

TEACHING AND LEARNING COMMITTEE MEETING

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| TEACHING AND LEARNING COMMITTEE MEETING | | | | | | | |
| Monday 7 th November 2016 | 13.30 | Dartington C E Primary School | | DRAFT MINUTES  | | | |
| <i>Attendees</i> | <i>Initials</i> | <i>Category of governor Any office held</i> | <i>Time they joined/left if not present for full meeting</i> | <i>Attendees</i> | <i>Initials</i> | | <i>Time they joined/left if not present for full meeting</i> |
| Tony Gregg | TG | Foundation (Chair) | | Abigail Read | AR | Parent | |
| Martyn Johnson | MJ | Foundation | | Amelia Poore | AP | Staff (Vice Chair) | |
| Jill Mahon | JM | Headteacher | | | | | |

| Apologies | Initials | Reason (Category of Governor) |
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| Lucy Woollett | LW | Parent |
| Michael Potter | MP | Co-opted |

| Absent without Apology | Initials |
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| In Attendance | Initials | (anyone who is not a governor/ associate) |
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| Yvette Elliott | YE | Clerk |
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| Minutes to |
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| All Governors |
| School Web Site |

Documents shared or referred to:

- Dartington TORs for Safeguarding Governor (Spring '16 version)
- NGA model TORs for the Curriculum Committee
- Babcock model TORs for the Safeguarding Governors
- Babcock whole school model safeguarding and child protection policy and procedures
- Behaviour Procedures
- Behaviour Policy
- Staffing structure re: classes 2016-17
- Development of Governance (updated 14.10.16)

| Agenda Number | Details of discussion | Decision or action |
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| 1. | Apologies. | Accepted |

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| 2. | Declaration of Pecuniary or Business Interests. | No new interests declared. |
| 3. | Minutes of the last meeting, held on 3rd October 2016. | Approved and signed by the Chair. |
| 4. | <p>Appointments</p> <p>1. <u>Chair:</u> TG confirmed that he would be happy to stand again as Chair of the T&L committee and with no other candidates he was proposed by MJ and voted in unanimously for the next 12 months.</p> <p>2. <u>Vice-Chair:</u> AP confirmed that she would be prepared to stand again as Vice-Chair of the T&L committee and with no other candidates she was proposed by MJ and voted in unanimously for the next 12 months.</p> <p>3. <u>Lead Governor Roles:</u> TG is to continue as Safeguarding and English Lead and has a particular interest in the RE curriculum. MJ taking on Maths Lead from EH, with AR continuing in her role as Maths Lead. LW and AP to continue as Pupil Premium and SEND Leads. MP and RH to continue as Safeguarding & Attendance Leads (this will also ensure Safeguarding is represented on each of the three new committees).</p> <p><i>JM questioned whether a Governor should look specifically at 'Standards' to enable comparison across the school in subjects, attainment, achievement, cohorts etc. TG felt that Lead Governors should be aware of standards in their own specific areas and these could be compared when information is brought together. It was agreed that 'standards' will be an agenda item for all Lead Gov's to report on in the middle of the Spring Term.</i></p> <p><i>TG questioned how Governors can best get together with School Leaders now with the change to their Release time? JM: Monday nights are Leaders' meetings and Governors could join one of these. JM also has a calendar which can be shared with Governors to help them schedule times for meetings at appropriate times. MJ asked JM to arrange a first meeting with the School Maths Lead for him, which could be continued monthly. Gov's need to be clear about what they want to work on and understand the school position statement. Reviewing children's books is also an excellent way to monitor work.</i></p> | <p>'Standards' as agenda item in Spring Term for all Lead Gov's to report on</p> <p>JM to share calendar of activities etc with Governors</p> <p>JM to arrange meeting between MJ and Maz</p> |
| 5. | <p>Matters Arising</p> <p>1. <u>Review meeting timetable</u> - Agreed that the dates as previously agreed will stand.</p> | |

