

THORNDOWN PRIMARY SCHOOL

Minutes of the Learning and Development Committee Meeting Thursday, 14 January 2016 (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
Jane Ainscow	JA
Peter Smith	PS
Yasmin Finch	YF
Rob Jagger	RJ
Jill Foster	JF
Louise Lawson	LL

Item		Action	Lead
1.	Welcome / Apologies / Declarations of Interest		
1.1	Governors Present: Vicci Godbold, Christine Curtis, Claire Gerrard, Carolyn Jepson, Peter Smith, Yasmin Finch, Rob Jagger, Jill Foster and Louise Lawson.		
1.2	Non-Governors Present: David Varey (new Co-opted Governor yet to be ratified at Full GB) and David Clark (Clerk).		
1.3	The meeting was quorate with nine governors present.		
1.4	Apologies for absence: Jane Ainscow.		
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 last two agenda items should be reversed.		
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 from 12 November 2015		
3.1	Five of the six Action Points from the meeting of 12 November 2015 had now been completed.		
3.2	In addition, for AP3, the Head had discussed the Stage 1 letter on Absence with the EWO, with reference to known sickness. The school has a statutory duty to write to parents whose children's attendance falls below 95%.		

4.	Headteacher's report		
4.1	The Head and Deputy Headteacher outlined the ways in which the school are using O-track for assessment purposes, and the different types of reports that can be generated using this system.		
4.2	Three different reports were considered at the meeting and these were discussed in much detail. This included: <ul style="list-style-type: none"> • Data Summary Report; • Steps Progression List; and • Pupil Progress Cohort Review Charts. 		
4.3	It was explained that all these reports need adjusting as they all contain errors or are misleading in the way that they present the data. The school is working on ways to ensure that all reports can show the correct percentages of pupils who have achieved ARE (Age-Related Expectation). They are working with O-track to find ways of setting up the reports properly. If it is not possible to correct the data the school will develop assessment reports of their own using O-track data.		
4.4	It was agreed that the Committee needed to see more of these types of report to enable it to monitor the progress of children in the school. The Governor Visits programme should also be used to help them understand all the new measures of progress. Further examples of reports will be developed before the next meeting. The Committee felt that colour-coded charts, as used previously, gave them a clearer idea of both weaknesses and of successful areas of work but understood why these reports were no longer available because of statutory changes. The school was commended for the amount of work they undertaken to ensure pupil tracking is as secure as possible.	Mar 16	Head/CG
4.5	All staff have had their Performance Management reviews with 100% of lesson observations last term indicating good or outstanding practice. The staff will have joint lesson observations this term with their team leaders taking the lead. The Headteacher confirmed that she is undertaking book scrutinies to ensure that the children are making progress, and that they are being appropriately challenged. The information will be triangulated with data at the end of the term to ensure team leaders understand their team's strengths and weaknesses and teaching staff can review their performance management targets.		
4.6	The school is now focusing on training for Subject Co-ordinators and their role in school. This will include scrutiny of work plans in relation to the national curriculum.		
4.7	The HMI visit in December did highlight five areas to focus on, and these have been added to the TOP. There were no additional questions relating to the latest updated TOP and Ofsted Action Plan.		
4.8	The Deputy Headteacher (CG) has been chosen as one of four teachers of Mathematics in the County to attend Mastery level		

