

THORNDOWN PRIMARY SCHOOL

Minutes of the Learning and Development Committee Meeting Wednesday, 18 September 2014 at 6.00 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
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, Peter Smith, Carol Darnell 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, with governors' consent, were accepted from Yasmin Finch.		
1.5	Absent: None.		
1.6	Declarations of Interest: Rob Jagger reminded the committee that his wife was an employee of the school.		
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 2014/2015. This had been proposed by Vicci Godbold and was seconded by Peter Smith.		
2.2	Vice-Chair of Learning and Development Committee: If the Chair is absent from a meeting, Peter Smith agreed 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	See Item 9. It was noted that the Safer Care Code of Conduct Policy was a Personnel Committee Policy, and it was agreed that the Sex Education Policy would be deferred to the next Committee meeting agenda.	Nov 14	Clerk

3.3	The Committee also agreed that there were no items to consider under Any Other Business.		
4.	Outstanding Learning and Development Committee Action Points		
4.1	Reports on three governor visits had been circulated prior to the meeting. The reports were for: <ul style="list-style-type: none"> • Guided reading; • Maths; and • Peer Mediation. 		
4.2	The Chair thanks all involved in undertaking the visits and writing the reports. She would endeavour to write a summary of all the visits undertaken over the last two years, and itemise the issues raised.	Nov 14	CC
4.3	The Action Points from the meeting of 18 June 2014 were reviewed. Seven of the eight Action Points have now been cleared. It was noted that the 'Anti-bullying' Policy is on the school website – see Action Point 6.		
4.4	It was agreed that Rob Jagger would undertake Action Point 7, and review the 'E-safety' Policy, the 'ICT Acceptable Use' and the 'Safeguarding' Policy.'	Oct 14	RJ
5.	Headteacher's report, including update on the TOP/SDP		
5.1	The committee reviewed the LAIG data for summer 2014 circulated prior to the meeting.		
5.2	The Headteacher and Claire Gerrard were unpicking all the data to review individual performance.		
5.3	Aspirational targets are being set throughout the school.		
5.4	Staffing changes, and the new designated SENCO role, are helping to make improvements.		
5.5	The annual Keeping in Touch (KIT) visit by the LA is taking place in October 2014, and will involve detailed analysis of all school data, which feeds into the TOP.		
5.6	Additional data will be available at the next meeting in November 2014.		
6.	Chair's Action		
6.1	A provisional Governor Visits Plan was discussed: <ul style="list-style-type: none"> • Autumn Term 2014 - first half term - review of Ethos/SMSC on moving in to the new building – lead CC; • Autumn Term 2014 - second half - review of differentiation within lessons and impact on progress; • Spring Term 2015 - 2 visits - related to operational plans and revisiting points from previous visits - one on English (especially guided reading and writing) and Maths; and • Summer Term 2015 - Review of the impact and effectiveness of new senior and middle management structures. 		

6.2	Ongoing throughout the school year: <ul style="list-style-type: none"> • Child Protection – CC; • SEN – JA; AND • EYFS – YF. 		
7.	Critical Incident Plan		
7.1	The 'Critical Incident Plan' needed to be updated with the move in to the new building. This work was almost complete but the school was still waiting for some final documentation.		
7.2	Badges that allow staff to log in and out electronically are being considered. This will aid security.		
7.3	The 'Critical Incident Plan' would be an agenda item for the Full GB on 2 October 2014.	Oct 14	Clerk
8.	Review Work Schedule & Terms of Reference		
8.1	The Committee reviewed the Work Schedule and a few minor amendments were made.		
8.2	The Terms of Reference also needed some minor amendments to be made, and subject to the agreement of the Full GB, will be ratified at their next meeting on 2 October 2014.	Oct 14	Clerk
9.	Review Schedule of Policies, including:		
9.1	The Committee reviewed the Schedule of Policies, and ratified the Collective Worship Policy. The Head to circulate the Themes for Assemblies to the Committee.		
9.2	The Safer Care Code of Conduct Policy is a Personnel Committee Policy.		
9.3	The Positive Behaviour Policy needs to be further updated to reflect current practice, including a new House system. It was agreed that this would be deferred to the next Committee meeting agenda.	Nov 14	Clerk
9.4	It was agreed that the Sex Education Policy would be deferred to the next Committee meeting agenda.	Nov 14	Clerk
9.5	A new Special Educational Needs Code has just been published and Mandy Fox (SEN) is to be invited to the next meeting in November to brief the Committee.	Nov 14	Head
9.6	There are no children in school currently who fall in the category requiring an Intimate Care Policy. The Head and Mandy Fox (SEN) to check the current policy is compliant and advise the Committee at the next meeting in November.	Nov 14	Head/Clerk
10.	Impact of Pupil Premium spending on Learning		
10.1	Measuring the impact of Pupil Premium spending on Learning will be deferred to the next Committee meeting agenda. This will allow Stephen Mortimer time to arrange		

	a visit to the school to discuss the issues.	Nov 14	SM/Clerk
10.2	Updates on Pupil Premium spending are published on the school website.		
11.	Minutes of the previous meeting		
11.1	The minutes of previous meeting held on 18 June 2014, circulated prior to the meeting, were read, agreed and signed by the Chair as a true record of the meetings.		
11.2	The Chair noted that a group of governors had met to review the new TOP. The group gave its feedback and now monitoring systems have been put in place.		
12.	Any Other Business		
12.1	The Head was pleased to announce that the systems established to formalise feedback in the children's books was already in evidence.		
12.2	There being no other business the meeting closed at 6.55 pm		

Learning & Development Committee Action Points – 18 September 2014

AP No. F&P.	Action Point	By Whom	Outcome
1.14/15	3.2 The Sex Education Policy to be added to the next Committee meeting agenda.	Clerk	
2.14/15	4.2 The Chair to write a summary of all the visits undertaken over the last two years, and itemise the issues raised.	CC	
3.14/15	4.4 Rob Jagger to review the 'E-safety' Policy, the 'ICT Acceptable Use' and the 'Safeguarding' Policy.'	RJ	
4.14/15	7.3 The 'Critical Incident Plan' would be an agenda item for the Full GB on 2 October 2014.	Clerk	
5.14/15	8.2 The Terms of Reference would be an agenda item for the Full GB on 2 October 2014.	Clerk	
6.14/15	9.3 The Positive Behaviour Policy to be added to the next Committee meeting agenda.	Clerk	
7.14/15	9.4 The Sex Education Policy to be added to the next Committee meeting agenda.	Clerk	
8.14/15	9.5 A new Special Educational Needs Code has just been published and Mandy Fox (SEN) is to be invited to the next meeting in November to brief the Committee.	Head	
9.14/15	9.6 The Intimate Care Policy to be added to the next Committee meeting agenda.	Head/Clerk	
10.14/15	10.1 Stephen Mortimer to arrange to visit the school to discuss Pupil Premium spending on Learning and report to the next Committee meeting.	SM/Clerk	