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| <p>2.</p> <p>3.</p> <p>4.</p> <p>5.</p> <p>6.</p> <p>7.</p> | <p><u>Arrange accelerated reader & EYFS presentations</u> - The committee will not pursue these at present, but TG will speak with Hannah Tucker regarding Accelerated Reader. Congratulations were also offered to Sian Rive (EYFS Lead) on the news of the birth of her daughter.</p> <p><u>LW & RH to identify actions required from Summer Fair</u> - As neither were present at this meeting there was nothing to report.</p> <p><u>Parental engagement clarity / strategy</u> - This will form part of a wider strategic approach by the FGB.</p> <p><u>Governor voice in newsletter regarding attendance</u> - Ongoing. AR was introduced in last week's newsletter as the new Chair.</p> <p><u>Governor visits - focus on attendance impact</u> - Plans will now be put in place by Lead Governors, as discussed above.</p> <p><u>Excellence for All forms</u> - Completed and submitted. JM suggested this to become a standing agenda item on all committees throughout the year to ensure regular discussion and attention on focus areas. AP suggested that this is also referred to in the Governor Action Plan. JM suggested that Governors first focus on the questions that they found hardest to answer and how they might gather that insight.</p> | <p>TG to speak to Hannah Tucker about Accelerated Reader</p> <p>MP as Attendance Lead to write in newsletter</p> <p>YE to ask Gov's to note EforA questions for focus and ensure this is an agenda item on all committees</p> |
| <p>6.</p> | <p>Terms of Reference for 2016-17</p> <p><u>T&L Committee:</u> The NGA model TOR for the 'Curriculum Committee' was shared with the agenda for consideration this was discussed.</p> <p>The committee resolved to adopt this policy and it was agreed that a minimum of 3 members would need to be present for the committee to be quorate.</p> <p>The monitoring and evaluation of leadership & management responsibility needs to be present for each of the 3 committees. The list of policies that the T&L committee is responsible for should also be shared with all for distribution amongst Lead Gov's for responsibility.</p> <p>YE to update, personalise and share the new TORs with all.</p> <p><u>Safeguarding:</u> The new Babcock model Safeguarding TOR was shared and discussed in comparison to our own existing version. The committee resolved to adopt the Babcock version. YE to update and share with the FGB.</p> | <p>Use NGA model TORs for all committees</p> <p>YE to update, personalise and share the new TORs (T&L committee & Safeguarding Lead) with all</p> |
| <p>7.</p> | <p>Parental Engagement</p> <p>AR will attend the next parent forum to introduce herself as the new Chair of Governors. Parent Governors are now represented on each of the 3 committees and need to get together outside of these meetings to ensure collaborative working.</p> | <p>Parent Gov's to meet outside of committee meetings</p> |
| <p>8.</p> | <p>Safeguarding and Attendance</p> | |

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| 1. | <p>Attendance - JM reported that the school is constantly reviewing actions in relation to the impact that each is having. We did not meet our targets last year, despite relentless hard work. We achieved 93% attendance in 2015-16. Peter Walker, EWO Lead has recognised our relentless pursuit, as Ofsted did but this does not mean the school can be complacent. Admin staff absence compounded our ability to scrutinise the data, but this has now been addressed and we have processes that are stronger.</p> <p>An action plan, spanning 2 academic years, has been created with measurable and clear steps drawn up with Peter Walker in May '16 (e.g. need to be 1% ahead at every point compared to the previous year) The school is sending monthly attendance print outs to every parents using standard green paper for all attendance related correspondence. Information is included on the back of each print out so that insight is built over time and parents become familiar with the format and their children's attendance.</p> <p>Anything under 96% attendance 'requires improvement' and parents are receiving regular letters and updates.</p> <p>Most recent developments are the side gates are now locked at 8.50am to avoid late absences being unreported and to safeguard our children, so security is improved. Despite increased foot traffic through reception as parents leave after drop-off, parents have been supportive of this change.</p> <p>AP explained that data can now be more easily compared using the attendance workbook created with Peter Walker. At October half-term we achieved 95% attendance compared to 93.1% last year. This is much better, but still not good enough.</p> <p>TG suggested that the improvement must be indicative of the school's work and JM agreed that changes in procedure now mean we are now doing this in partnership <i>with</i> parents, not <i>to</i> parents.</p> <p>TG requested an anonymised version of the letters that are going home to parents. AR confirmed that her personal experience of receiving attendance information and having it explained was very positive. Any parents who did not attend parent's evening, where the September print outs were explained and given out, has their information sent home instead. JM and AP are now able to oversee the whole picture more easily.</p> <p>There are monthly meetings which review the previous month's data (able to focus on individual illness, traveller community, late arrivals, home life patterns etc that may all influence attendance). JM also reported that there are fewer holiday requests during term-time now, although requests by Travellers</p> | <p>JM to share an anonymised absence letter with Governors</p> |
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| | <p>continue.</p> <p>It is disruptive to pupils' learning if there are late arrivals, but also for teachers who have to go back and fill in gaps in learning for missed days. The impact of this lost learning can be seen in children's books.</p> <p>TG rounded up that there is a good consistency in dealing with attendance issues and he feels reassured by the work that is being carried out by the school.</p> <p><u>Safeguarding</u> - Where parents can be engaged with, better support can be offered. September and October saw high levels of concerns raised across a range of children and issues. <i>AR asked if this is a reflection of the school or the wider population?</i> JM confirmed that all schools will see safeguarding problems like those at Dartington and that all have to remain vigilant.</p> <p>TG felt that the school can be seen to value the 'whole' child and AP reminded the committee that a key to our ethos is 'readiness to learn,' so it is absolutely focused on the whole child.</p> <p>The termly safeguarding audit results will be shared with the FGB in November.</p> | <p>Termly safeguarding audit results will be shared with the FGB in November</p> |
| <p>9.</p> <p>1.</p> <p>2.</p> <p>3.</p> | <p>Policies</p> <p><u>Whole School Model Safeguarding and Child Protection Policy and Procedures:</u> The committee ratified this updated Babcock policy. YE to work with staff to personalise it and update our details. This should be shared with FGB and printed for the Safeguarding file, along with any documents referenced within it.</p> <p><u>Behaviour Policy & Behaviour Procedures:</u> JM shared these updated documents with the committee. The focus is on recognising children who are 'available for learning,' with respectful and trusted relationships being key to our procedures. The school's values of Creativity, Challenge, Empathy & Compassion and Reflection sit alongside the Christian Distinctiveness of the school with its own 10 values, held by the Forest Families. Social, emotional and academic learning and all valued.</p> <p>Procedures talk about positive feedback, attentive and observant adults, consistent boundaries and the use of white slips for problems to allow for monitoring, management and intervention.</p> <p>TG proposed that these documents be ratified by the committee and this was carried.</p> <p><u>Attendance Policy:</u> This policy is due to be updated by staff and JM will share it with Governors for review and ratification at the November FGB.</p> | <p>YE to work with staff to personalise Safeguarding and Child Protection Policy, share with FGB & print for file</p> <p>Attendance Policy for review at Nov FGB</p> |