	training. She has already trialled some of this work with Y6 with good results.		
4.9	The Headteacher responded to a question about the use of interventions with children receiving Pupil Premium funding, and explained that every intervention is measured for impact. Some interventions take place in the classroom.		
4.10	It was agreed that more parents could be invited in to hear children read on a daily basis, and that this might help create the climate where the school could move from 'good' to 'outstanding.'		
5.	Chair's Action		
5.1	The Chair reported that in her role as Child Protection Governor she had attended the CP training event at the start of term. She explained how impressed she was with the commitment of all the staff, which included TAs, Midday Supervisors and the Caretaker, as well as Teachers.		
6.	Governor visits		
6.1	The reports from two Governor Visits were circulated prior to the meeting.		
6.2	The Child Protection Visit report had been circulated prior to the meeting, and identified some positive ways in which the school could reach 'full assurance.' This includes the SBM obtaining a DBS check for each member of the GB, as each governor now has a key-fob that allows access to the school at any time. Another action involved an amendment to the SCR, and this and all other issues identified are being actioned.		
6.3	The Marking & Feedback Visit report had been circulated prior to the meeting. The visit had been undertaken soon after the implementation of this new policy and it was too soon to measure impact. Staff have reviewed the operation of the policy and are now use key words to prompt the use of 'bluefishes' to help children, and stamps indicating verbal feedback was given.		
6.4	The remaining Governor Visits are as follows: <ul style="list-style-type: none"> Monitoring quality of teaching & learning in Foundation Subjects- VG/AC/RJ – visit completed, awaiting report; Middle managers/SMT – FN/DT on 2 February 2016; Literacy across the Curriculum – JA/YF/ANOther on 1 March 2016 (LL to check diary); Monitoring pupil progress – FN/PS/CC in April 2016; and Provision for more able in maths – CC & 2 others in Summer 2016; and Review the impact of the new Marking & Feedback policy - to be arranged for the summer term. 	Mar 16 Feb 16 Mar 16 May 16	VG/AC/RJ FN/DT JA/YF/LL CC
7.	Review Governor Induction, Visits & Training		
7.1	These policies were reviewed last year and are not due for review now until 2018.		

8.	Review Work Schedule		
8.1	The Committee reviewed the updated Work Schedule which indicated all the planned activities for this term had been completed. The Behaviour Policy was added to the schedule and will be discussed at the next meeting on Thursday, 3 March 2016.	Mar 16	Clerk
9.	Review Schedule of Policies		
9.1	The Committee reviewed the revised Administration of Medicines Policy circulated prior to the meeting and discussed the advice the Headteacher had gained from the School Nurse and one of the Cambridgeshire Local Authority Education Advisors. The Committee ratified the policy for use in school, subject to a couple of minor amendments. Carolyn Jepson was thanked for her work on this.		
10.	Pupil Premium		
10.1	Appointment of a new Pupil Premium Governor - it was agreed that the new Pupil Premium Champion for the GB would be Peter Smith, and that a new governor would be asked to shadow him with this work.	Mar 16	CC/PS
11.	Minutes of the previous meeting		
11.1	The minutes of previous meeting held on 12 November 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	RJ suggested that the Committee needed to highlight some of the areas where the school has been innovative or can give examples of good practice. An example might be that every Pupil Premium child now has an adult mentor. It was agreed that this would become a standing item in addition to Pupil Premium.	Mar 16	Clerk
12.2	There being no other business the meeting closed at 7.25 pm		

Summary of Impact on Standards and Progress from the meeting
<p>Full GB and Committee meetings now end by reflecting on what the meeting has achieved to further school improvement.</p> <p>The Committee agreed that, at this meeting, it had:</p> <ul style="list-style-type: none"> • Discussed the issues around develop new assessment procedures and reports, and understood the pressures and challenges for staff; • Been fully briefed on the two Governor Visits relating to Marking and Feedback and to Child Protection.

Learning & Development Committee Action Points – 14 January 2016

L&D 3 2015/2016 AP No:	Action Point	By Whom	Outcome
1.	4.4 The Head/CG to provide further examples of the different types of assessment and progress reports that can be generated using this system, at the next meeting on Thursday, 3 March 2016.	Head/CG	See agenda item 8 on next agenda
2.	6.4 A report on the Governor Visit to Monitor the quality of teaching & learning in Foundation Subjects to be provided for the next meeting on Thursday, 3 March 2016.	VG/AC/RJ	See agenda item 6 on next agenda
3.	6.4 A report on the Governor Visit on Middle managers/SMT on 2 February 2016 to be provided for the next meeting on Thursday, 3 March 2016.	FN/DT	See agenda item 6 on next agenda
4.	6.4 A Governor Visit on Literacy across the Curriculum on 1 March 2016 to be undertaken	JA/YF/LL	
5.	6.4 A Governor Visit to review the impact of the new Marking & Feedback policy to be arranged in the summer term.	CC	
6.	8.1 The Behaviour Policy to be discussed at the next meeting on Thursday, 3 March 2016.	Clerk	See agenda item 11 on next agenda
7.	10.1 A new governor to be appointed to shadow the new Pupil Premium Governor - Peter Smith.	CC/PS	
8.	12.1 The Clerk to add Innovative/Good practice, and Pupil Premium, as standing agenda items for each meeting.	Clerk	See agenda item 12 on next agenda