

THORNDOWN PRIMARY SCHOOL

Minutes of the Learning and Development Committee Meeting Thursday, 6 November 2014 (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, Carolyn Jepson, Stephen Mortimer, Jane Ainscow, Peter Smith, Yasmin Finch and Rob Jagger.		
1.2	Non-Governors Present: Mandy Fox (SENCO) & David Clark (Clerk).		
1.3	The meeting was quorate with all nine governors present.		
1.4	There were no apologies for absence. It was noted that Carol Darnell had now resigned from the GB.		
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.	Special Educational Needs Policy		
2.1	Mandy Fox (SENCO) gave a presentation outlining the major changes made to the SEND (Special Educational Needs and Disabilities) framework from September 2014.		
2.2	A powerpoint presentation was circulated to all present, with an information report booklet. Electronic copies will be circulated with the minutes for all members of the GB.	Nov 14	Clerk
2.3	The key changes are: <ul style="list-style-type: none"> • Statements for children with additional needs are being replaced by EHC (Education, Health and Childcare) Plans; • Children with additional needs, previously supported as School Action or School Action Plus, will now get SEND support; • SENCO must now be a qualified teacher; • School must provide parents with an SEND Information Report (available on the school website); and 		

	<ul style="list-style-type: none"> The LA must provide a 'local offer.' 		
2.4	The committee ratified the revised SEND Policy, circulated prior to the meeting, for use in school.		
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	The committee also agreed that Governor Visits would be added to item 6 and that the Educational Visits Policy would be added to item 8.		
3.3	A revised Sex Education Policy has still to be finalised, and Andrea Murphy is to be invited to the next meeting in January 2015, to outline the changes.	Jan 15	Head
4.	Outstanding Learning and Development Committee Action Points from 18 September 2014., including circulation of Assembly Themes		
4.1	The Action Points from the meeting of 18 September 2014 were reviewed. Eight of the ten Action Points had been cleared before the meeting.		
4.2	Action Point 2 has now also been cleared as the Chair has written a summary of all the visits undertaken over the last two years, and itemised the issues raised. This report has still to be circulated.	Nov 14	Chair
4.3	Action Point 9, the Intimate Care Policy, will be added to the next committee meeting agenda in January 2015.	Jan 15	Clerk
5.	Headteacher's report, including update on the TOP/SDP		
5.1	The latest TOP was distributed and reviewed by the committee. By rag-rating progress the TOP gives a good visual presentation of progress. The TOP to be circulated to the full GB.	Nov 14	Clerk
5.2	It was reported that pupil progress meetings have taken place with the intention that two sub-levels of progress are achieved by July.		
5.3	Governors questioned the level of expectation, and challenge, indicated in the TOP. It was confirmed that progress is being made, and that aspirational targets are being used. Details were given of strategies that have been put in place in school to raise standards in writing and in other areas of the curriculum.		
5.4	The Headteacher is using an external SIP to help evaluate the progress made, and is attending an HMI course to help evaluate impact.		
5.5	Governors also asked questions about the use of bilingual TAs, which the school are using to help new pupils who have just arrived at the school from abroad.		
6.	Chair's Action		
6.1	The Chair confirmed that two governor visits had already taken		

	place this term. A report on the visit to review Child Protection had been circulated to the committee. A report on the visit to review Ethos and SMSC (Spiritual, Moral, Social and Cultural) Development had yet to be circulated to the committee.	Nov 14	Chair
6.2	A date has yet to be arranged for the next Governor Visit which will be to review differentiation in the classroom.		
7.	Review Work Schedule		
7.1	The Committee reviewed the outstanding tasks on the Work Schedule.		
7.2	The school has yet to receive the latest Pupil Number Forecast, from the LA, based on the October 2014 roll. Currently numbers in school have risen to 448 pupils.		
7.3	Attendance and Absence are monitored, and the EWO has visited the school. Two families where attendance is a concern have been sent letters by the LA.		
7.4	The in-house training event on the introduction of the new National Curriculum was well received. The website has been updated to outline the work being undertaken, with the exception of two subjects. A full review of the introduction of the new National Curriculum will only be possible when new assessment procedures have been put in place.		
8.	Review Schedule of Policies		
8.1	The committee agreed to defer the review the policies for the following, until the next meeting in January 2015, including: <ul style="list-style-type: none"> • Positive Behaviour; • Sex Education; and • Intimate Care. 	Jan 15	Clerk
8.2	The committee reviewed the proposed Mobile Phone Use Policy, and asked that the Headteacher check the Code of Conduct for staff, and the status of this policy with the LA, in order that it could be simplified to include all mobile devices. This policy to also be added to the agenda for the next meeting in January 2015.	Jan 15	Clerk
8.3	The committee reviewed the remaining policies, and following some minor changes, ratified their use in school: <ul style="list-style-type: none"> • E-safety; • ICT Acceptable Use; • Safeguarding; and • Educational Visits. 		
9.	Impact of Pupil Premium spending on Learning		
9.1	A document outlining the spending on Pupil Premium up to Easter 2014 is on the school website. A summary of proposed spending from Easter 2014 to Summer 2015 will be added.	Nov 14	Head
9.2	Stephen Mortimer to arrange to visit the school to discuss Pupil Premium spending on Learning and report to the next Committee meeting in January 2015.	Jan 15	SM

10.	Minutes of the previous meeting		
10.1	The minutes of previous meeting held on 18 September 2014, circulated prior to the meeting, were read, agreed and signed by the Chair as a true record of the meeting.		
11.	Any Other Business		
11.1	There being no other business the meeting closed at 7.28 pm.		

Learning & Development Committee Action Points – 6 November 2014

AP No. L&D.	Action Point	By Whom	Outcome
1.14/15	2.2 Electronic copies of the SEND powerpoint presentation and information report booklet to be circulated with the minutes for all members of the GB.	Clerk	Completed
2.14/15	3.3 Andrea Murphy to be invited to the next meeting in January 2015, to outline the changes to the Sex Education Policy.	Head	
3.14/15	4.2 The Chair to circulate the summary of the visits undertaken over the last two years, itemised with the issues raised.	Chair	Completed
4.14/15	4.3 The Intimate Care Policy to be added to the next committee meeting agenda in January 2015.	Clerk	See Action Point 8 below
5.14/15	5.1 The latest TOP to be circulated to the full GB.	Clerk	Completed
6.14/15	6.1 The report on the visit to review Ethos and SMSC to be circulated.	Chair	Completed
7.14/15	8.1 Agenda items for the next meeting in January 2015 to include policy review of: <ul style="list-style-type: none"> • Positive Behaviour; • Sex Education; and • Intimate Care. 	Clerk	
8.14/15	8.2 Agenda items for the next meeting in January 2015 to include policy review of Mobile Phone Use.	Clerk	
9.14/15	9.1 A summary of proposed spending on Pupil Premium from Easter 2014 to Summer 2015 to be added to the school website.	Head	
10.14/15	9.2 Stephen Mortimer to arrange to visit the school to discuss Pupil Premium spending on Learning and report to the next Committee meeting in January 2015.	SM	