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| 10. | <p>Current School structure and budget</p> <p>JM shared "Staffing structure re: classes 16/17" (last updated July 16, so pupil numbers have changed). Classes are larger now, but manageable. Many new families are booking school tours, so pupil numbers are likely to continue to rise, although sadly post-Census day so this will not attract any additional money for this next financial year. TG wanted to know if we ask why new families are choosing Dartington? JM confirmed that this question is always asked and it is not just because of Ofsted and new buildings plans, but also changes to personal circumstances, for example.</p> <p>The staff structure is working well and we have excellent Leaders. Our Sports Development programme this year is reshaped as significant spends last year. We have reduced staffing and this role is now held by class teachers. There are plans that events will still run and children will experience the full range from our Sports Partnership. Class teachers will each lead a sports event this year and tie PE lessons into this - it is being more strategically planned.</p> <p>Special Needs funding is complex and it appears that there will be a reduction in each pupil allocation by £55 next year to fund SEND. There will be a maximum allowance of £2,000 per child in the next financial year, which will create financial shortfalls, especially during the assessment period, where the school will be providing the necessary support before funds 'may' become available. The impact on TAs and the school budget is huge, but unavoidable.</p> | |
| 11. | <p>School Improvement Plan</p> <p>Governors need to ensure that School Leaders are supported with SIP work and that we focus on what the picture is telling us in order to know how to proceed. Action Plans were reviewed by staff in the Summer term and Lead Governors should meet with Leaders to review these.</p> <p>AP and TG worked on the Development of Governance in October '16 and have requested a short slot in the November FGB agenda to discuss this. AP confirmed that Governors need to fully address the 'vision' of the school before we can work on this better.</p> | <p>Development of Governance doc on Nov FGB agenda</p> |
| 12 | <p>Operational Vs Strategic work</p> <p>TG confirmed that Governors have tended to be too operational in the past and need to understand more clearly the boundaries of work. YE to try and ensure Governors attend training and Update sessions, where this is clarified.</p> <p>TG asked JM for a calendar of school activities / events so that Governors know what is going on and can observe/engage if appropriate.</p> | <p>JM to share calendar of school events with FGB</p> |

DARTINGTON C E PRIMARY SCHOOL AND NURSERY

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| | AR informed the committee that she and JM are planning a Governor social, to tie in with the school Christmas lunch - details to follow. | |
| 8. | The meeting closed at 3.10pm and the next meeting is on Monday 16th January 2017, 1.30-3pm. | |