being no other business the meeting closed at 7.30 pm.		

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Learning & Development Committee Action Points – 12 November 2015

L&D 2 2015/2016 AP No:	Action Point	By Whom	Outcome
1.	4.3.1 It was agreed that the TOP would be circulated to governors before the Full GB meeting on Thursday, 26 November 2015.	Head/ Clerk	
2.	4.3.2 It was also agreed that an updated Ofsted Action Plan would be circulated to governors after the HMI visit in December 2015.	Head	
3.	4.6.1 The Head to discuss Stage 1 letter on Absence with the EWO to take into account known sickness.	Head	
4.	8.1 The Clerk to circulate an electronic copy of the description of the use of summative and formative assessment with the minutes.	Clerk	
5.	10.1 The Head to send the amended Homework Policy to the Clerk.	Head	Completed
6.	12.1 The Head to make a number of minor changes to the Administration of Medicines Policy and circulate it by email for governors to consider before she responds further to the parents.	Head	Completed